Provides Outcome based Education

ACADEMIC GUIDELINES

MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY

(Approved by the AICTE,New Delhi and Affiliated to Pondicherry University)

Kalvi Vallal N.Kesavan Salai, Medical College Campus, Kalitheerthalkuppam, Puducherry – 605 107

www.mvit.edu.in Phone : 0413-2643007 / 94980 93535 / 98438 11670

Sl.No	CONTENTS	PAGE NO

Sl.No		CONTENTS	PAGE NO

VISION OF THE INSTITUTE

To accomplish excellence in the field of technical education and scientific research on regional, national and international levels through committing to total quality for its faculty, providing excellent infrastructure, research facilities and conducive atmosphere that would motivate the students in the pursuit of knowledge in Engineering and Technology.

MISSION OF THE INSTITUTE

Depth Knowledge In Fundamentals (M1): To provide in depth knowledge in fundamentals to students to improve their learning and analytical skills.

Innovative Technologies (M2): To provide our students with the most progressive, relevant and well-rounded academic programs, supporting their learning through advanced and extensive resource.

Challenges on real time problems (M3): To promote interaction with industries and other institutes of higher learning to equip our students to face the challenges on real time problems.

Integrity and Morality (M4): To develop the overall personality of the students to mould them into a good citizen with integrity and morality.

(i) Academic :

Outcomes - University Results, Gold Medals, University Ranks, Students Technical knowledge, Ability to apply the concepts to the product development

Activities - Well planned Academic schedule, Lession planning, Daily test/Evening Coaching, Internal tests after 25 and 50 working days, Premodel exam for one week, Two Marks Test at the end of each unit, Periodic Comprehension Test, Comprehension viva at the end of each semester, Special coaching for slow learning students during study holidays and also for arrear students, Regular Assignments, Regular quiz programmes, Technical club activities, Workshops &Training for learning the simulation tools.

(ii) Students Development :

Outcomes: Students Participation in Symposiums, Workshops, Value added courses, Project competitions, ,Competitions conducted by IT/Non IT companies, Excellent in Soft skills, Certified Professionals, Leadership qualities, Social responsibilities

Activities: 2 Min. speech, MIT Tech talk, Internal workshops and Training, Mini Project Competition, Expert Lectures, Special Lectures, Industrial visit, In Plant Training, Guest of the week, Motivation lectures, counseling, Spoken tutorials- workshops, Soft skill training, Training for International certification , NSS, Red ribbon club activities, Professional association.

(iii) Placement:

Outcomes: Employable Students, Students with Excellent Soft skills, All the students must be Placed through Campus recruitment, More no. of companies in our Campus Recruitment list.

Activities: Regular and well scheduled Soft skill Training, Motivation Programmes, Comprehension classes and Tests, Technical Training, Technical Competitions, Review meetings.

(iv) Faculty Development:

Outcomes: Best Teaching Professional, Knowledge updation, Commitment towards work, Ability to train the junior faculty, Ability to guide and counsel the students, Research attitude.

Activities: Regular Meeting, Regular FDP on Teaching methodologies, Lab Training, Training for certification, Spoken tutorials- workshops, Special Lectures, Sponsoring for Workshops/Conferences, Faculty specialization Groups, Review meetings, Performance Appraisal.

(v) Research:

Outcomes: Publications, Center of Excellence, MoUs with Industries, Funded Projects.

Activities: R&D Cell, Regular Meeting, Awareness Lectures, Regular R&D workshop, R&D Training, Faculty specialization Groups.

2. THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY

"The faculty members should stick on to the Rules/ Regulations/ Responsibilities at all times. Non- loyalty or non-fulfillment to the rules, regulations and responsibilities will be viewed seriously and suitable disciplinary action will be initiated against such employees/faculty members".

2.1 GENERAL

✓ The Faculty member should attend the duty to the college at least 10 minutes before the Commencement of classes and should leave the college not earlier than 10 minutes after the end of the last hour.

✓ He/she shall stay within the campus during the working hours of the College. The staff members need to go out of the College premises during working hours should get necessary permission from HOD and Principal and the permission message slip need to be handed over to security office (i.e. OUT and IN timing Register kept at security).

✓ Staff members shall compulsorily wear College ID and shoes while in the College premises. Staff members shall not use mobile phones in the corridor. However, they may use them in their cabins/rooms.

✓ The staff members are expected to present themselves in decent attire. Clothes like sleeveless tops, T-shirts etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for ladies.

✓ Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

✓ The faculty members are expected to conduct themselves in a professional and co-operative manner.

✓ The Faculty Member should be strict but not to be harsh with the students. Never use harsh words, which would hurt the feeling of students. They have to handle the students maturely

✓ All the faculty members are expected to communicate to each other and with students only in English.

✓ They are expected to follow responsibilities assigned in teaching/research/consultancy and administrative attentively in honest and un-biased manner with total commitment.

✓ Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal.

✓ Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.

✓ The Faculty Member must strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.

✓ Every Faculty Member is expected to extend his/her support in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

✓ Take precautions to protect equipment, materials and facilities of the college.

✓ Attend and participate in the meetings, activities assigned by the HOD and Principal.

- ✓ They are expected to take up other duties and responsibilities prescribed by the Principal/Management not limited to Academic and Evaluation duties.

- ✓ They need to undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor.

- ✓ He/she shall not engage/take private tuitions for our students outside without informing to HoD and Principal.

- ✓ He/she shall finish the evaluation work of Continuous assessment tests and model examinations on priority without causing any inconvenience to the evaluation process.

- ✓ He/she shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely HOD and Principal

- ✓ Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.

- ✓ The Faculty Member should submit the weekly work done report to the Hod.

2.2 TEACHING LEARNING PROCESS

2.2.1 CURRICULUM GAP IDENTIFICATION

- ✓ The faculty is responsible for monitoring and ensuring the quality of his educational strategy, practice and procedure.

- ✓ The faculty should identify the curricular gaps for his/her respective subjects by comparing with other reputed universities and institutions and also by considering the requirements in Industries.

- ✓ The faculty should identify the course outcomes for their subjects and perform mapping with POs and PSOs.

- ✓ The faculty need to fulfill the identified curricular gaps for the attainment of POs and PSOs by delivering lectures beyond the syllabus, arranging guest lectures, Value added course, Industrial visit, Internship etc.,

- ✓ The faculty needs to adopt various innovative teaching methods like using models, power point presentations, video lecturing and interactive learning methods to deliver the content to the students by means of analogy; real world examples and problematic aspects of concepts will be conveyed by a short cut method to create the best learning environment for students.

2.2.2 IN-DEPARTMENT

- ✓ The Faculty Member should always keep the HOD in confidence about the member's professional and personal activities.

- ✓ The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization

- ✓ In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD or Principal in academic, co-curricular and extra curricular activities.

- ✓ Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD and Class Advisor must be informed with appropriate alternate arrangements suggested.

- ✓ The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

- ✓ The Class Advisor must update the student's personal file/ folder regularly and put up for inspection by HOD/Principal as the case may be.

- ✓ To give counseling to the students if needed.

- ✓ To bring the students misbehavior in the class to the knowledge of the Class Advisor/HOD/ Principal.

- ✓ To carry out the administrative works of the department assigned by the HOD concerned.

2.2.3 IN-CLASSROOM TEACHING

- ✓ Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.

- ✓ The faculty needs to adhere strictly to the academic calendar.

- ✓ The Faculty Member should get the course plan, lesson plan and course file - approved by HOD and Principal.

- ✓ The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. The course file consists of preface, previous year university question papers, notes, hand outs, PPT, test/exam question papers, three model answer scripts for each test/exam (top, middle and bottom), Assignment plan, topics and copy of assignment, feedback analysis report etc. The teaching faculty has to get verified their course file by their HOD at least once in a month and submit it to the concerned HOD within three weeks of the last instruction day of the concerned semester.

- ✓ The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids for delivering the lecture. The Faculty Member should not dictate the notes in the class.

- ✓ The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

- ✓ The Faculty Member should engage the full 50 minutes and should not leave the class early.

- ✓ Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and at the attendance software.

- ✓ Every Faculty Member should maintain student's attendance records (log book) and the absentees roll number should be noted everyday in the software and in the Master attendance Register maintained in the department as soon as the classes/laboratory hours are over.

- ✓ Every faculty member should maintain a student's academic performance assessment card (Blue card) for each subject that they are handling.

- ✓ The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts / questions.
- ✓ The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- ✓ The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes. Based on the performance in internal assessment tests and previous year university examinations the students are categorized as advanced (Bright students), average and slow learners.

