

ACADEMIC GUIDELINES



**Provides
Outcome based Education**



**MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY**

(Approved by AICTE , Affiliated to Pondicherry University and Accredited by NBA)

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Updated on 26-05-2022

MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107



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Revised

on

May 2022

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ANNEXURE

VISION OF THE INSTITUTE

To be a globally reputed Technical Institution creating Competent leaders and Skillful innovators in Science, Technology and Management.

MISSION OF THE INSTITUTE

- **Providing a dynamic and creative learning environment for its students to acquire exemplary technical, analytical, professional skills.**
- **Imbibing a spirit of innovation and research among its students and faculty for solving critical problems.**
- **Promoting Innovation, Employability and entrepreneurship skills through industry academia collaboration.**
- **Serving the society through technical intervention and creating socially responsible Professionals.**

1. OUR FOCUS:

(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, Lesson 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, Patents, 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.

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.
- ✓ **The Faculty must facilitate students by providing information on online course/certificate course for bridging the curricular gaps in their respective subjects.**

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 Information sheet and Lesson Plan should be communicated to the students. The format is given in **Annexure-I**.
- ✓ 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 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 must practice active learning in the class through ICT tools and classroom activities like charts, Quiz and other activities regularly. Also, Faculty must use LMS tools like Google classrooms, Moodle, Canvas Etc. for enriching the self-learning capability of the students.
- ✓ Faculty must ensure the availability of learning materials in the elearn portal.
- ✓ 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 backward 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.

✓ **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 be 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.
- ✓ All activities for slow learners must be recorded and the outcomes must be measured and documented properly.
- ✓ The formats for recording slow learners details are given in **Annexure-II**

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 can provide Experiential Learning experience by encouraging “Do it yourself” kind of Project assignments in the subjects they teach.**
 - ✓ The Faculty Member shall give all possible pattern (2-marks and 11 –marks) questions of each unit to the students as question bank **as per AICTE Exam reforms pattern.**
 - ✓ 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.
 - ✓ The faculty must collect the course exit survey from the students after model exam and evaluate indirect attainment. The format is given in **Annexure-III.**
 - ✓ The direct attainment must be calculated from the internal exam and university exam and the final attainment must be submitted to the HOD. The format is given in **Annexure-IV.**
 - ✓ Faculty may also plan for publishing their Lecture materials as books or Lecture materials in web with due copyrights.

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.
- ✓ Course outcome and course information sheet must be prepared for laboratories. A proper lesson plan

must also be prepared. The format is given in **Annexure-V**.

- ✓ Faculty must implement Project based learning in the laboratories.
- ✓ 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 /observation 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.
 - 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)
- ✓ Faculty must try to cover Content beyond syllabus to bridge the gap in the syllabus
- ✓ CO and PO attainments (Refer Annexure-IV) must be calculated based on model exam marks and university examinations.

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 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.
- ✓ **All feedbacks must have a detailed action taken reports duly acknowledged by HOD and Principal. The action taken reports must be submitted to the IQAC.**

- ✓ If required, training/ orientation programs can be conducted by professional experts to master the skills of the faculty members in the art 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- VI**
 - Format for Parents Feedback will be given in **Annexure- VII**
 - Format for Quality circle Meeting will be given in **Annexure- VIII**
- ✓ Grievances related with Internal assessments are to be obtained from the Students through the Quality Circle Meeting after every internal Exam.

2.2.6 QAC MEETING AND ACADEMIC AUDIT PROCEDURE

- ✓ Quality Assessment Cell (QAC) and academic audit is conducted to improve the effectiveness of teaching learning and assessment process.
- ✓ QAC will be conducted 3 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- IX**

Format for QAC Report on Question Paper setting and Evaluation process will be given in **Annexure- X**

3. DUTIES AND RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT

- ✓ 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.
- ✓ Conduction of Department Advisory committee meeting every year.
- ✓ Scrutinizing the Curricular gaps identified by faculty and consolidating the same for planning Value addition courses, Workshops, Guest lecturers etc.
- ✓ Curriculum and syllabus revision must be done every year and communicated to university.
- ✓ 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.

