

**SHRI RAMDEOBABA COLLEGE OF
ENGINEERING AND MANAGEMENT**

**TEACHING
MANUAL**

**ENGINEERING / MBA / MCA
DEPARTMENTS**

**SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT
TEACHING MANUAL**

ACAD / A


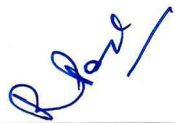

INDEX OF WORK PROCEDURE

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REF. CLAUSE: 4.4,7.5.2

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PROCESS NO.	ISS. NO.	REV. NO.	DATE	NATURE OF CHANGE	APPROVED BY
All	00	00	01/07/2016	Original Issue	Principal
All	01	00	01/01/2018	Revised Standard Issue	Principal
ACAD / C ACAD / F ACAD / PR / 05	01	01	01/09/2019	<ul style="list-style-type: none">• Updation in List of Documents and Evidences• Addition in Quality Objectives parameters.• Revision in Stakeholder's feedback	Principal

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Document No.	Ref. Clause	Title	Master Copy Holder	Controlled Copy Holder
--		Teaching Manual	MR	HOD
---		Quality Manual	MR	HOD
---	5.2.1,5.2 .2	Vision and Mission statement of the Institute	Principal	---
ACAD-01	5.2.1,5.2 .2	Vision, Mission, Program Educational Objectives, Program Outcomes and Program Specific Outcomes of the Department	HOD	---
ACAD-02	8.5.1	a) Mapping of PEOs with Mission of the department b) Mapping of PEOs with POs of the department c) Mapping of PEOs with PSOs of the department d) Program Articulation Matrix e) Course Articulation Matrix	HOD	----
ACAD-03	8.3.4	Best Practices of the Department	HOD	----
ACAD-04	6.1.1,6.1 .2	SWOC Analysis	HOD	----
ACAD-05	5.2.1	Program Specific Criteria of the Department	HOD	----
ACAD-06	8.3.4	Program Assessment and Quality Improvement Committee	HOD	----
ACAD-07	5.3, 8.3.3	Ordinances/Regulations UG/PG /MBA Integrated	Dean Academics	HOD
ACAD-08	7.5.1,8.2 .1	Teaching Scheme and Curriculum of Department	Dean Academics	HOD
ACAD-09	4.4.1,4.4 .2	a) Academic Calendar (central) b) Department Calendar	Dean Academics HOD	HOD ----
ACAD-10	5.1.2,8.2 ,8.3	Board of Studies Meeting File	HOD	----
ACAD-11	7.1.2	a) Faculty Details b) Student – Faculty Ratio (SFR) c) Faculty Cadre Proportion d) Faculty Retention Ratio e) Awards Received by Teachers	HOD	----

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Document No.	Ref. Clause	Title	Master Copy Holder	Controlled Copy Holder
ACAD-12	7.2	Supporting Staff Details a) Technical Staff Details b) Non Technical Staff Details	HOD	----
ACAD-13	7.1.3	a)Infrastructure (Number of class rooms/ Labs/ Seminar Room/ Girl's Common Room etc. and their area) b) First Aid Kit	Maintenance Manager	HOD
ACAD-14	7.1.3, 7.1.4	Lab file a) Layout and size b) List of equipments and total investment c) Number of Computers with configuration (if applicable) d) List of Software and Licenses (if applicable) e) Course(s) conducted along with list of Practical	Lab In-charge	----
ACAD-15	7.1.3, 7.1.4	Lab Manuals	Lab In-charge	----
ACAD-16	7.1.5	a) Lab consumables register b) Lab equipment issue register/ Logbook c) Lab equipment maintenance register	Lab In-charge	----
ACAD-17	7.1.5	Stock Book	HOD	----
ACAD-18	7.1.5, 9.2	Stock Verification Report a) Lab Equipment and Total Investment b) Computing Facility c) Discarded Material/Repair Details d) Observation Findings	HOD	----
ACAD-19	7.5	List of students admitted a) In first Year b) In Second Year c) Migrated to other branches d) Category wise list (First Year) e) Category wise list (Second Year)	Dean Admission	HOD
ACAD-20	7.1.5	a) Faculty attendance register b) Supporting staff attendance register	HOD	----
ACAD-21	8.1,6.2.2	Budget allocation and expenses	HOD	----

Document No.	Ref. Clause	Title	Master Copy Holder	Controlled Copy Holder
ACAD-22	7.3,7.4	Department meetings record	HOD	----
ACAD-23	4.4	a) Semester wise load of department b) Load allotment to faculties	HOD	----
ACAD-24	5.3	Distribution of department responsibilities	HOD	----
ACAD-25	7.5.1	a) Time Table b) Remedial Class Time Table	HOD	Academic/ Program Coordinator
ACAD-26	9.1	a) Internal examination time table b) Internal exam Attendance record c) End semester examination time table	HOD	DEC
ACAD-27	9.1	a) Internal examination question papers b) End semester examination question papers	HOD	DEC
ACAD-28	9.1	Test answer books	HOD	DEC
ACAD-29	9.1	a) Internal assessment record of each semester b) Incentive grade record	HOD	DEC
ACAD-30	9.1.3	Result analysis a) Semester wise for each course b) Success rate without backlogs in any semester/year of study c) Success rate in stipulated period d) Academic Performance in second year e) Academic Performance in third year	HOD	DEC
ACAD-31	7.5.1	Departmental Library a) List of books b) List of Project reports c) Issue/return register d) List of magazines and Journals e) Number of books and investment of department in central Library	HOD	Dept. Lib rary In-charge