The format for Course Information sheet, Lesson plan is given in the **Annexure – 1**

✓ Identifying Slow learning Students

- ✓ Students who scored *below 50% marks* in three or more subjects in internal assessment tests are identified as academically weak students.
- ✓ Students who are having more than 2 arrears are also identified as weak students

Assisting Slow Learners

- ✓ Additional Care should been taken by the faculties for monitoring the student activities about the deviations from studies and corrective measures should be suggested
- ✓ A blended motivation and responsibility from both parents and faculty will create a positive mindset and it will help to overcome the inabilities and hurdles faced by the weak students
- ✓ Extra coaching classes through remedial classes, simplified exam oriented coaching and separate hand out materials can also be provided to them

Identifying Bright Students

- ✓ Students who scored above *70% marks* in all subject in internal assessment tests are identified as academically Bright students.
- ✓ Brightness encompasses many dimensions such as innate abilities, personality traits and environmental influences. Therefore measures that go beyond purely academic achievement need to be used in order to identify students whose abilities are not indicated by tests performance.
- ✓ Identify students who are performing, as well as who have potential at levels well above year level expectations. This will be done by collecting evidence of their learning and performance through a range of assessments, intellectual and personality traits.

- ✓ In problem oriented subject, regular tutorial classes have to be conducted. The tutorial problems have to be handed over to the students at least in week in advance of actual class.
- ✓ The Faculty Member shall give all possible pattern (2-marks and 11 –marks) questions of each unit to the students as question bank.
- ✓ The Faculty Member should interact with the Class Advisor or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- ✓ The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.

- ✓ The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- ✓ The Faculty Member should make himself/ herself available for doubt clearance to the students. They have to motivate the students and bring out the creativity / originality in the students.
- ✓ The Faculty Member should sign in the class log book every day after he/she finishes the lecture.
- ✓ The faculty has to prepare their respective subject's internal assessment question paper by considering the course outcome and learning level perspective and evaluate the papers in time and submit the performance report to the class advisor.

2.2.4 IN-LABORATORY TEACHING

- ✓ The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- ✓ The faculty members will prepare a lab manual which is to be given to students before coming to the lab classes. For each experiment, possible viva questions are to be included in the manual.
- ✓ Whenever possible, additional experiments to clarify or enlighten the students must be given.
- ✓ The lab observations/records must be corrected then and there or at least by next class.
- ✓ Allow the students inside the lab only on submission of the records written up to date and on confirming the students preparedness for doing the experiments.
- ✓ To attest the readings of the experiment. To let the students know the percentage of error he/she commits for every experiment.
- ✓ To sign the manual /rough record before the end of each practical class.
- ✓ Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD.
- ✓ In order to prevent theft, faculty members are advised to take the following action.
- ✓ In order to prevent theft, faculty members are advised to take the following action.
  - ➢ Before starting the practical's/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.
  - ➢ As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
  - ➢ Students shall not be permitted to carry bags into the labs.
  - ➢ In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.
- ✓ Model Practical examinations will be conducted after completing all the experiments. i.e., before the University Practical examinations.
- ✓ Mini project must be carried out by all the students in their 2nd and 3rd year.(one project in a year)

2.2.5 FEEDBACK AND QC MEETING MECHANISM

- ✓ To improve the quality of teaching and learning process and for creating conducive atmosphere for students learning feedback and QC meeting are conducted.

- ✓ Feedback has to be collected from students through online basis twice in a semester (10 days after the commencement of the classes -interim feedback and before the model exam- final feedback).

- ✓ The feedback from the parents will be collected during parents meeting which is held after the internal test.

- ✓ Feedback will be discussed in quality circle meeting which is conducted with the faculty and students representatives to attend the comments / grievances expressed by the students in the feedback.

- ✓ If required, training/ orientation programs can be conducted by professional experts to master the skills of the faculty members in the hint of teaching, thus improving the efficiency of teaching- learning process.

- ✓ HOD and senior faculties collect feedback from students regarding the housekeeping services and transport services during QCM.

- ✓ Hod will submit the reports to the principal and principal will direct the concern faculty/staff to take corrective measure immediately and report back to the principal.

    Format for Student Feedback and Consolidated Data will be given in **Annexure- 2**
    Format for Parents Feedback will be given in **Annexure- 3**
    Format for Quality circle Meeting will be given in **Annexure- 4**

2.2.6 QAC MEETING AND ACADEMIC AUDIT PROCEDURE

- ✓ Quality Assurance Cell (QAC) and academic audit is conducted to improve the effectiveness of teaching learning and assessment process.

- ✓ QAC will be conducted 4 times in a semester (One meeting at the beginning of the semester and other meetings after each assessment tests conducted) and the academic audit will be conducted once in a semester.

Objectives of QAC and Academic audit

    The academic audit in our Institution is initiated with the following objectives:

- ✓ To ensure the quality in course material preparation
- ✓ To ensure effective lesson plan preparation
- ✓ To ensure the effective content delivery in the classroom and laboratory classes
- ✓ To ensure the syllabus coverage as per the lesson plan
- ✓ To ensure the quality of internal test question papers
- ✓ To ensure the quality in teaching learning process
- ✓ Verifying the Course Outcome, Programme Outcome attainment Levels.
- ✓ To ensure the quality in assessment & evaluation process
- ✓ To ensure delivery of content beyond the syllabus to fill the curricular gap.
- ✓ To make appropriate recommendations for continuous improvement in the Teaching and Learning Process and also course outcomes.
- ✓ Verifying the corrective measure taken to improve the quality of Teaching and Learning
- ✓ Checking the documents and offering suggestions for improvement.

    The academic audit is conducted and reported at the end of each semester to improve the quality of teaching-learning process.

 Format for QAC and Academic Audit Report will be given in **Annexure- 5**
 Format for QAC Report on Question Paper setting and Evaluation process will be given in **Annexure- 6**

- ✓ Arrange for conduction of Dept. Advisory committee meeting at least once in a year to discuss about the academic and developmental activities to meet out the vision of the department.

- ✓ Preparation of Master action plan based on the Gaps identified in the curriculum, Preparing Time table, scheduling, and preparation of action plan for each semester and execution of various departmental activities to achieve our goals.

- ✓ Allocating work load and other responsibilities to all the staff members in their departments based on their experience.

- ✓ The subjects are to be divided into two categories, which are theoretical and analytical.Then, the faculty members are requested to give their preferences (at-least 3 subjects) in each category. With that list, the HOD can play his role to finalize the subjects by considering the specialization of the faculty, experience and other workload of faculty etc.

- ✓ Monitoring the progress of academic work and other related activities like conduction of special classes, cycle tests, notes to students, evaluation of papers in time, sending reports to the parents, sending absentees information to parents, staff members going to classes in time, proper conduction of Practical classes as suggested in the guidelines.

- ✓ Responsible for improving overall pass percentage of students of their Dept. students.

- ✓ Recommending and forwarding the leave letters of faculty members by ensuring alternate work arrangement is done.

- ✓ Planning and execution of Various dept. development activities like new lab set up, library books purchase, conducting workshops, training programmes for the staff members, conferences as per the suggestions by Principal and Management etc.

- ✓ Taking actions in the appropriate time on purchase of equipments, consumables for the laboratories, stationeries for the students and budget utilisation.

- ✓ Monitoring students attendance and taking corrective steps to improve the attendance. Monitoring online data entry by the faculty members and class advisors. Monitoring students discipline and taking corrective measures.

- ✓ Monitoring the performance of the students in the daily tests/cycle tests, internal tests and model examinations and taking corrective steps to improve the performance.

- ✓ Planning and execution of value added courses to improve the technical knowledge of the students and also the employability.

- ✓ Assessing the students talents and skill and suggesting for training programmes to the Training and Placement cell.

- ✓ Arranging Parents meeting periodically depending on the need.

- ✓ Monitoring the maintenance of stock in the dept. and proper utilization of the stock.

- ✓ Monitoring the cleanliness of all the Laboratories and class rooms of their department and giving instructions to the concerned persons to make it done.

- ✓ Maintenance and updation of all the dept. files.

- ✓ Guiding all the staff members in the process of execution of all the works in the dept.
- ✓ Guiding the staff members in R&D activities and Guiding and motivating the students to participate in Technical competitions and certifications.
- ✓ Responsible for improving overall performance of the department.
- ✓ Supporting the Principal in preparing various details for University affiliation and AICTE approval.