- ✓ Conduct at least 2 societal activity every year to create awareness among rural community. Also Projects can be carried out for rural people and proper recognition letters must be obtained from local Panchayats.
- ✓ Programmes on Ethics, Gender sensitization, Human Values, Environment and sustainability are to be arranged in dept once in a year.
- ✓ 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.
- ✓ Ensure Faculty Trainings in Industries.
- ✓ 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 and order form is given in **Annexure- XI**
- ✓ Feedback on Curriculum must be obtained every year from Alumni, Students and Department Faculty and has to be submitted to IQAC. The formats for curriculum feedback from students, faculty, Alumni are given in **Annexure-XII**

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 and department is given in **Annexure - XIII**

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 apprised 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-XIV](#)

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 faculty 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.
- ✓ Evaluate the PO which the students attained through Project.
- ✓ The Project evaluation formats is given in [Annexure-XV](#)

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	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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

	<ul style="list-style-type: none"> ▪ Dividing the project into four modules 	<ul style="list-style-type: none"> ▪ Proposed plan for the project phase – II ▪ Dividing the project into four modules
2	<ul style="list-style-type: none"> ▪ 30 % of simulation work (module-I) to be completed ▪ Discussion on simulation results as compared with existing work 	<ul style="list-style-type: none"> ▪ 30 % of project module (module-I) to be completed ▪ Demo on completed work
3	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 60 % of simulation work (module-II) to be completed ▪ Discussion on simulation results as compared with existing work 	<ul style="list-style-type: none"> ▪ 60 % of project module (module-II) to be completed ▪ Demo on completed work
5	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 90 % of Work is to be completed ▪ Demo on completed work ▪ Submission of chapters up to existing work
7	<ul style="list-style-type: none"> ▪ 100 % of Work is to be completed ▪ Interfacing module III and IV ▪ submission of documentation work for proposed and references 	<ul style="list-style-type: none"> ▪ 100 % of Work is to be completed ▪ Interfacing module III and IV ▪ submission of documentation work for proposed and references
Final	<ul style="list-style-type: none"> ▪ Demo for the complete simulation work. ▪ Submission of final project report 	<ul style="list-style-type: none"> ▪ 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
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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-XV

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

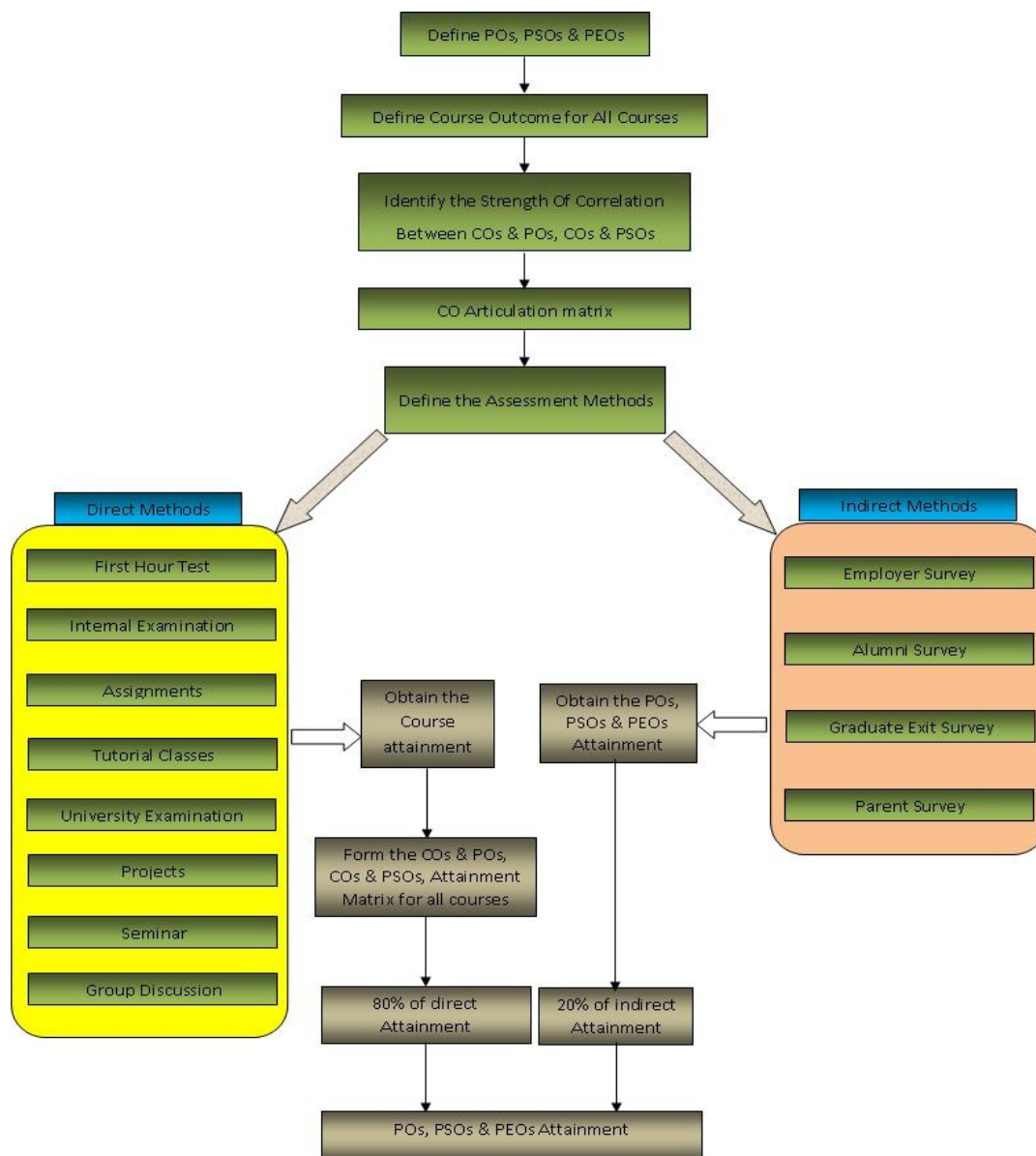
PEO3: Entrepreneurship: Our graduates will engage themselves in life-long learning thereby keeping themselves abreast of the contemporary issues.