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Document No.	Ref. Clause	Title	Master Copy Holder	Controlled Copy Holder
ACAD-32	7.5.1	Course File (Theory Course) a) Syllabus b) Teaching Plan c) Time Table d) Mode of internal assessment e) Attendance f) Test question papers and Solution g) Test Marks h) Assignments i) Assignment marks j) Remedial class Time table k) Final internal assessment l) Course outcome attainment (direct, indirect) m) Action plan (if course outcome is not achieved)	Course Coordinator	----
	7.5.1	Course File (Practical Course) a) List of practical/experiments b) Time Table c) Mode of internal assessment d) Final internal assessment e) Attendance Register f) Course outcome attainment (direct, indirect) g) Action plan (if course outcome is not achieved)	Course Coordinator	----
ACAD-33	7.1.6	Industry Interaction a) Guest lectures organized b) Conduction of courses c) Industry visits	Dept. III In-charge	----
ACAD-34	8.3	Research and Development activities: a) Publication in Journal SCI / Scopus/ Web of Science b) Publication in Conferences c) Funded research from outside. d) Development of Product/Working model etc. e) Consultancy from industry f) Copyrights g) Patents	Dept. R&D In-charge	----

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Document No.	Ref. Clause	Title	Master Copy Holder	Controlled Copy Holder
ACAD-35	8.2	Class Coordinator file a) Student roll list b) Address and contact number of student and guardian c) Class Time Table d) List of academically weak students e) Detention list along with all certificates/documents used for pouring attendance	HOD	Class Coordinator
ACAD-36	9.1.3	Program outcomes and Program specific outcome attainment file and Action Taken	HOD	----
ACAD-37	7.5	Faculty Personal file	Respective Faculty	----
ACAD-38	7.2	Faculty interactions with external world: a) STTP/workshops/seminars/conferences attended b) STTP/workshops/seminars organized c) Invited talks/lectures delivered outside the Institute.	Dept. III In-charge	----
ACAD-39	8.3.3	Students' record a) Placed for jobs through campus b) Placed off campus c) Going for higher studies d) Entrepreneurship e) Internship/training record f) Entrance / Competitive exams	Dept. T&P In-charge	----
ACAD-40	8.5.5	Student Society file a) Student body b) Activities organized	Dept. Student Activity In-charge	----
ACAD-41	7.5	Students' participation in technical/ extra-curricular events a) Organization of events in the Institute b) Participation/Awards in Inter-Institute events c) Participation/Awards in Intra-Institute events d) Publications	Dept. Student Activity In-charge	----

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Document No.	Ref. Clause	Title	Master Copy Holder	Controlled Copy Holder
ACAD-42	9.1.3	Student Project file a) Project allotment record b) Project assessment record c) Industry Mentored project record d) Mapping of project rubrics with POs and PSOs	Dept. Project Coordinator	----
ACAD-43	4.2, 5.1.2, 9.1.2, 9.1.3	Parent-Teacher meet record, Feedback and analysis and action taken report	PTM In-charge	----
ACAD-44	4.2, 5.1.2, 9.1.2, 9.1.3	Student feedback and action taken report	HOD	----
ACAD-45	9.1.3	Course Outcome Attainment	Academic / Program Coordinator	----
ACAD-46	4.2, 5.1.2, 9.1.2, 9.1.3	Alumni feedback and analysis	Dept. T&P In-charge	----
ACAD-47	4.2, 5.1.2, 9.1.2, 9.1.3	Employer feedback and analysis	Dept. T&P In-charge	----
ACAD-48	4.2, 5.1.2, 9.1.2, 9.1.3	Exit Feedback and analysis	Dept. T&P In-charge	----
ACAD-49	7.1.4	a) MOU signed with Industries b) Activities Conducted with MOU signed Industries	HOD	----
ACAD-50	8.3.4	Grievance Handling Mechanism	In-charge Grievance Cell	----
ACAD-51	5.1.2	Mentor File	Academic /Program Coordinator	----
ACAD-52	9.3	Observations of NBA/ NAAC	Principal	HOD
ACAD-53	10.2,9.2	Academic Audit and Action Taken Report	HOD	----
ACAD-54	7.4	Notice File	HOD	----
ACAD-55	6.2.1,6.2.2	Quality Objective Status	HOD	----
ACAD-56	10.2,10.3	a) ISO- Audit Observation b) ISO – Audit Findings c) ISO – Audit NCR d) ISO – Audit Compliances	MR	ISO Coordinator
ACAD-57	4.2, 5.1.2, 9.1.2, 9.1.3	Student satisfaction survey and analysis	HOD	----
ACAD-58	4.2, 5.1.2, 9.1.2, 9.1.3	Faculty feedback and analysis	HOD	---

Dispose off the records by Burning / Shredding after retention period (5Years)

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Following are the designations in the department:

1. Head of the Department (HOD)
2. Professor
3. Associate Professor
4. Assistant Professor
5. Technical Assistant
6. Clerk
7. Laboratory Attendant
8. Peon

Following are the Coordinators in the Department:

1. Program Coordinator
2. Module Coordinator
3. Course Coordinator
4. Academic Coordinator
5. NBA/NAAC Coordinator
6. Department Examination Coordinator
7. MIS Coordinator
8. Time Table Coordinator
9. Industry Institute Interaction Coordinator
10. R and D activities Coordinator
11. Class Coordinator
12. ISO Coordinator
13. Project Coordinator
14. Alumni Coordinator
15. Student Activity Coordinator
16. Training and Placement Coordinator
17. Lab In-charge
18. House Keeping In-charge

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Responsibilities of Head of the Department	
01	To conduct Board of Studies meetings and convey the changes, if any, in the curriculum to Dean Academics.
02	To carryout course allocation to the faculty members.
03	To allot various portfolios to faculty members of the department to handle the department administrative work.
04	To initiate appointment of new faculty members and non-teaching staff as per the requirement.
05	To conduct departmental meetings.
06	To collect and evaluate feedback of various stakeholders.
07	To identify the training need for teaching and non-teaching staff in the department.
08	To control the document & record in the department.
09	To monitor and control overall functioning of the department.
10	To form, Course Coordination committee, Suggest BOS panel members, Program Assessment and Quality Improvement Committee Members
Authorities of Head of the Department	
01	To select the faculty for course allocation.
02	To select the members of different committees formed in the department.
03	To decide the actions on stakeholder's feedback.
04	To recommend the purchase requisition raised by the faculty.
05	To decide corrective actions on the failures observed in the department functioning
Responsibilities of Faculty Members	
01	To prepare teaching plan for the course based on teaching scheme, syllabus and timetable.
02	To teach and solve student queries.
03	To monitor progress of teaching process with respect to the teaching plan.
04	To mark the attendance of student and analyze the same periodically.
05	To raise indent for the purchase requirements.
06	To conduct internal assessment and compile the data of the same.
07	To analyze the Tests/End Exam results and compile the data for the same for the course.
08	To carry out various tasks under the department portfolio allotted.
Authorities of Faculty Members	
01	To decide the method of teaching and mode of assignments.
02	To take necessary action, in consultation with HOD, in case of students academically weak attendance.

03	To take actions for the improvement in examination result.
04	To suggest changes and improvements in QMS and overall functioning of the department.
Responsibilities of Laboratory In-charge	
01	To ensure that all the instruments and equipments in the lab are in good working condition.
02	To raise the requisition for the purchase of new equipment / instrument in the laboratory / work shop.
Authorities of Laboratory In-charge	
01	To decide the method for maintaining equipment / instrument in good working condition.
02	To suggest the changes in QMS and overall functioning of department
Responsibilities of Technical/Lab Assistant	
01	To help Laboratory In-charge to perform his activities.
02	To ensure that the equipments and instruments are in good working condition.
03	To carry out the preventive maintenance of equipment before start of semester.
04	To maintain good work environment in the laboratory.
05	To assist the teacher in setting experiments.
06	To perform any other work allotted from time to time by HOD/Lab In-charge
Responsibilities of Lab. Attendant	
01	To assist the Technical Assistant in repairing the equipment / instrument.
02	To get the laboratories and equipments cleaned.
03	To punch the journals during the examination.
04	To perform any other work allotted from time to time by HOD/Lab In-charge/Lab Assistant

Various Portfolios of the Department

Class Coordinator: To ensure that the classes are conducted according to the Time Table, to prepare detention list, to collect leave related certificates from students and verify it, prepare consolidated report for the pouring of attendance, to submit the internal marks to the DEC. To prepare mentor list and convey the same to the Teacher Mentors and the students. To forward any student grievance to Grievance redressal Committee in the department.

ISO Coordinator: To collect/distribute ISO related files amongst the faculty members of the department with consent of the Head of the Department and verify that all documents and records as listed in the teaching manual are maintained properly to handle the internal and external audits so as to follow the instructions as given by the MR.

Course Coordinator: To ensure that the course is taught as per the syllabus, teaching plan of the respective course. The necessary course material is prepared and communicated amongst the faculty members and provided to the students. To perform micro-analysis of the courses taught in the semester and forward the course attainment and program outcome attainment to ISO/NBA coordinator in the department.

NBA/NAAC Coordinator: To ensure that department files, records, presentations, etc. are ready and updated.

Time Table Coordinator: To ensure that time table is prepared according to the academic calendar and load distribution and to get it uploaded on GEMS. The department time table coordinator shall support to the overall first year time table coordinator by providing the name of concerned faculty members engaging the respective first year slots in the time table.

R and D activities Coordinator: To ensure that environment and support to pursue research in the department is fulfilled properly, and to improve the research facilities in the research lab through institutional funding, apply for various Research grants to various Governmental funding agencies. Also, to collect data regarding R & D activities in the department.

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Academic Coordinator: To ensure that the academic calendar prepared by Dean Academics is followed timely by the department and all activities in the department are carried out in accordance to it.

Department Examination Coordinator: To ensure that the question papers are set and moderated in time as given by the Controller of Examinations and follow all the instructions as given by the COE office. To send the internal marks, end exam papers, moderated marks to the COE office.