Format for Subject allotment form will be given in **Annexure- 7**

4. DUTIES AND RESPONSIBILITIES OF THE CLASS ADVISOR

- ✓ For each class, one faculty is appointed as class advisor. They need to maintain a Proctor card which has all the personal and academic details and a separate folder for each student.
- ✓ The class advisor will collect the attendance details for both sessions and submit it to the HoD.
- ✓ For the absentees students the intimation will be sent to the parents through SMS.
- ✓ While coming next day to college, the student will get sign in the Leave Card (Pink card) from class advisor and Hod.
- ✓ Those who are frequently taking leave are intimated to the parents by sending letter to the parents through post.
- ✓ Taking corrective measures to reduce the absentees for the class and also the tests.
- ✓ To ensure that every student is well supported to fulfill his/her learning potential
- ✓ In order to monitor the progress and quality of students, appraise them and consult their parents.
- ✓ To encourage the students to learn beyond the syllabus contents.
- ✓ Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- ✓ To maintain student discipline in the class as per the college policies.
- ✓ To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree
- ✓ Address students' queries.
- ✓ To inform the HOD about making alternative arrangement for lectures and practical's when a faculty is absent.
- ✓ To arrange for an effective induction programme and value added course for student's in consultation with HOD.
- ✓ Implement the actions based on the minutes of class committee (QC) meetings.
- ✓ Arrange Parents Teacher meeting and all common functions of the college to represent the class.
- ✓ Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
- ✓ Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
- ✓ To arrange industrial visits and guest lecturers for students to improve their learning experience in the consultation with HOD
- ✓ To encourage the students to participate in technical competitions conducted outside the college.

- ✓ Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.

- ✓ Prepare a subject wise list of the final attendance (APC), practical and lectures together and make forwarded to Principal within 3 days of a semester closing in the prescribed format through HOD.

- ✓ Update data regarding students' achievements in academics, sports, extracurricular activities etc.

- ✓ Any other duty the HOD/ Chairman/ Principal/Administrator may assign.

5. DUTIES AND RESPONSIBILITIES OF SPECIALIZATION GROUPS:

- ✓ Identification of experts in the respective specialization group.

- ✓ At the beginning of the semester, they can be invited for giving project ideas to the final year students.

- ✓ Arranging workshops/ seminars/guest lecture in their domains based on curriculum gaps identified.

- ✓ Submitting proposals for FDP/Seminar/ Funded Projects etc.

- ✓ Value added courses are to be planned and conducted to improve the employability of the students.

- ✓ Should take efforts to create Center of excellence and carry out consultancy activities.

- ✓ Should involve in research oriented activities like conference presentations, Publications in journals.

- ✓ Attending seminars/Workshops/FDP etc.

Format for Action plan for specialization group will be given in **Annexure - 8**

6. DUTIES AND RESPONSIBILITIES OF THE LABORATORY IN-CHARGE

- ✓ To maintain the Non-consumable Stock Register, Consumable Registers, Lab manuals and data books.

- ✓ To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.

- ✓ To plan for the procurement of any new equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.

- ✓ To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.

- ✓ To organize the laboratory for oral and practical examinations.

- ✓ To hold those responsible for any breakage / loss etc. and recover costs.

- ✓ To ensure the cleanliness of the lab and switch off all equipment after use.

- ✓ Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Bursar for necessary action.

- ✓ The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.

- ✓ Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute

- ✓ All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.

- ✓ Lab Assistants in coordination with Lab In-charge should display (i) List of Equipments/software with cost (ii) List of Experiments (iii)Lab Time Table (iv)Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.

- ✓ Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.

- ✓ Lab Assistants in turn shall note down the missing items in the respective Lab Register.

- ✓ If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

7. ROLE AS MENTOR

- ✓ For every 20 students, a student counselor/mentor is allotted by the HoD. As a Counselor/ Mentor, the faculty shall advise/counsel the student on all the academic matters.

- ✓ He/she must meet the assigned students at least once in every fortnight to discuss about their difficulties.

- ✓ He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed.

- ✓ The counselor will submit report the details of counseling to the class advisor and Hod.

- ✓ Keep the parents appraised about the academic progress and general behavior of their wards

- ✓ The mentor should serve as a friend, philosopher, and guide.

- ✓ Arranging motivation programmes and expert counseling.

- ✓ Guiding the students in co-curricular and extra curricular activities.

- ✓ Preparing the students for Technical competitions

Format for Counselor/Mentor will be given in **Annexure- 9**

8. ROLE AS PROJECT GUIDE

- ✓ Students should be provided with brief idea of various fields for selecting the project titles

- ✓ Students can be encouraged to carry out in-house projects and industrial projects

- ✓ In case of industrial project, students have to submit the weekly report by consulting his external guide which has to be verified by internal guide, project coordinator and HOD

- ✓ Project guide has to assess each student in team and make them work in right way.

- ✓ Internal project reviews should be conducted in project phase -I and phase - II by the HOD, project coordinator and all the faulty of the department.

- ✓ Final project demo for the working prototype and the report are evaluated by a team of their respective guide, Internal Examiner and External Examiner.

- ✓ The projects are evaluated for 100 marks which has internal assessment marks for maximum 50 and external assessment marks for maximum 50 are graded according to the project contribution towards attainment of PO's and PSO's.

- ✓ Evaluation of the project at the final stage can be done by industrial and academic experts for best project selection.

- ✓ The faculties should encourage students to participate in project exhibitions. The project exhibition is aimed to provide common platform to exhibit their innovations and their work towards excellence in latest technology.

- ✓ Students should be encouraged to publish their project work in reputed journals/conferences and to avail the external funding schemes for their project work.

9. GUIDELINES FOR STUDENT PROJECT

9.1 IDENTIFICATION OF PROJECTS AND ALLOCATION METHODOLOGY TO FACULTY MEMBERS

- ✓ The student's projects are selected in line with the department Program Outcomes.

- ✓ Project batches are formed based on the student's category i.e. advanced, average and slow blossom learners.

- ✓ Projects batches are assigned to the faculties based on their designation and their specialization by the project committee and Head of the department.

- ✓ Faculty members interact with industries and host the industrial projects to the students. They also float society-oriented projects and research projects in their domain. In addition, the innovative ideas from the students will be encouraged and guided to continue as their project work.

- ✓ The faculties encourage the students to avail external funding schemes for their project work

- ✓ The faculties encourage the students to carry out in-house projects and support will be provided with all necessary resources.

- ✓ Project committee and panel members uses following parameters for accepting projects,
  - ➢ Cost
  - ➢ Commercial Reliability
  - ➢ Environmental aspect
  - ➢ Safety aspect
  - ➢ Ethics

✓ Project committee and panel members, verify the progress of the project by conducting internal reviews periodically. In reviews, students of a batch are requested to present their work and awarded marks to the individual students based on their contribution. Panel members also provide necessary suggestion to improve the project.

The faculties encourage students to publish their project work in reputed journals/conferences

9.2 PROCESS FOR MONITORING AND EVALUATION

✓ The following committee members are monitor and evaluate the projects internally
  ➢ HOD
  ➢ Project Coordinator
  ➢ Respective Guides

✓ The students will discuss with their respective guides and plan their work for every week.

✓ The guide, monitors and guides weekly work progress and completion of work assigned for every week.

✓ Students are supposed to submit a one-page report to the respective Project Co- coordinator, about the Status of their work.

9.3 PROCESS TO ASSESS INDIVIDUAL AND TEAM PERFORMANCE

➢ The project coordinator appointed by the Head of the department is responsible for planning, scheduling and execution of all the activities related to the student projects.