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



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 evaluated 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 evaluated 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 measurable 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
- Workshops/ Seminar/Guest lecture

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
- Course Exit 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.

10.5.2.5 COURSE EXIT SURVEY

- ✓ This survey form is for understanding the student's perspective on the CO and PO attainments through each subject.
- ✓ Each faculty will take a course exit survey for their respective subjects and will include the attainment as indirect means for calculating the CO, PO and PSO attainments for their subjects.

The formats for all the surveys are given in [Annexure-XVI](#)

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 -XVII](#)

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 act 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 considered 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 through 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 remark's 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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Number of proposals submitted to funding agencies like IEL, 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	<ul style="list-style-type: none"> ➤ 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 <ul style="list-style-type: none"> ➤ 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

		<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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	<p>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</p>
	Faculty Development Program (FDP)	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Various innovative teaching methodologies used (Project-based learning, Collaborative Learning, Computer-assisted learning)
	Academic Performance	<ul style="list-style-type: none"> ➤ Performance of the students in daily test, internal test, pre-model, Model Exam and university examinations.
Student	Placement	<ul style="list-style-type: none"> ➤ 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 us 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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ GATE coaching classes ➤ Number of students qualified in GATE ➤ Career guidance programs ➤ Guidelines for competitive exams
	Participation in Curricular / Co-Curricular & Extracurricular Activities	<ul style="list-style-type: none"> ➤ Number of student participation in events outside and inside the state.
	Value added courses	<ul style="list-style-type: none"> ➤ Value added courses conducted for each class
	Achievements	<ul style="list-style-type: none"> ➤ Student achievement in Curricular / Co-Curricular & Extracurricular Activities ➤ Student achievement in R & D activities and other competitions
	Student Centric Activities	<ul style="list-style-type: none"> ➤ Role play, seminars, group discussion, assignments, preparing models and PPT, quiz etc.,
	Remedial Coaching	<ul style="list-style-type: none"> ➤ Coaching to weak students ➤ Hand out materials ➤ A special counseling and tutorial classes ➤ Night coaching classes
	Industrial visit/In-plant training/Internship	<ul style="list-style-type: none"> ➤ Number of industrial visits organized ➤ Number of in- plant training undergone ➤ Number of internships
Department	DAC Meeting	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Department requirement finalization
	Academic activities	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Purchasing of equipments/components ➤ Utilization register ➤ Updating of lab equipments

		<ul style="list-style-type: none"> ➤ Calibration and servicing of equipments ➤ Stock maintenance
	Infrastructure & Services	<ul style="list-style-type: none"> ➤ Cleanliness and Maintenance ➤ Class room, Laboratories, R&D/Project Lab and Seminar Hall ➤ Internet Facility ➤ Canteen Facility ➤ Transport facility ➤ Furnitures
	Extension Activities	<ul style="list-style-type: none"> ➤ Society oriented activities ➤ Industry oriented activities
	R&D Activities	<ul style="list-style-type: none"> ➤ 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 RESEARCH

- 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

- Interaction 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) Coordinator, Research & Development proposals
- (v) Coordinator, 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:

<u>Grade</u>	<u>Grade Description</u>	<u>Grade Point</u>
--------------	--------------------------	--------------------

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-XVIII](#) and Self Appraisal Form will be given in [Annexure-XIX](#)

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 INNOVATION/IDEA/VENTURE 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.
- ✓ Promoting innovation and design mindset among students
- ✓ Coordinating IIC cell activities.