Internal Examination Committee: To assist the DEC in conduction of internal exam related work

Industry Institute Interaction Coordinator: To contact various industries for establishing MOUs for conduction of guest lectures/ workshops/seminars/course conduction/project mentoring etc.

Project Coordinator: To allot the project and project guides to students and arrange for the conduction of seminars and demonstrations of the project.

Alumni Coordinator: To be in touch with the department alumni, arrange for alumni meet and arrange for alumni feedback.

Student Activity Coordinator: To conduct various activities for the students and inform the Dean SRC about the same and corporate social responsibility (CSR) activities.

Training and Placement Coordinator: To prepare the students for the campus placements and assist Dean T and P in conduction of various placement activities. He has to ensure conduct of employers feedback and exit feedback along with respective analysis. He has to plan and implement activities related career counseling, guidance for various competitive exam and higher studies

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No.	Process Stage	Pr. Owner	Output
01	<p>Quality Objectives for the Teaching Function are:</p> <ol style="list-style-type: none"> 1. Placement <ul style="list-style-type: none"> • Placed for jobs through campus • Placed off campus • Going for higher studies • Entrepreneurship 2. Student Training <ul style="list-style-type: none"> • Full six month internship • Summer/ Winter Vacation training 3. Student's appearing for competitive examinations (NET / SET/ GATE/ GRE/ CAT/ UPSC/ MPSC etc.) 4. Student's Success rate 5. Students' participation in technical events <ul style="list-style-type: none"> • Organization of events in the Institute(no. of events) • Participation in Inter-Institute events(no. of students) • Participation in Intra-Institute events(no. of students) • Publications(no. of students) 6. Student's participation in extra-curricular & social activities 7. Faculty interactions with external world: <ul style="list-style-type: none"> • STTP/workshops/seminars/conferences attended • STTP/workshops/seminars organized • Invited talks/lectures delivered outside the Institute 8. Participation of industry experts/ Adjunct/ Emeritus Faculty: <ul style="list-style-type: none"> • Guest lectures organized • Students project sponsored/mentored • Conduction of courses 9. Research and Development activities: <ul style="list-style-type: none"> • Publication in Journal SCI / Scopus/ Web of Science • Publication in Conference • Funded research from outside • Development of Product/Working model etc • Consultancy from industry (amount) • Copyrights • Patents 	HOD / ISO Coordinator	---
02	Determine the targets for the academic year, prepare an action plan to achieve the target, and record it. Review the status and update the same in Quality Objective Status.	HOD / ISO Coordinator	Quality Objective Status ACAD-55
03	At the end of period, review the status against the set target. In case of non-fulfillment of targets, analyze and identify the causes of failure. Take necessary corrective actions. Implement and consider the same during next period.	HOD / ISO Coordinator	QMS-05

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Sr. No.	Process Stage	Process Owner	Output
01	Receive the Academic Calendar from Dean Academics	HOD	ACAD-09a
02	Prepare Department Calendar in-line with Academic Calendar	HOD	ACAD-09b
03	Carry out the load calculation referring to the teaching Scheme of the department.	Time table Coordinator, Academic Coordinator	ACAD-23a
04	Carry out the Load Allotment to each faculty based on competence and past experience.	Time table Coordinator, Academic Coordinator	ACAD-23b
05	Based on Load calculation, prepare Time Table for the Semester consisting of theory and practical courses and allocate the time table in GEMS software.	Time table Coordinator, Academic Coordinator	ACAD-25a
06	Submit the timetable to the HOD and distribute it to the concerned course coordinators.	Time table Coordinator	--
07	Display a copy of timetable on the Department notice board for students' reference and send a copy to the Dean Academics.	Time table Coordinator	--
08	Allocate the student roll list to course coordinators (class wise/ batch wise) in GEMS software for attendance	Academic Coordinator	--
09	Prepare a teaching plan for the course conduction.	Course Coordinator	ACAD-32
10	Identify the mode/method of giving assignments/assessments to the students.	Course Coordinator	ACAD-32
11	Prepare the tabs for Internal assessment for respective course in GEMS software and maintains the final copy in course file	Course Coordinator	ACAD-32
12	Conduct extra classes for course completion as per the need and remedial classes for identified slow learners.	Course Coordinator	ACAD-25b

Sr. No.	Process Stage	Process Owner	Output
01	Refer to the Teaching Plan for the Unit / Topic to be covered in the lecture.	Course Coordinator	ACAD-32
02	Carry out the teaching by use of appropriate teaching aids like Blackboard, LCD, Schematic diagrams, etc.	Course Coordinator	--
03	At the beginning or at the end of lecture take the students attendance.	Course Coordinator	ACAD-32
04	Enter the attendance in GEMS software, and maintain its copy in the respective course file	Course Coordinator	ACAD-32
05	Conduct Remedial classes for academically weak students according to the schedule given in academic calendar.	Course Coordinator	ACAD-25b
06	Give the names of students having attendance less than 75% to the class coordinator.	Class Coordinator	ACAD-35e
07	To prepare overall detention list	Class Coordinator	ACAD-35e