➢ Review Schedule and details of work to be done

Review No.	Work to be done	
	Software Project	**Hardware Project**
1	▪ 20% of work is to be completed ▪ Literature Survey ▪ Simulation tool and its validation ▪ Demo and demonstration about the tool ▪ Detailed discussion of work to be executed ▪ Proposed plan for the project phase – II ▪ Dividing the project into four modules	▪ 20% of work is to be completed ▪ Literature Survey ▪ Study about the components used for the project ▪ Detailed discussion about the block diagram and circuits to be used ▪ Tools used for the project ▪ Proposed plan for the project phase – II ▪ Dividing the project into four modules
2	▪ 30 % of simulation work (module-I) to be completed ▪ Discussion on simulation results as compared with existing work	▪ 30 % of project module (module-I) to be completed ▪ Demo on completed work
3	▪ 50% of Work is to be completed ▪ Interfacing module I and II ▪ submission of documentation work for literature survey ▪ conference paper has to be communicated	▪ 50% of Work is to be completed ▪ Interfacing module I and II ▪ submission of documentation work for literature survey ▪ conference paper has to be communicated
4	▪ 60 % of simulation work (module-II) to be completed	▪ 60 % of project module (module-II) to be completed

	▪ Discussion on simulation results as compared with existing work	▪ Demo on completed work
5	▪ 75 % of Work is to be completed ▪ Interfacing module II and III ▪ submission of documentation work for introduction ▪ Finalizing the number chapters and its contents based on work nature	▪ 75 % of Work is to be completed ▪ Interfacing module I and II ▪ submission of documentation work for introduction ▪ Finalizing the number chapters and its contents based on work nature
6	▪ 90 % of Work is to be completed ▪ simulation work(module-IV) to be completed ▪ Discussion on simulation results as compared with previous work ▪ Submission of chapters up to existing work	▪ 90 % of Work is to be completed ▪ Demo on completed work ▪ Submission of chapters up to existing work
7	▪ 100 % of Work is to be completed ▪ Interfacing module III and IV ▪ submission of documentation work for proposed and references	▪ 100 % of Work is to be completed ▪ Interfacing module III and IV ▪ submission of documentation work for proposed and references
Final	▪ Demo for the complete simulation work. ▪ Submission of final project report	▪ Demo for the complete project work. ▪ Submission of final project report

9.4 EVALUATION SCHEME FOR FINAL YEAR PROJECT:

Phase – 1: Each batch of 2 or 3 students will be assigned an experimental or a theoretical project to be carried out under the supervision of a guide. The project work has to be carried out in the 7th and 8th semesters and has to be completed by the end of the 8th semester. In the phase I of the project work, the progress of the work carried out in the 7th semester will be monitored and assessed internally for 50 marks. A committee of departmental faculty members comprising the project guide, the Head of the Department and one more faculty member will conduct the internal assessment.

S. No	Performance Indicator	Marks
1	Literature Review	10
2	Internal Reviews	50
3	Work Completion	20
4	Report	20
	Total	**100**

Phase – 2: Extension and completion of project work started in the previous semester. On completion of the project work, each student has to prepare a project report and submit the same to the department. In the Phase II, the internal assessment committee will evaluate the project work and the report by conducting two reviews and one demo for 50 marks. The external university examination, which carries 50 marks, will have report evaluation and viva voce examination conducted by a committee of one external examiner and one internal examiner appointed by the university.

S. No	Performance Indicator	Marks
1	Novelty	10
2	Knowledge	10
3	Application towards society	10
4	Presentation	10
5	Demo	10
6	External Viva voice	50
	Total	**100**

Template for Project Evaluation Report (Review) will be given in **Annexure- 10**

9.5 BEST PROJECT SELECTION CRITERIA

Best project is evaluated using two rounds,

1- Round-I:Internal Evaluation by project guide and Project Coordinator/HOD
2- Round –II: External Evaluation by Academic and Industrial Experts

Round-I

Sl. No	Criteria	Marks	Marks Obtained	
			Project Guide	Project coordinator/ HOD
1	Major objective/ Principle	5		
2	Idea Originality and Uniqueness/ Innovation	10		
3	Utility Value - Scope of Project/ Product	10		
4	Working Model (or) simulation	10		
5	Efforts to Source Components/Subsystems/Software Tools etc.,	10		
6	Engineering Ingenuity Employed in Constructing/ designing the Project	10		
7	Completeness of the project	5		
8	Cost effectiveness	5		
9	Quality of the project report	10		
10	Team's Presentation Quality and answering for queries	5		
	Total			

Round-II

Sl. No	Criteria	Marks	Marks Obtained	
			Academic Expert Evaluation	Industrial Expert Evaluation
1	Major objective/ Principle	5		
2	Idea Originality and Uniqueness/ Innovation	10		
3	Utility Value - Scope of Project/ Product	10		
4	Working Model (or) simulation	10		
5	Efforts to Source Components/Subsystems/Software Tools etc.,	10		
6	Engineering Ingenuity Employed in Constructing/ designing the Project	10		
7	Completeness of the project	5		
8	Cost effectiveness	5		
9	Quality of the project report	10		
10	Team's Presentation Quality and answering for queries	5		
	Total			

BEST PROJECT- OVERALL EVALUATION REPORT

Sl. No	Criteria	Marks scored in		Total
		Round I	Round II	
1	Major objective/ Principle			
2	Idea Originality and Uniqueness/ Innovation			
3	Utility Value - Scope of Project/ Product			
4	Working Model (or) simulation			
5	Efforts to Source Components/Subsystems/Software Tools etc.,			
6	Engineering Ingenuity Employed in Constructing/ designing the Project			
7	Completeness of the project			
8	Cost effectiveness			
9	Quality of the project report			
10	Team's Presentation Quality and answering for queries			

10. GUIDELINES FOR COURSE OUTCOMES AND PROGRAM OUTCOMES ATTAINMENT PROCESS

10.1 PROGRAM OUTCOMES (POs)

PO1: **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

PO2: **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

PO3: **Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal and environmental considerations.

PO4: **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO5: **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

PO6: **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

PO7: **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO8: **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

PO9: **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10: **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PO11: **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12: **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

10.2 PROGRAM SPECIFIC OUTCOMES (PSOs)

PSO1: **Products Development:** An ability to design, analysis and to implement power electronics converters in renewable energy applications.

PSO2: **Design Thinking:** A capability to design and examine the power system and to solve the unit commitment with various constraints.

10.3 PROGRAM EDUCATIONAL OBJECTIVES (PEOS)

PEO1: Employability: Graduates will have the ability to demonstrate skills in developing innovative ideas, and in providing effective solutions to complex engineering problems thereby being productive and participative global citizens

PEO2: Higher Education: Our graduates will have the ability and confidence to pursue higher education or exhibit professionalism in the career or take up entrepreneurial accomplishments

PEO3: Entrepreneurship: Our graduates will engage themselves in life-long learning thereby keeping themselves abreast of the contemporary issues.

PEO4: Ethical: Our graduates will have the technical competency to involve in multidisciplinary research within the suitable technological, global, societal, ethical, economical, environmental and organizational context.

Objective of COs and POs Attainment Process

- ✓ To impart outcome-based education and motivate students to focus their efforts in the right direction.

- ✓ To design and equip the laboratories in the department to the emerging needs of the technology.

- ✓ To achieve 100% pass percentage in university examinations.

- ✓ Getting 100% placement of all eligible students of the department.

- ✓ Establishing MoUs with reputed industries and universities for research, knowledge sharing and student placements.

- ✓ Taking ceaseless efforts to make the department a premier research and development centre in the areas of Power electronics and Power system.

Flow chart for Processes carried out for the Attainment of COs, POs, PSOs and PEOs

```
                          ┌─────────────────────────┐
                          │   Define POs, PSOs & PEOs │
                          └─────────────────────────┘
                                      │
                          ┌───────────────────────────────┐
                          │ Define Course Outcome for All Courses │
                          └───────────────────────────────┘
                                      │
                          ┌───────────────────────────────┐
                          │ Identify the Strength Of Correlation │
                          │ Between COs & POs, COs & PSOs  │
                          └───────────────────────────────┘
                                      │
                          ┌───────────────────────────────┐
                          │      CO Articulation matrix     │
                          └───────────────────────────────┘
                                      │
                          ┌───────────────────────────────┐
                          │    Define the Assessment Methods │
                          └───────────────────────────────┘
```

Direct Methods		Indirect Methods
First Hour Test		Employer Survey
Internal Examination		Alumni Survey
Assignments	Obtain the Course attainment → Obtain the POs, PSOs & PEOs Attainment	Graduate Exit Survey
Tutorial Classes		
University Examination	Form the COs & POs, COs & PSOs, Attainment Matrix for all courses	Parent Survey
Projects		
Seminar	80% of direct Attainment 20% of indirect Attainment	
Group Discussion		

```
                    ┌───────────────────────────┐
                    │ POs, PSOs & PEOs Attainment │
                    └───────────────────────────┘
```

10.4 ATTAINMENT OF COURSE OUTCOMES

In order to evaluate the achievement of course outcomes (COs), our institution performs, identifies,collects and prepares data through one or more process for Outcome Based Education (OBE) .

CO Assessment Processes
Assessment tools are categorized into two methods to assess the course outcomes

I.   Direct Method
In Direct method, the student's technical knowledge and skills are evaluvated from their performance in the following methods.
- ✓ Theory Semester Examination
- ✓ Practical Semester Examination

II. Indirect Method

Indirect method, the student's technical knowledge and skills are evaluvated from their performance in aptitude test, group discussions, mock interviews conducted by Alumni, Faculty from other departments and our department, conducting project exhibition and feedback from industrial experts.