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.
- ✓ Must conduct 3 activities per semester

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 Coordinators 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 ward's 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.

14.34 PREVENTION OF SEXUAL HARASSMENT (POSH) CELL

- ✓ Prevention of Sexual harassment at workplace
- ✓ Attending and Counseling the Complainants of Sexual harassment issues.

ANNEXURE

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ANNEXURE - 1



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

DEPARTMENT OF _____

COURSE INFORMATION SHEET

COURSE NAME/CODE	
YEAR/SEM/SEC	
COURSE INSTRUCTOR	
DESIGNATION	
DEPARTMENT	

SYLLABUS:

S.No	UNITS	CONTENTS	HOURS			CREDITS
			L	T	P	
1.	I					
2.	II					
3.	III					

COURSE PRE-REQUISITES:

S.NO	C.CODE	COURSE NAME	DESCRIPTION	SEM
1.				
2.				
3.				
4.				

COURSE OUTCOMES:

Sl. NO	DESCRIPTION	Blooms' Taxonomy Level
1.		
2.		
3.		

PROGRAM OUTCOMES:

PROGRAM SPECIFIC OUTCOMES:

MAPPING of COs with POs:

Course Name:												Year of Study:				
CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2		

1- Low correlation (Low), 2- Medium correlation (Medium), 3-High correlation (High)

JUSTIFICATIONS FOR CO-PO/PSO MAPPING:

MAPPING	LOW/MEDIUM /HIGH	JUSTIFICATION

GAPS IN THE SYLLABUS - TO MEET INDUSTRY/PROFESSION REQUIREMENTS:

SI NO	DESCRIPTION	PROPOSED ACTIONS	RELEVANCE WITH POs	RELEVANCE WITH PSOs

TOPICS BEYOND SYLLABUS/ADVANCED TOPICS/DESIGN:

SI NO	DESCRIPTION	PROPOSED ACTIONS	RELEVANCE WITH POs	RELEVANCE WITH PSOs

TEXT BOOKS:

SI NO	BOOK NAME	AUTHOR NAME	PUBLICATIONS	YEAR OF PUBLISHING

REFERENCE BOOKS:

SI NO	BOOK NAME	AUTHOR NAME	PUBLICATIONS	YEAR OF PUBLISHING

WEB SOURCE REFERENCES:

Prepared by

Approved by



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

DEPARTMENT OF _____

LESSON PLAN – ODD/EVEN SEMESTER –

NAME OF THE SUBJECT :

SUBJECT CODE :

CLASS & SEMESTER :

NAME OF THE STAFF & DEPARTMENT :

Course Objectives:

Sl.no	Topics to be covered	Session objective	Teaching Methodologies used	Related Comprehensive Points	Proposed date	Actual date	References/ books

Assignment Questions

Sl.No.	Assignment Question	Knowledge level	CO-PO coverage

Text books

Reference books

Web reference

Staff In charge

HOD

Annexure II



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

DEPARTMENT OF -----

Slow learners Identification

Year / Sem :

Subject :

Sl. No.	Name of the Student	Internal		Remarks	Action to be taken
		I	II		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Signature of Faculty

HOD



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

DEPARTMENT OF -----

Slow learners Special Training - Plan

Year / Sem : _____

Subject : _____

Date	Topic of discussion	No of students to attend

Others:

Signature of Faculty

HOD



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

DEPARTMENT OF -----

Slow learners Special Training Attendance

Year / Sem :

Subject :

Sl. No.	Name of the student	Date						
		xx/xx/xx						
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								

Signature of Faculty

HOD



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY
Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Report on the special coaching given to slow learning students during study holidays

Dept:

Class:

Dates:

Name of the students attended the special coaching:

1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20

- Unit wise Topics covered:

- Unit wise No. of questions covered:
Unit I: Unit II: Unit III: Unit IV: Unit V:
- Was short form of notes given for important questions in each unit? Was it verified by HoD?
- Expected no. of students who can score at least pass mark from the above list.
- Remarks by HoD

Signature of the staff

HOD

Annexure III

Course Exit Survey

Subject Name	
Academic Year	
Name of the Student	
Register No.	
Year of study	
Semester	

Please rate each of the following skills, abilities or attributes in terms of their importance, and state how well your understanding about the course

Please rate each of the following skills, abilities or attributes in terms of their importance, and state how well your understanding about the course

- 1 – Not Attained (Not satisfied)
- 2- Low attainment (Understood the CO, but skills need to be improved)
- 3 – Moderate (Satisfied in the attainment level of the CO)
- 4 – Above Moderate (Fair in the attainment level of the CO)
- 5 -High (Strong in the CO, acquired the skills in the specified cognitive level)

EVALUATION OF CO

SCALE: 1- STRONGLY DISAGREE; 2 – DISAGREE; 3 – NEUTRAL; 4 – AGREE; 5 – STRONGLY AGREE
Please provide feedback in the comments box

	1	2	3	4	5	Comments
1. Are you able to (CO1 for the subject)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are you able to (CO2 for the subject)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are you able to (CO3 for the subject)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are you able to (CO4 for the subject)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are you able to (CO5 for the subject)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EVALUATION BASED ON UNDERSTANDING

6. Are the Course Outcomes (COs) mentioned by faculty in the course plan clear enough to understand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--

7. Do you think that the course is designed as per industry needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. What was your overall satisfaction level with the faculty of the course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do you think that the course is designed as per industry needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Did you enjoy attending the course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Your confidence level to be able to apply the theoretical concepts and analytical skills learnt in the course compared to other courses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are you satisfied with the levels of Question paper?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Rate your satisfaction level on the evaluation of the course's Internal exam.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Other comments...						
Thank you for completing the questionnaire						

Annexure IV

Guidelines to calculate the CO Attainment

1. Calculating Course Outcomes (CO) involves calculations from the marks obtained by the students in their internal exams, Model exams, and university exams and the course exit survey received from the students at the end of the course.
2. After the Conduction and evaluation of internal and model exams, attainment should be calculated for each student's CO wise. Meanwhile, the attainment status of the individual student can also be found by fixing a threshold for every COs.
3. The average is taken from the values of Percentage of students secured more than 50% of marks for each Question belongs to a specific CO. The format and calculation method is shown below in **step-1**.
4. Having the values of each CO, an attainment level is fixed as 1, 2 & 3 by assigning a target (Internal Attainment).
5. The same target levels can be used to assign an attainment level from the University exam result.
6. 20% from the value of internal attainment and 80% from the value of University attainment have to be taken for calculating the direct Attainment.
7. Also, a course exit survey has to be done for all the COs to calculate the indirect Attainment for the course.
8. To calculate the overall attainment for the course, 90% of direct and 10% of indirect attainment is considered for each CO. This is shown below in **step-2**.

The steps involved in calculating the CO is shown below.

Step-1.

Eg.: Assessment II is taken for calculating CO2 & CO3.