Sr. No.	Process Stage	Process Owner	Output
01	Determine the experiments to be conducted in the practical session by referring to the syllabus.	Course Coordinator	ACAD-32
02	During regular practical session, ensure that the manuals /charts which give the detailed information about the practical is available.	Lab In-Charge	ACAD-15
03	Ensure that all equipments / instruments are in working condition. Arrange the instrument / equipment (setups) before start of practical session.	Lab In-Charge	ACAD-16
04	Enter the attendance in GEMS software, and maintain its copy in the respective course file	Course Coordinator	ACAD-32
05	Allocate and explain about practical to the batch or to each group.	Course Coordinator	ACAD-32
06	Guide students during the practical to complete the experiment successfully.	Course Coordinator	ACAD-32
07	Verify the output of the experiment.	Course Coordinator	ACAD-32
08	At the end of semester, ensure that each student has completed all the practicals / experiments.	Course Coordinator	ACAD-32
09	In case students have missed any of the practical, make arrangements for the same.	Course Coordinator	ACAD-32
10	Perform the Internal Lab evaluation as per the mode of assessment.	Course Coordinator	ACAD-32

Sr. No.	Process Stage	Process Owner	Output
01	Students' performance is judged through the Continuous assessment.	HOD	ACAD-29
02	Various stages to judge the student performance are: 1. Continuous assessment tests as decided. 2. End Semester Examination	HOD	ACAD-32
03	Continuous assessment tests are carried out at department level.	HOD	ACAD-32
04	To conduct a continuous assessment test, prepare and display the timetable for the same giving details of date, time for the examination, etc.	Department Examination Coordinator	ACAD-26
05	Set a question paper for the examination that is according to the syllabus set for the test.	Course Coordinator	ACAD-27
06	Conduct the examination as per schedule and ensure that the examination is conducted in fair manner.	Department Examination Coordinator	ACAD-26
07	Maintain the record of examination attendance.	Department Examination Coordinator	ACAD-26
08	Evaluate the answer sheets and show the evaluated answer sheets to the students.	Course Coordinator	ACAD-28
09	Discuss the answers with the student personally, if so requested by the student. For the common difficulties discuss the topics in the classroom.	Course Coordinator	ACAD-32
10	Prepare final marks sheet for Internal assessment, make the entries in GEMS and forward a copy to Internal Exam Coordinator for display	Course Coordinator	ACAD-29
11	Display Internal assessment Results for all courses in the department.	Class Coordinator	ACAD-29
12	Receive End Semester Answer Sheets and distribute to the course coordinator and prepare the schedule for paper showing process	Department Examination Coordinator	--
13	Collect Student Grievance if any and process for retotaling /re-evaluation.	Department Examination Coordinator	--
14	Freeze the marks in GEMS and perform the grade moderation process.	Department Examination Coordinator	--
15	Send the Answer sheets, final marks copy, grade moderation report to Controller of Examination for Result Display	Department Examination Coordinator	--
16	Receive the gazette/ Tabulation Report and perform the result analysis process	Department Examination Coordinator	--
17	The course coordinators perform the micro-analysis process for the attainment of course outcomes and program outcomes	Course Coordinator	ACAD-32, ACAD-36, ACAD-45

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Sr. No.	Process Stage	Process Owner	Output
01	Conduct stakeholders (Parent, Alumni, Employer) meet as per the schedule given in the Academic Calendar	Academic Coordinator	ACAD-43, ACAD-46, ACAD-47
02	Brief the stakeholders' about the department curriculum and various activities conducted in the department and discuss department achievements.	HOD, Academic Coordinator, Alumni Coordinator, T and P Coordinator	ACAD-43, ACAD-46, ACAD-47
03	Collect their feedback on appropriate forms	--	ACAD-43, ACAD-46, ACAD-47
04	Review the feedback and determine the areas of improvement suggested by the stakeholders and prepare an action taken report	HOD	ACAD-43, ACAD-46, ACAD-47
05	Collect the students' feedback through GEMS according to the schedule in the academic calendar.	Class Coordinator, Academic Coordinator	ACAD-44
06	Discuss the feedback of each course with the concerned Course Coordinator and suggest improvements required, if any.	HOD	ACAD-44
07	At the end of each semester, collect course end survey from the students for indirect assessment of course outcome attainment.	Academic Coordinator	ACAD-45
08	Analyze the course outcome attainment	Course Coordinator	ACAD-32
09	Collect Exit feedback from the Final Semester students at the end of semester and analyze it.	Academic Coordinator	ACAD-48
10	Collect Student Satisfaction Survey Feedback and analyze it.	Academic Coordinator	ACAD-57
11	Collect Faculty Feedback and analyze it	HOD	ACAD-58

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Sr. No.	Process Stage	Process Owner	Output
01	Display the notice regarding the project title and guides on the notice board.	Project Coordinator	ACAD-42
02	Receive the preference of guide and topics from students as per department policy	Project Coordinator	ACAD-42
03	Depending on the interest of the students, divide them in groups of 3 to 4 students and allot guide to each group	HOD, Project Coordinator	ACAD-42a/ c
04	Discuss and finalize the project topic with the group	Project Guide	ACAD-42a
05	Monitor the progress of the projects in weekly sessions and provide guidance as required.	Project Guide	ACAD-42a
06	Form a panel of 2 to 3 faculty members to assess the progress of the project through seminars and demonstrations on continuous basis.	Project Guide, concerned faculties	ACAD-42b
07	Assess project reports submitted by students and approve the same.	Project Guide	ACAD-42
08	Submit a copy of the project report to the Library	Project Coordinator	ACAD-42