10.4.1 ATTAINMENT OF COS THROUGH DIRECT METHOD

10.4.1.1 UNIVERSITY EXAMINATION

Measurement of COs through University Examinations

Targets are set in terms of percentage of students getting more than the university average percentage marks or more as selected by the program in the final examination.

Attainment Level 1 --→ fix a % of students scoring more than particular grade in the university Examination for attainment level 1

Attainment Level 2 --→By increasing the % of the students score than level 1 is fixed

Attainment Level 3 --→ By increasing the % of the students score than level 2 is fixed

Attainment Level 4 --→ By increasing the % of the students score than level 3 is fixed

Target Level for

Batch: 2011 – 2015   Target: Level 1

Batch: 2012 – 2016   Target: Level 2

Batch: 2013 – 2017   Target: Level 3

Batch: 2014 – 2018   Target: Level 4

Impact analysis

➤ Attainment is measured in terms of actual percentage of students getting set percentage of marks

➤ Every year, the targets are set higher for the succeeding years as a part of continuous improvement.

➤ If targets are not achieved, the course details will be discussed and analysed in the department advisory committee for further action plan to attain the target in subsequent years.

10.5 ATTAINMENT OF PROGRAM OUTCOMES AND PROGRAM SPECIFIC OUTCOMES

Assessment tools are categorized into direct and indirect methods to assess the Program Outcomes and Program Specific Outcomes.

10.5.1 DIRECT ASSESSMENT

Direct measures are provided through direct examinations or observations of student's knowledge or skills against measureable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on internal exams/home assignments/group tasks. Throughout the semester, the faculty records the performance of each student in all the course outcomes. At the end of the semester, students receive grades from external exams. The direct assessment methods adopted are:

➤ Academic performance

➤ First hour test

➤ Internal examination

- ➢ Assignments
- ➢ University examination and etc.,

10.5.2 INDIRECT ASSESSMENT

Indirect assessment strategies are implemented by embedding them in the course end survey, Graduate survey and Alumni Survey. Finally, program outcomes are assessed with above mentioned data and HOD, Class Advisors concludes the PO and PSO attainment level.

The indirect assessment methods are:

- ➢ Employer Survey
- ➢ Alumni survey
- ➢ Graduate exit survey
- ➢ Parent survey

10.5.2.1 EMPLOYER SURVEY

- ✓ The employer survey is a written questionnaire which employers of the program's graduates are asked to complete.
- ✓ Through this review, the effectiveness of our curriculum and how well the student is prepared in the department of Electrical and Electronics Engineering is obtained.
- ✓ After receiving suggestions from various employers and the net overall attainment of POs, PSOs and PEOs are consolidated.
- ✓ This survey will greatly assist us in determining the college overall level of achievement of our Program Educational Objectives, POs, and PSOs.

10.5.2.2 ALUMNI SURVEY

- ✓ The alumni survey is a written questionnaire which alumni are asked to complete.
- ✓ This survey gives input on the Course Outcomes, Program Outcomes based on their experience after graduation, and after they have spent time in the working world.
- ✓ They are also resource for current students for potential networking and employment. The data will be analysed and used for continuous improvement.
- ✓ After receiving suggestions from various Alumni's and the net overall attainment of POs, PSOs and PEOs are consolidated.

10.5.2.3 GRADUATE EXIT SURVEY

- ✓ Inputs from final year students are solicited annually through this Survey.
- ✓ The results are disseminated to the faculty and Department Advisory Committee for analysis and discussion.
- ✓ The questionnaire is designed to survey program outcomes, solicit about program experiences, career choices as well as suggestions and comments. This instrument seeks to assess how students view the department's program in retrospect.

- After receiving suggestions from various graduates and the net overall attainment of POs, PSOs and PEOs are consolidated.

10.5.2.4 PARENT SURVEY

- This survey form will help us in accessing our training imparted to the students in terms of knowledge in their field which makes them to be unique in the Society/Organization.
- The Parent survey is a written questionnaire which parents of the ward are asked to complete.
- After receiving suggestions from various Parents and the net overall attainment of POs, PSOs and PEOs are consolidated.

11 .BUDGET AND PROCEDURE FOR PROCURING LAB CONSUMABLES AND STATIONERY

11.1 BUDGET

- Budget proposal submitted by Department.
- Overall Budget proposal including department budget, salary budget , Library , transport, hostel etc.
- Budget meeting with HOD s, Principal and Management - circular , minutes of the meeting .
- In the meeting ,
  - Principal will welcome the management and Hods will present the details of activities and achievements.
  - Budget requirements will be discussed.
  - Finally Management will approve it. The approved budget will be put before the GB.
- Principal will send the order to Dept. for budget approval.

The format for the Budget proposal is given in the **Annexure -11**

11.1.1 NON-CONSUMABLES

- The HOD as soon as realizing the need for the equipments (including furniture) for the next year/semester has to initiate a proposal to the Management for the procurement of the same, through the Principal with a copy of approved Budget
- Prepare the list of equipment to be purchased and the list of suppliers.
- Submit the proposal along with the budget and get the approval for the purchase from the Principal.
- Send the enquiry letter to the companies; specify the due date and the superscription to be made.
- Open the quotation after the due date, in front of Principal and prepare the comparative statement.
- The comparative statement must be submitted to the office after signed by the concerned lab in-charge and HOD and it should be checked with the quotation by the accountant and signed.
- The Lab in-charges and HOD may discuss with the Principal about the companies whose product can be considered, the purchase committee can be constituted and the first level price negotiation can be done with the companies by the Purchase committee.
- The minutes of the purchase committee meeting must be prepared and it should be submitted to the Chairman and the purchase will be finalized by the Chairman and Principal after having final round of discussion with the vendors.
- Based on the approval, order may be placed with that company. In the order, terms and conditions must be clearly mentioned. Purchase order will be prepared by the concerned lab in-charge (in the

dummy letter head) and get it signed by Principal and to be submitted to the sores. Store keeper must prepare the purchase order (original) and get the approval from our Chairman & Managing director.

✓ After the delivery of equipment, first Gate entry should be made, then main store stock entry. After this, store keeper must transfer the items to the concerned department. In the department, the conditions of the equipment must be checked by the concerned lab in-charge and HOD and the stock must be entered in the stock register after checking the bills.

✓ The bills may be passed by the Department to the stores and accounts section only after ascertaining that there are no pending issues related with the equipment supplied by the company on earlier occasions.

✓ The account section may pass the bills to the Management for payment approval, after checking the bills with purchase order and also with the advance amount if any, paid already.

✓ The payment information must be communicated to the HODs by the account section or the HODs must enquire about the status of the bill payment in the office for their information.

✓ For consumable purchase, the lab in-charges and HODs must submit the price list along with the list of items to be purchased and get the approval. The price list or quotation can be obtained from two or three shops.

11.1.2 STATIONERY

✓ Soon after the last working day of an academic year, Hod's should assess the requirements of stationery (Lab Record, Log Book, Students performance card, etc.) needed for the administration of their Department.

✓ After consolidation of the requirements and after getting the approval from the Principal, storekeeper will take action for the bulk purchase of the stationery needed for the entire Institution.

✓ After procurement, the stationery required for each Department will be distributed by the Store keeper.

✓ Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the office well in advance (at least 10 days before the proposed date.) While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.

✓ As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the office by the HOD concerned. (the stationery obtained for a specific purpose shall not be used for normal work of the Department.

11.1.3 MAINTENANCE OF STOCK

✓ In case of laboratory, the following stock registers have to be maintained

➢ Consumables stock register

➢ Non-consumables/valuables stock register

➢ Other register(s) based on the requirement of the Department concerned.

✓ The staff in charge for each lab is responsible for the proper upkeep of the material in the lab besides

maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in charge of the laboratory and the HOD concerned.

✓ Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately though the HOD to the Principal.

✓ If a staff member who is in charge of a particular lab is on long leave, HOD should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Principal.

✓ Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Principal immediately for the recovery of the breakage fees. For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.

✓ Similarly, loss of any item shall also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.

✓ After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.

✓ If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Principal. This has to be entered in the stock register.

✓ No transfer of an equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Principal. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.

✓ If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest.

✓ Periodic service and maintenance of equipments / machineries is a must.

11.2 STOCK VERIFICATIONS

✓ Surprise checks on stocks have to be carried out by the HOD in his/her Department at least once in a year. Principal or any member of the Management may also conduct surprise checks.

✓ Apart from surprise checks, annual verification has to be carried out by the staff members deputed by the Principal from other Departments before the end of the academic year.

✓ Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.