Manakula Vinayagar Institute of Technology		Attainment Level		Description																				
Department of Electronics and communication engin		1		65% and above but less than 70% of students scoring 50% marks in the relevant CO																				
Internal Assessment II		2		70% and above but less than 75% of students scoring 50% marks in the relevant CO																				
Year/Semester/Sec :		3		More than 75% of students scoring 50% marks in the relevant CO																				
Subject Name/Code:																								
Date & Session of Examination :				Name & Designation of Faculty :																				
S.NO	REG NO	NAME OF THE STUDENT	Q. No	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total	STUDENT'S CO Attainment					
			CO	CO2	CO2	CO2	CO2	CO2	CO3	CO3	CO3	CO3	CO3	CO3	CO2	CO2	CO3		CO3	CO2	CO2	CO3	CO3	
			BT	R	R	U	R	R	R	R	R	R	R	R	R	A	A		A	A	Attain	Attain	Attain	Attain
			Mark	2	2	2	2	2	2	2	2	2	2	2	2	10	10		10	10	30	ment	ment	ment
1	17TC1102	ABINAYA.L		2	2	2	2	2	2	2	2	2	2	10	10		10	50	30	1	20	1		
2	17TC1103	AISHWARYA.P		2	2	2	2	2	2	2	2	2	0	7	8		8	41	25	1	16	1		
3	17TC1107	ANUSHA.S		2	2	2	2	2	2	2	2	2	2		9	10	9	48	19	1	29	1		
4	17TC1108	ARAVINDH.P		2	2	2	2	2	2	2	1	2	2	5		5	6	35	15	1	20	1		
5	17TC1109	ARIVAZAGI.S		2	2	2	2	2	2	2	1	1	1	3	0	0		20	13	0	7	0		
6	17TC1110	ARUN.S		2	2	2	2	2	2	2	2	2	2	7	0		7	34	17	1	17	1		
7	17TC1112	BALAJI.T		2	2	2	2	2	2	2	2	1	1	3	3	3	0	27	16	1	11	0		
8	17TC1114	BAVADHARANI.P		2	2	2	2	2	2	2	2	2	2	5	9		9	43	24	1	19	1		
9	17TC1115	BHARATH.R		2	2	2	2	2	2	2	0	2	2	7	0	8	9	42	17	1	25	1		
10	17TC1117	BUVANESWARI.R		2	2	2	2	2	2	2	2	2	2	5	10	10		45	25	1	20	1		
55	17TC1213	VIJAYANANDHINI.C		2	2	2	2	2	1	1	1	1	1	7		8	8	38	17	1	21	1		
56	17TC1216	VISHNUKUMAR.N		2	2	2	2	2	2	2	1	2	1	4	5	5	0	32	19	1	13	0		
57	17TC1218	YAZHINI.G.S		1	1	1	1	1	1	1	1	1	1	5	10		10	35	20	1	15	1		
58	17TC1007	BHUVANESHWARI.P		2	2	2	2	2	2	2	2	2	2	9		9		38	19	1	19	1		
59	17TB2443	VIJAY BALAJI.R		2	2	2	2	2	2	2	2	2	2	10	10	5	0	45	30	1	15	1		
NO OF STUDENTS ≥ 50% MARKS				57	57	56	57	56	57	57	56	57	55	33	35	33	31		Total students attained in	50	Total students attained in	41		
NO OF STUDENTS ATTEMPTED				59	59	59	59	59	59	59	59	59	59	43	46	43	42		CO2		CO3			
% STUDENTS ≥ 50% MARKS				96.61	96.61	94.92	96.61	94.92	96.61	96.61	94.92	96.61	93.22	76.74	76.09	76.74	73.81							
AVERAGE OF			CO2	90.36																				
AVERAGE OF			CO3	89.79																				

Eg.: Model Exam is taken for calculating all COS.