Sr. No.	Process Stage	Process Owner	Output
Student Attendance			
01	At the end of each month prepare a summary of attendance for individual student course wise.	Class Coordinator	ACAD-35
02	Display the List of such students on the Department notice board.	Class Coordinator	ACAD-35
03	Through discussions with the students try to find out the root cause for absenteeism	Class Coordinator	ACAD-35
04	Inform the students and their parents/guardians about the short of attendance.	Class Coordinator	ACAD-35
05	Identify the students with attendance less than 75 % in theory and practical at the end of the session and prepare the detention list.	Class Coordinator	ACAD-35
06	Forward a copy of detained students, Course wise, for each semester to the Dean Academics.	Class Coordinator	ACAD-35
Result Analysis			
01	After the completion of internal tests and end semester examination, perform a detail micro analysis of the course outcome and program outcome attainment.	Course Coordinator	ACAD-32
02	Attach a copy of the same in the course file and send a copy to the NBA coordinator.	NBA Coordinator	ACAD-02
03	Prepare a course wise summary of the result for each semester and send a copy to the Dean Academics	Department Examination Coordinator	ACAD-30a
04	Calculate the success rate (with and without backlogs) and submit a copy to the NBA coordinator.	Department Examination Coordinator	ACAD-30b, ACAD-30c

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Sr. No.	Process Stage	Process Owner	Output
1	Budget requirement for laboratory, S/w purchases, consumables, travel, maintenance etc. to submit to Principal	HOD	--
2	Budget allotment to different departments	Principal	ACAD-21
3	Preparation of Quotations and comparative statements for laboratory equipment purchase, preparation of purchase order	HOD, AO	---
4	To maintain record for expenses pertaining to equipment/software purchase and maintenance, research and development related activities, training and travel, miscellaneous etc.	HOD	ACAD-21

Sr. No.	Process Stage	Process Owner	Output
01	Prepare list of instruments and equipments in the Laboratory.	Lab In-charge	ACAD-14
02	Carry out the maintenance (Internally / External Agency) of the equipment / instrument so as to keep them in working condition.	Lab In-charge	ACAD-16
03	At the beginning of new semester ensure that all the instruments / equipments are in working condition.	Lab In-charge	ACAD-16
04	Carry out Stock Verification at the end of financial year to detect instrument damaged / Lost / Outdated.	Lab In-charge	ACAD-17, ACAD-18
05	Identify the obsolete equipment and take necessary actions.	Lab In-charge	ACAD-18

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Sr. No.	Process Stage	Process Owner	Output
01	As per the audit plan, conduct the internal ISO audit every three months.	MR	QMS-05
02	Take corrective actions on observation findings and NC (if any).	HOD	QMS-05

Sr. No.	Process Stage	Process Owner	Output
01	As per the schedule and instructions from Dean Academics, arrange the Academic Audit of the department.	HOD	ACAD -53
02	Take corrective actions on observation findings and prepare Action Taken Report	HOD, Academic Coordinator	ACAD -53