12. FACULTY MEMBERS - EXPECTED CONTRIBUTION IN VARIOUS ACTIVITIES

Faculty members are expected to contribute as per the following assessment factor

Category	Factors Assessed	Assessment tools/methodology
Faculty	Faculty teaching quality	- QCM (Quality Circle Meeting), online feedback and oral feedback obtained from the students. - University examinations' results (Staffs handling theory subject should produce more than 95% of result and more than 85% of result for the analytical subjects.
	Contribution in R&D Activities	- Number of proposals submitted to funding agencies like IEI, MSME, DST, DRDO, AICTE etc. - Number of innovative products developed and R&D grants received from the funding agencies - Number of publications in reputed International/National conferences and journals - Consultancy activities
	Contribution in Minor and major Projects	- Mentoring the students in multi disciplinary areas to fulfill the requirements of industry and society through innovative projects. - Mentoring the students to participate in the various project contests which are conducted by NDRF (National Design Research Foundation), hackathon Project etc. - Mentoring quality/innovative final year students' project
	Contribution in department activities	Faculty involvement in various department activities like - Time table preparation - Course material evaluation - Lesson plan verification - Internal test coordination - Question paper assessment - Post answer script valuation - Lab monitoring - Discipline monitoring - Class monitoring - Student counseling - Arranging Industrial visit and Value added courses. - Arranging In plant training
	Contribution in college activities	Coordination in the college events like Induction day, college annual day, Graduation day, Innovators day, Science Day, Sports Day,MITILENCE(National level technical and Non technical events), FRUITION(offer letter distribution) etc,
	Contribution in Placement activities	- Conducting Technical Class - Preparation of technical questions - Conducting aptitude and technical tests - Motivating Students - Conducting communication improvement classes - Conducting Group Discussion - Conducting Mock Interviews - Resume correction - Taking efforts to bring core industries to the campus for recruitment
	Contribution towards Co-curricular / Extracurricular activities	- Informing about the symposium, paper presentation, project expo organized in other colleges/universities and preparing students - Training and guiding the students for all events.

	Contribution of the faculty in Course file	Course plan Individual timetable List of the students Internal and model question paper Key for question paper University question paper Sample answer paper Answer script evaluation form Content beyond syllabus Tutorial class handled Course exit survey Slow learner list	
	Faculty Development Program (FDP)	➢ Number of FDP attended/organized ➢ Number of lectures delivered in other institutes ➢ Number of workshops, value added courses, guest lecturers attended/organized	
	Use of any other Teaching – Learning Tools	➢ Various innovative teaching methodologies used(Project-based learning, Collaborative Learning, Computer-assisted learning)	
Student	Academic Performance	➢ Performance of the students in daily test, internal test, pre-model, Model Exam and university examinations.	
	Placement	➢ Quantity and quality of students placed ➢ Placement training for pre final year and second year students by external training is arranged and training slots are included in the regular time table and also our by alumni students and final year students on every Saturday ➢ Soft skill and Technical training for pre-final and final year students by the placement cell.	
	Entrepreneur	➢ Number of programmes organized to develop entrepreneurship. ➢ Number of proposals applied to MSME through TBI cell ➢ Number of proposals funded to become an entrepreneur	
	Higher Studies	➢ GATE coaching classes ➢ Number of students qualified in GATE ➢ Career guidance programs ➢ Guidelines for competitive exams	
	Participation in Curricular / Co-Curricular & Extracurricular Activities	➢ Number of student participation in events outside and inside the state.	
	Value added courses	➢ Value added courses conducted for each class	
	Achievements	➢ Student achievement in Curricular / Co-Curricular & Extracurricular Activities ➢ Student achievement in R & D activities and other competitions	
	Student Centric Activities	➢ Role play, seminars, group discussion, assignments, preparing models and PPT,quiz etc.,	
	Remedial Coaching	➢ Coaching to weak students ➢ Hand out materials ➢ A special counseling and tutorial classes ➢ Night coaching classes	

	Industrial visit/In-plant training/Internship	➢ Number of industrial visits organized ➢ Number of in- plant training undergone ➢ Number of internships
Department	DAC Meeting	➢ Setting target levels and reviewing attainment levels of outcomes. ➢ Review of department vision, mission, PEO, PSO. ➢ Roles and Responsibilities of various committees. ➢ Action to be taken for quality improvement.
	Budget	➢ Department requirement finalization
	Academic activities	➢ Department academic calendar ➢ Subject Allocation ➢ Work Load and Time Table ➢ Lesson Plan ➢ Course Material / Monograms ➢ Presentation session for quality checking. ➢ Class schedule monitoring. ➢ Syllabus coverage monitoring. ➢ Lab Monitoring. ➢ Quality circle meeting, Students feedback analysis and action taken ➢ Conduction of Internal Examinations ➢ Outcome analysis ➢ Communication to parents
	Training Activities	➢ Slow learners and advanced learners coaching ➢ Placement training ➢ In-house training conducted by department faculty ➢ Value added courses ➢ Training for higher studies and Entrepreneurship
	Library	➢ The department Library has a collection of text books, journals and NPTEL videos. ➢ Course material ➢ Seminar Reports and project reports of previous batches students are also meticulously preserved in the department library. ➢ Electrical and Electronics Objective type books
	Laboratory Maintenance	➢ Purchasing of equipments/components ➢ Utilization register ➢ Updating of lab equipments ➢ Calibration and servicing of equipments ➢ Stock maintenance
	Infrastructure & Services	➢ Cleanliness and Maintenance ➢ Class room, Laboratories, R&D/Project Lab and Seminar Hall ➢ Internet Facility ➢ Canteen Facility ➢ Transport facility ➢ Furnitures
	Extension Activities	➢ Society oriented activities ➢ Industry oriented activities
	R&D Activities	➢ Innovative products developed, R&D grants ➢ Number of publications ➢ Consultancy ➢ MoUs Signed.

13. FACULTY PERFORMANCE APPRAISAL PROCESS

I. OBJECTIVE

The objective of Performance Appraisal System is to motivate each of the faculty member to perform better in delivering quality education and training to the students. The results of this assessment will be used for the following purposes:

        (i)   Award of annual increment in the pay scale.

        (ii)   Award of special increments and rewards in recognition of superior performance.

        (iii) Award of Promotion.

        (iv) Monitoring and recording the regular growth of each faculty member.

II. PERIOD OF ASSESSMENT

Assessment will be carried out every academic year after the completion of the academic year ending 30th May.

III. TOOLS USED FOR ASSESSMENT

The following tools shall be made use of to arrive at a Faculty Performance Index (FPI) for every faculty For every academic year:

Self Appraisal Form specially designed for this purpose, to be filled up by the member of faculty.

    (i)   Assessment to be given by the respective HOD on the Self Appraisal Form itself.

    (ii)   Student Feedback (in the prescribed form) on the performance of the teacher in each course taught by the member of the faculty during the respective two semesters.

    (iii)   Results of the University Examinations in the courses taught by the teacher during the two semesters.

IV. COMPONENTS OF ASSESSMENT

The job responsibilities of a member of faculty can be broadly categorized into the following   for components (Vide AICTE guidelines):

      1) Academic Activities.

      2) Research Activities.

      3) Extension Activities.

      4) Administrative Activities.

The performance of teacher on the four major components listed above can be estimated by breaking each one of them into subcomponents and assessing the performance of the teacher in each one of the sub components as detailed below.

13.1   ACADEMIC

- Teaching
- Developmental
- Continuing Education

13.1.1 TEACHING:

The effectiveness of class room teaching and laboratory instruction imparted by a teacher in the courses taught by him / her during the two semesters can be assessed using the following tools:

(i)   University Examination Results in the theory courses taught

(ii)   Student feed back in the theory courses taught

13.1.2 DEVELOPMENTAL ACTIVITIES

The performance will be assessed by the participation of the faculty member in one or more of the following developmental activities during the year:

(i)   Contribution to Review / Development of curriculum / Syllabi at the college level / University level.

(ii)   Development of Study/Learning/Resource material:

➢ Models developed for instruction.

➢ CD's prepared for courses taught

(iii)   Preparation / Publication of Books / Monographs / Laboratory Manuals.

(iv)   Lectures delivered in Faculty Induction / Development programmes at the College / Univ. level.

(v)   Development of new Teaching Methodologies using web based learning through Intranet and guiding students in web based learning.

(vi)   Industrial visits organized

(vii)   Development of new laboratories

(viii) Others:

13.1.3 CONTINUING EDUCATION

The performance will be assessed by the participation of the faculty member in one or more of the following activities during the year:

(i)   Upgrading qualification: Diploma, Masters Degree or Doctoral Degree   Programmes in a time bound manner.

➢ Registered / Pursuing : Progress made during the year.