Manakula Vinayagar Institute of Tech		Attainment Level	Description																																
Department of Electronics and communication		1	65% and above but less than 70% of students scoring 50% marks in the relevant CO																																
Model Assessment		2	70% and above but less than 75% of students scoring 50% marks in the relevant CO																																
Year/Semester/Sec:		3	More than 75% of students scoring 50% marks in the relevant CO																																
Subject Name/Code:																																			
Date & Session of Examination:		Name & Designation of Faculty:																																	
S.NO	REG NO	NAME OF THE STUDENT	Q.No	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total 75	STUDENT'S CO ATTAINMENT										
			CD	CO1	CO1	CO2	CO2	CO3	CO3	CO4	CO4	CO5	CO5	CO1	CO1	CO2	CO2	CO3	CO3	CO4	CO4	CO5	CO5		CO1	CO1	CO2	CO2	CO3	CO3	CO4	CO4	CO5	CO5	
		BT	R	U	U	U	R	R	R	U	R	U	R	U	U	U	U	U	U	U	U	U	U		CO1	CO1	CO2	CO2	CO3	CO3	CO4	CO4	CO5	CO5	
		Mark	2	2	2	2	2	2	2	2	2	2	2	11	11	11	11	11	11	11	11	11	11		26	Attain nme	26	Attain nme	26	Attain nme	26	Attain nme	26	Attain nme	
1	17TC1102	ABINAYA.L	2	2	2	2	1	1	1	1	1	1		7			10		8		8		10	57	11	1	14	1	10	1	10	1	12	1	
2	17TC1103	AISHWARYA.P	2	2	1	2	2	2	2	2	2	2	9			9			8			9		54	13	1	12	1	4	0	12	1	13	1	
3	17TC1107	ANUSHA.S	2	2	1	2	2	2	2	2	2	2	6			8			9		7		57	10	1	11	1	13	1	11	1	12	1		
4	17TC1108	ARAVINDH .P	2	2	2	2	2	2	2	2	2	2		7			8	8		8		8		59	11	1	12	1	12	1	12	1	12	1	
5	17TC1109	ARIVAZAGI .S	1	1	1	2	2	2	2	2	2	2	8			8			8		8		57	10	1	11	1	12	1	12	1	12	1		
6	17TC1110	ARUN.S	1	1	2	2	1	2	2	2	2	2	6			8			7			8		54	8	1	12	1	11	1	11	1	12	1	
7	17TC1112	BALAJIT	2	2	2	2	2	2	2	2	2	2		8			8		8		9		62	12	1	12	1	12	1	13	1	13	1		
8	17TC1114	BAYADHARANI.P	2	2	2	2	2	2	2	2	2	2		9			9		9		9		65	13	1	13	1	13	1	13	1	13	1		
9	17TC1115	BHARATH.R	2	2	1	2	2	2	2	2	2	2		9			9	4		4		5		50	13	1	12	1	8	1	8	1	9	1	
10	17TC1117	BUYANESWARI .R	2	2	1	2	2	2	2	2	2	2	8			8			9		8	8	60	12	1	11	1	13	1	12	1	12	1		
51	17TC1202	THAMARALA	2	2	2	2	2	2	0	2	2	2	0	8	8			9		8		8		59	12	1	12	1	13	1	10	1	12	1	
52	17TC1208	VELPRASATH.M	2	2	2	2	2	2	2	2	2	1	2	8			8		9		9		62	12	1	12	1	13	1	13	1	12	1		
53	17TC1209	VENKATESHWARAN.P	1	1	1	2	0	1	1	1	1	1		5			4	0		5		0	5	29	7	0	7	0	1	0	7	0	7	0	
54	17TC1210	VIDYA SAGAR .S.P	2	2	1	2	2	0	2	2	2	2	6				6		5		8		42	10	1	9	1	2	0	9	1	12	1		
55	17TC1213	VIJAYANANDHINI.C	2	2	1	2	2	2	2	2	2	2	9			8			5			8		57	13	1	11	1	9	1	12	1	12	1	
56	17TC1216	VISHNUKUMAR.N	2	2	1	2	2	0	2	2	0	0	6			8			9	8		9		53	10	1	11	1	11	1	12	1	9	1	
57	17TC1218	YAZHINI.G.S	0	0	2	2	2	2	0	2	2	2		9	9			9		9		9		59	9	1	13	1	13	1	11	1	13	1	
58	17TC1007	BHUVANESHWARI.P	2	2	1	2	2	2	2	2	2	2	6			6			5			6		48	10	1	9	1	10	1	9	1	10	1	
59	17TB244	VIJAY BALAJLR	2	2	1	2	2	2	2	1	1	1	9			8			9			9	6	57	13	1	11	1	13	1	12	1	8	1	
NO OF STUDENTS ≥ 50% MARKS			55	56	57	57	57	56	57	58	57	56	23	35	24	32	36	17	39	10	36	20													
NO OF STUDENTS ATTEMPTED			59	59	59	59	59	59	59	59	59	58	24	35	24	34	38	17	42	10	38	20			Total student / attained	54	Total student / attained	53	Total student / attained	48	Total student / attained	45	Total student / attained	50	
% STUDNETS ≥ 50% MARKS			93.2	94.9	96.6	96.6	96.6	94.9	96.6	98.3	96.6	95.8	100	100	94.1	94.7	100	92.9	100	94.7	100				CO1		CO2		CO3		CO4		CO5		
AVERAGE OF CO1			96																																
AVERAGE OF CO2			96.8																																
AVERAGE OF CO3			96.6																																
AVERAGE OF CO4			96.9																																
AVERAGE OF CO5			97																																

Step-2:

Computation of CO Attainment for the Course

CO	A INT1	B INT 2	C MODEL	AVERAGE of A,B&C	ATTAINMENT LEVEL	UNIVER EXAM	ATTAINMENT LEVEL	D INT 20%	E UE 80%	F Direct attainment =D+E TOTAL CO	G Indirect attainment COURSE EXIT SURVEY	OVERALL CO ATTAINMENT 90% F+10% G
CO1	77.9		96.0	87.0	3	100	3	0.6	2.4	3	2.09	2.91
CO2		90.356	96.8	93.6	3	100	3	0.6	2.4	3	2.09	2.91
CO3		89.789	96.6	93.2	3	100	3	0.6	2.4	3	2.18	2.92
CO4			96.9	96.9	3	100	3	0.6	2.4	3	2.06	2.91
CO5			97.0	97.0	3	100	3	0.6	2.4	3	2	2.90