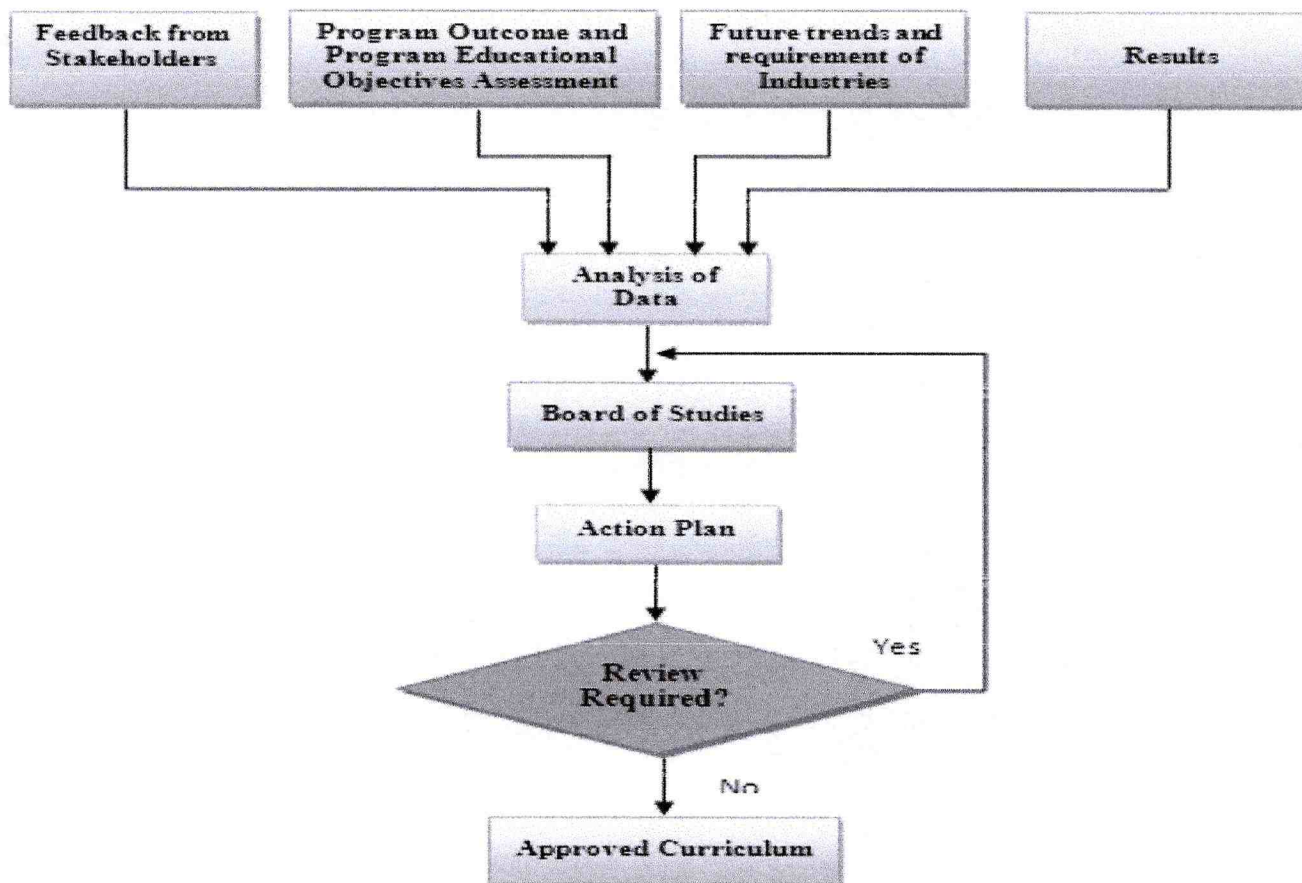
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No.	Process Stage	Process Owner	Output
01	Departmental meetings are held at least once in a semester to discuss the overall effectiveness of QMS, resource requirement (if any), allocation of major portfolios for the current semester and to communicate effectiveness of QMS	HOD	ACAD-22
02	Record the decisions and actions on various issues discussed in department meeting. Confirm and document the minutes of meetings for the necessary action.	HOD	ACAD-22

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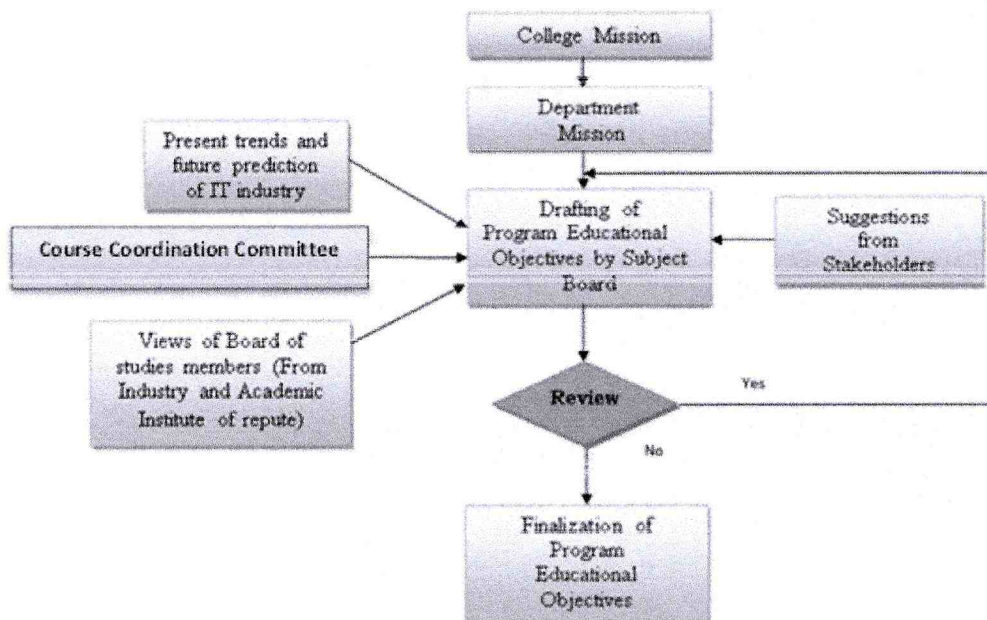
No.	Process Stage	Process Owner	Output
01	Based on the feedback received from the stakeholders and industry requirements, result analysis, identify the course components to be modified.	HOD/ BOS chairman	ACAD-10
02	Discuss the issues in Board of Studies meeting and record it.	HOD/ BOS chairman	ACAD-10
03	Discuss and finalize the updates in schemes, syllabus, course outcomes and prepare minutes and then Action Taken Report of the BOS meeting.	HOD/ BOS chairman	ACAD-10
04	Send a copy of the minutes and ATR of the BOS meeting to the Dean Academics for further discussions and approval in Academic Council meeting.	HOD/ BOS chairman	ACAD-10