➢ Completed if any during the year

(ii)   Participation in Conference / Symposium / Workshop / Seminars / Summer and Winter Schools.

(iii)   Participation in Intensive Courses organized on Thrust / Emerging areas by Industries Institution.

13.2 REASEARCH

➢ Project Guidance

➢ Sponsored Research

➢ Publication of Research papers and Reports

13.2.1 PROJECT GUIDANCE :

The performance will be assessed by the total number of projects guided by the faculty member during the year.

13.2.2 SPONSORED RESEARCH

The performance will be assessed by the faculty member's Participation in one or more of the following activities during the year:

(i)   Preparation of R & D project proposal and submission to any one of the funding agencies listed below during the year.

(ii)   Execution of funded projects sponsored by one or more of the funding agencies listed below, during the year:

a. AICTE

b. DST

c. DRDO

d. Other R & D organizations and Industries

(iii)   Personal research / Post – doctoral research

13.2.3 PUBLICATION OF RESEARCH PAPERS IN JOURNAL / CONFERENCE

The performance will be assessed by the faculty member's participation in one or more of the following activities, during the year.

(i) A Research paper is accepted and / or presented in a National / International Conference.

(ii) Acceptance of a Research paper for publication in National / International, refereed journals or "other" journals.

13.3 EXTENSION

➢ **I**nteraction with Industries and Institutions
➢ Interaction with the society
➢ Others

The performance will be assessed by the faculty member's participation in one or more of the following activities during the year:

13.3.1 INTERACTION WITH INDUSTRIES AND INSTITUTIONS:

(i)   Providing Consultancy Service on payment basis to Industries / Institutions.

(ii)   Providing Routine and Developmental Testing Service as per Indian / International standards, on payment basis.

(iii) Organizing short term Intensive Course / Summer or Winter School on topics of relevance to practicing Engineers and Engineering College Teachers.

(iv) Organizing Seminar / Symposium / Workshop either self – supported or funded by the college or outside agencies on topics of relevance to industries.

13.3.2 INTERACTION WITH THE SOCIETY

(i)   participation in Community Services/Community radio programmes

(ii)   providing non – formal modes of education for the benefit of Community.

(iii) Providing technical support in areas of social relevance.

13.3.3 OTHERS

(i) Membership in professional Society and participation in its activities.

(ii) Submission of proposal to funding agencies for organizing Intensive Course, Summer / Winter school. Seminar, Workshop on emerging and thrust areas.

13.4 ADMINISTRATION

➢ At the Institution Level
➢ At the Department Level
➢ At the National Level

The performance will be assessed by the faculty member's participation in one or more of the activities listed under 13.4.1, 13.4.2 & 13.4.3, in addition to teaching.

13.4.1 AT THE INSTITUTION LEVEL
Officer in charge of

(i) Examination
(ii) Library
(iii) Hostel
(iv) Industry – Institution cell, Placement Cell
(v) NSS, Youth Red Cross
(vi) Cultural Activities
(vii) Student Discipline and Welfare
(viii)Community radio
(ix) Others

13.4.2 AT THE DEPARTMENT LEVEL
(i) Student Counsellor
(ii) Class Adviser
(iii) Laboratory in-charge
(iv) Co- ordinator, Research & Development proposals
(v) Co- ordinator, Professional society
(vi) Others

13.4.3 AT THE UNIVERSITY LEVEL/NATIONAL LEVEL
Participation in Policy Planning at the University/Regional / National level for development of Technical Education.

V. COMPUTATION OF FACULTY PERFORMANCE INDEX

Overall performance of a faculty member during an academic year will be defined by a single index termed as **"Faculty Performance Index" (FPI)** based on a five – point Grade system as given below:

Grade	Grade Description	Grade Point
A	Excellent	4.5- 5.0
B	Very Good	4.0- 4.5
C	Good	3.5- 4.0
D	Fair	3.0- 3.5
U	Unsatisfactory	less than 3

The FPI is computed using the performance Indices (PI) of the four components and their weights.

The P.I. of the four components is computed using the PI of their sub components and their weights.

If FPI of the faculty is less than 3,he/she will be given notice and his/her performance is monitored for one maximum semester .If his/her performance is not improved, his/her service will be terminated.

Format for Appraisal Form guidelines will be given in **Annexure- 12** and
Self Appraisal Form will be given in **Annexure- 13**

14. ROLES AND RESPONSIBILITIES OF VARIOUS COMMITTEES

In order to carry out all the academic, research and developmental activities to meet out the programme outcomes, various committees are constituted with the senior faculty members as coordinators and their responsibilities are given below.

14.1 ACADEMIC PLANNING COMMITTEE
- ✓ Scheduling of academic activities and preparing academic calendar in line with University Academic schedule.
- ✓ Preparation of action plan with schedule for various co-curricular activities.
- ✓ Allotment of subjects and other responsibilities to the faculty members.
- ✓ Finalizing the academic procedures.
- ✓ Lecture/Tutorial hall arrangement.
- ✓ Preparing the schedule for the internal tests, model exam, University Practical Examinations.

14.2 QUALITY ASSESSMENT COMMITTEE (QAC)
- ✓ Ensuring of quality benchmarks/Parameters for various academic and developmental activities.
- ✓ Verification of Lesson Plan, Course materials.
- ✓ Verification of Assessment Question paper setting and Evaluation process.
- ✓ Verification of Laboratory conduction procedures.
- ✓ Verification of academic documents and offering suggestions for improvement.

14.3 ACADEMIC AUDIT COMMITTEE
- ✓ Ensuring the Effectiveness of Teaching Learning Process.
- ✓ Verifying the Course Outcome, Programme Outcome attainment Levels.
- ✓ Verifying the corrective measure taken to improve the quality of Teaching and Learning and also course outcomes.
- ✓ Checking the documents and other academic details.

14.4 EXAMINATION CELL
- ✓ University correspondence related with University examinations.
- ✓ Conduct of Internal assessment and University Examinations.
- ✓ Facilitating the students to apply for revaluation and distribution of marks sheets to Students.
- ✓ Compiling University Examination results and submission of report to Principal for corrective Measures for improvement.

14.5 R&D CELL
- ✓ Sharing of information to the faculty members regarding the R&D agencies and funding schemes available.
- ✓ Arranging for frequent R&D meetings, to discuss about the progress of R&D activities of the college.
- ✓ Arranging for workshops/seminars to the faculty members in order to facilitate them to carry out research activities.
- ✓ Identifying the interested students and faculty members to form the core research team in each department and also guide them to carry out innovative projects.
- ✓ Facilitating the students for getting inputs from External sources to take up innovative

projects and successful completion of it.

- ✓ Exploring the possibilities of consultancy activities to be carried out in the institution and facilitating effective execution of it.

- ✓ Coordinate with EDP cell and TBI coordinator to take up the project ideas into real time implementations.

14.6 BUDGET & FINANCE COMMITTEE
- ✓ Preparation of Dept. budget

- ✓ Review of budget utilization and taking corrective measures to improve the utilization.

14.7 COLLEGE NEWS LETTER, MAGAZINE, PROSPECTUS COMMITTEE
- ✓ Collecting the details from the dept.(monthly report)

- ✓ Compiling the contents and designing of pages.

- ✓ Arranging for printing and dispatch of News letter to University, other colleges, and schools.

14.8 TECHNICAL CLUB
- ✓ Arranging inter department and inter college technical competitions like quiz, poster presentation, circuit debugging, code debugging, mini project etc.

- ✓ Arranging for Inter disciplinary Technical lectures.

- ✓ Motivating and guiding the students to participate in technical events and competitions.

14.9 INDUSTRY- INSTITUTE INTERACTION CELL
- ✓ Arranging in-plant training, industrial visit, expert lectures based on the requirements.

- ✓ Facilitating the Faculty members to visit the industries and get exposure on industrial practices.

- ✓ To assist the Departments in organizing workshops, conferences and symposia in collaboration with industries and take up industry supported mini projects and projects.

- ✓ Facilitate the faculty members to involve in consultancy activities.

- ✓ To create 'Centre for Excellence' and R&D Laboratories with the support of Industries.

- ✓ Arranging for MoUs between the institute and industries.

- ✓ Arranging for students training on latest technologies and also on soft skills and inviting the industries for campus recruitment.

14.10 CAREER GUIDANCE CELL (GATE/GRE/CIVIL SERVICES, INTERNATIONAL ADMISSIONS)
- ✓ Arranging for awareness lecture for GATE, Civil services, GRE, TOEFL, IELTS and International admissions.

- ✓ Motivating and guiding the students to take up the Competitive Examinations.

- ✓ Arranging training to the students for GATE, Civil Service Examinations.

- ✓ Facilitating the students to get admissions in foreign universities under scholarship schemes through International Admissions Office.

14.11 SPORTS COMMITTEE
- ✓ Arranging for sports and games practices for our students.

- ✓ Arranging for Inter College and Intramural sports competitions.

- ✓ Procuring sports and games items required and taking care of its maintenance.

- ✓ Maintaining records of sports events attended by our students.

14.12 CULTURAL COMMITTEE
- ✓ Arranging for cultural activities in the college(Monthly once)
- ✓ Arranging for competitions.

14.13 ANTI RAGGING COMMITTEE
- ✓ Display of anti ragging instructions and creating awareness among students on impact of ragging and its consequences.
- ✓ Appointment of volunteers to prevent ragging in the campus.
- ✓ Monitoring the students inside the campus, Hostel, college bus and other nearby places outside the campus to prevent ragging and also addressing the complaints.
- ✓ Periodic interaction with the students to prevent ragging.

14.14 GRIEVANCES REDRESSAL COMMITTEE
- ✓ Arranging frequent meetings with the students for expressing their grievances.
- ✓ Forwarding the grievances to the Principal and providing suggestions for rectification.
- ✓ Arranging for counseling to the needy students

14.15 LANGUAGE CLUB
- ✓ To develop communication skill and confidence level of the students.
- ✓ To improve their accent and fluency.
- ✓ Arranging for competitions like debate, oratory, essay, Group discussion etc.

14.16 ENTREPRENEUR DEVELOPMENT CELL
- ✓ Arranging for entrepreneurship awareness and motivation programmes like workshops & seminars for our students.
- ✓ Identification of best innovative project ideas of our students and faculty leads to product development, then arranging for discussions with Govt. EDP Experts and MSME experts.
- ✓ Initiate the action for starting Innovation cafe in our college.
- ✓ Facilitating conduction of skill development programmes which leads to self employment through entrepreneurship.

14.17 WOMEN EMPOWERMENT CELL
- ✓ Organizing the events that promote the culture of respect and equality for female gender.
- ✓ Arranging for skill development courses for rural unemployed women.
- ✓ Conducting awareness programmes on women specific health issues.

14.18 NSS CELL
- ✓ Arranging for events to orient the students to community services.
- ✓ Conduction of field work in colleges and in adopted villages.
- ✓ Organizing camps in the rural areas to create health awareness, safety awareness and environment protection among the people.

14.19 RED RIBBON CLUB
- ✓ To promote voluntary non-remunerated blood donation among youth.
- ✓ To spread the message on AIDS awareness.

14.20 TRANSPORT COMMITTEE

- ✓ Bus timing and speed limit should be monitored daily.
- ✓ Bus in charges are requested to check the bus pass twice a month.
- ✓ Bus incharges are requested to monitor the student's behavior inside the bus and report to respective HOD's.
- ✓ They are requested to be very strict in avoiding foot board travelers.
- ✓ It is the duty of the incharges to report the bus coordinators if the particular route bus fails to come on time.
- ✓ Bus incharges are requested to follow strictly not to play the music system during the morning trip.

14.21 STAFF RECREATION CLUB

- ✓ Arranging for social interaction of the staff members to strengthen the interpersonal relationships among staff members.
- ✓ Arranging for Programmes for the kids of the staff members during Independence Day and Republic day celebrations.
- ✓ Arranging for meeting to exchange Greetings among the staff members during festivals.

14.22 ALUMNI CELL

- ✓ Collecting Alumni information and updating the details frequently.
- ✓ Sending important achievements and other developments of the institution through group mail and also through Whatsapp group.
- ✓ Arranging for Alumni interaction with the students of all the years frequently.
- ✓ Arranging for Alumni meet every year in the month of December to get their suggestions for improvement.
- ✓ Ensure that students are wearing ID cards inside the campus.
- ✓ Verify if the students are following proper dress Code. Low Hip Pant, Short Shirts, Shirts with any text printing, Jeans, short chudi and leggings are not allowed inside the campus.
- ✓ Check if the students are wearing coat and shoes during lab hours.
- ✓ View late comers strictly and refrain them from attending classes in found to be a regular late comer.
- ✓ Ensure the students don't unnecessarily roam on the corridor during working hours.
- ✓ Make certain that the students maintain discipline in the college bus and during the conduct of various events in the college premises.

14.23 LIBRARY DEVELOPMENT CELL

- ✓ Co-ordinate with all department HoDs, Department Library Co-ordinators in collecting the books requirement
- ✓ Arranging for periodic meeting to improve the library facilities
- ✓ Directing the librarian to maintain the files and books in order
- ✓ Provide suggestions for improving the utility of the library

14.24 MAINTENANCE CELL

- ✓ To take care of servicing and calibration of equipments in lab
- ✓ To take care of maintenance and repairing of furniture's and other department items as and when required.
- ✓ To maintain the cleanliness and ambience of the labs, class rooms, faculty rooms and other common places of the department.

14.25 MATHS CLUB

- ✓ To arrange for activities with the help of student coordinators to create interest among the students on Mathematics.
- ✓ To arrange for competitions to bring analytical skills and apply of Mathematics in core engineering.
- ✓ To arrange bridge course for First year students from School learning analytical perspectives to higher learning level.

14.26 WEBSITE MAINTENANCE CELL.

- ✓ Updation of Institute Home Page, Program Scroll, News Scroll, Department Scroll, Study abroad scroll on daily basis.
- ✓ Updation of the Institution profile, Gallery, Tweets and status of all activities and achievements of the institution across various social media like Facebook, Whatsapp, Google +, Twitter etc., as a part of weekly maintenance
- ✓ To identify event/student of the month and place it in homepage banner, creation of supporting websites for forthcoming conference, institutional events, etc., as a part of monthly maintenance.
- ✓ To update Institution Newsletter, Department Webpage Content Changes, Elite student Portal, Exam cell notification as a part of end semester maintenance

14.27 MENTORING COMMITTEE AND COUNSELING:

- ✓ Students performance monitoring.
- ✓ Counseling for slow learning students.
- ✓ Arranging special coaching for clearing arrear papers.
- ✓ Interaction with Parents about their wards performance.
- ✓ Arranging motivation programmes and expert counseling.
- ✓ Guiding the students in co-curricular and Extra curricular activities.
- ✓ Preparing the students for Technical competitions.

14.28 PURCHASE COMMITTEE:

- ✓ Analyzing the purchase requirements and quotations submitted by vendors.
- ✓ Analyzing the comparative statements and negotiating with vendors.
- ✓ Recommending for order placement.

14.29 INFRASTRUCTURE MANAGEMENT / TIME TABLE COMMITTEE:

- ✓ Class room allocation.
- ✓ Laboratory scheduling.
- ✓ Preparing the time table for academic activities.

- Allocating the common facilities like Auditorium, AV room, Seminar hall etc. to various departments.

14.30 HODS SUBCOMMITTEE FOR STUDENTS ACTIVITIES, FEEDBACK COMMITTEE/ SPL. GROUP:
- Identification of experts in the respective specialization group.
- Arranging workshops/ seminars/guest lecture.
- Submitting proposals for FDP/Seminar/ Funded Projects etc.
- Value added courses.
- Center of excellence/ consultancy activities.
- Analyzing the feedback and suggesting corrective measures.

14.31 CANTEEN COMMITTEE:
- Checking the quality of foods at canteen.
- Checking the cleanliness of the dining hall.
- Monitoring the prices of the snacks and food items and taking corrective measures if there is any complaint in respect of this.

14.32 HOSTEL COMMITTEE:
- Allocation of rooms to the hostel admitted students.
- Maintaining the details of hostel students, communication address, contact numbers of their parents and the records like in-out record, fee payment record, visitors record and leave record.
- Arranging for maintenance as and when it is required.
- Maintaining perfect discipline inside the hostel.
- Monitoring the students during study hours and arranging for special coaching for the hostel students to improve their academic performance.

14.33 DISCIPLINE COMMITTEE:
- Ensure that students are wearing ID cards inside the campus.
- Verify if the students are following proper dress Code. Low Hip Pant, Short Shirts, Shirts with any text printing, Jeans, short chudi and leggings are not allowed inside the campus.
- Check if the students are wearing coat and shoes during lab hours.
- View late comers strictly and refrain them from attending classes in found to be a regular late comer.
- Ensure the students don't unnecessarily roam on the corridor during working hours.
- Make certain that the students maintain discipline in the college bus and during the conduct of various events in the college premises.