Flexibility to Introduce Electives/ Change Course Contents

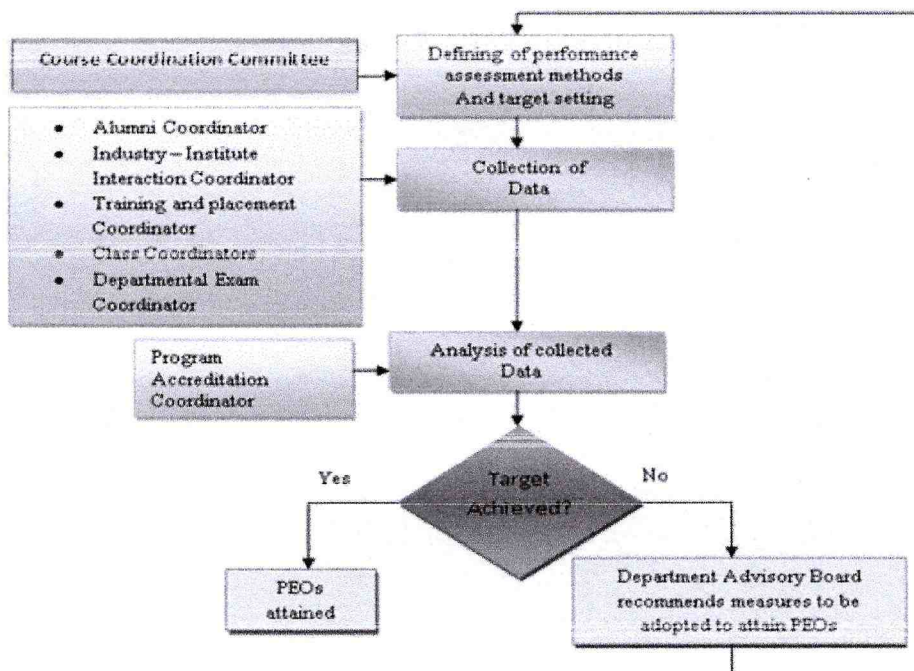


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Program Educational Objectives Development Process

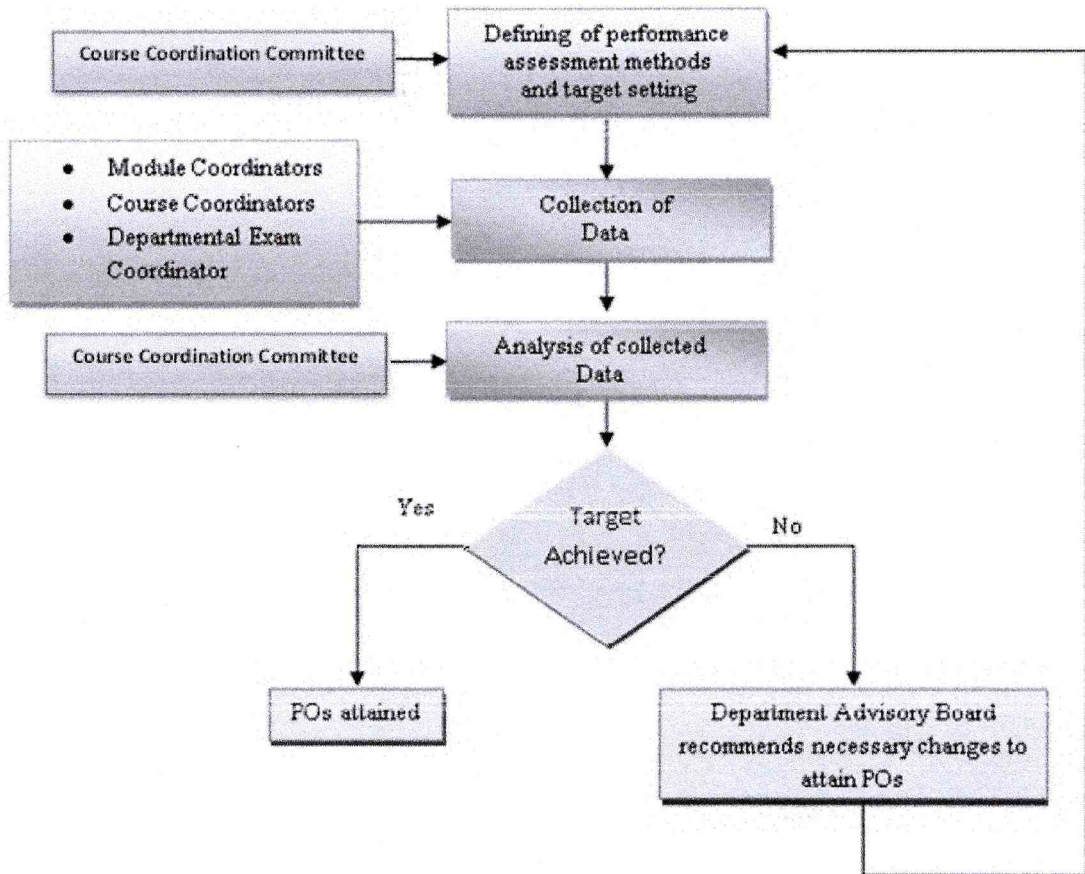


Program Educational Objectives Assessment Process



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Program Outcomes Assessment Process



Note: Same process is applicable to Program Specific Outcomes (PSO) of the respective Programs.