Targeted Attainment level for CO above, RANDOM VALUE FIXED BY DEPT

>65	1
>70	2
>75	3

Laboratory Attainment

CO-PO MAPPING

CODE/SUBJECT:														
YEAR/SEM:														
SEC:														
CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO 7	PO 8	PO 9	PO1 0	PO1 1	PO1 2	PSO 1	PSO 2
CO-1														
CO-2														
CO-3														

Computation of CO Attainment in this Course

CO	MODEL	ATTAINMENT LEVEL	UNIV EXAM	ATTAINMENT LEVEL	D INT 20%	E UE 80%	F Direct attainment =D+E TOTAL CO	G Indirect attainment COURSE EXIT SURVEY	OVERALL CO ATTAINMENT 90% F+10% G
CO-1									
CO-2									
CO-3									

Targeted Attainment level for CO above, RANDOM VALUE FIXED BY DEPT

>65	1
>70	2
>75	3

Computation of Overall CO Attainment in this Course
 90% of Direct CO Attainment + 10% of Indirect CO Attainment

CO	Direct CO Attainment		Direct CO Attainment Level (DA)	Indirect CO Attainment (IDA) Level (10%)	Overall Attainment Level ((0.9*DA)+(0.1*IDA))
	Int assessment (20%)	Univ.Exam (80%)			
CO-1					
CO-2					
CO-3					

PO attained

COs	CO Attainment values	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2
CO-1															
CO-2															
CO-3															
OVERALL															

CALCULATION MODEL : PO1= 2.9 X 3/3=2.9

PO2=2.9 X 1/3=0.967

PO12=2.9 X 2 /3=1.933



Annexure V

MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

DEPARTMENT OF _____

Laboratory LESSON PLAN

Name of the faculty Member	
Subject name with code	
Academic Year	

Year		Semester		Section	
-------------	--	-----------------	--	----------------	--

Course objective

<ul style="list-style-type: none"> Xxxx xxxx
--

COURSE OUTCOME

SL.NO	COURSE OUTCOMES	Blooms Taxonomy Level
C01		
C02		

Sl.No.	Date	Day	Experiments to be conducted	Batch
CYCLE-I				
1				
2				
3				
9				
10				

STAFF INCHARGE

HOD

Annexure VI

**STUDENT FEEDBACK ON
TEACHER'S PERFORMANCE IN A SUBJECT TAUGHT**

**BASIC DATA SHEET
(Interim / Final Feed Back)**

PROGRAMME : B.TECH / MBA
 SUB.CODE & NAME :
 BRANCH : SEMESTER : ACADEMIC YEAR :

INSTRUCTIONS FOR FILLING UP :

- 1 Do not write your name and do not put your signature.
2. Rate each item according to your unbiased assessment of the teacher's performance in the subject on a five point scale indicated and mark 'X' within the respective box.
3. **Fill up items 1.1 to 3.5 for Interim Feed back.**
4. **Fill up all the items for Final Feed back.**
5. Use ball point only.

1.0 PLANNING AND ORGANISATION

- 1.1 Teaching is well planned. Subject coverage schedule announced at the beginning of the semester
- 1.2 Aim / Objectives of the subject made clear
- 1.3 Teacher comes well prepared in the subject
- 1.4 Teacher keeps himself / herself updated
- 1.5 Subject matter organized in logical sequence

Excellent	Very Good	Good	Fair	Poor
5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.0 PRESENTATION / COMMUNICATION

- 2.1 Teacher speaks clearly and audibly
- 2.2 Teacher writes and draws legibly
- 2.3 Teacher explains concepts well, provides adequate examples.
- 2.4 Teacher's pace and level of instruction are suited to the attainment of students
- 2.5 Teacher uses variety of methods and materials (OHP, Power Points, models etc.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.0 CLASS MANAGEMENT AND STUDENT'S INTERACTION

- 3.1 Teacher comes to the class on time and engages regularly

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

- 3.2 Teacher maintains discipline in the class.
- 3.3 Teacher offers assistance and counseling to the needy students.
- 3.4 Teacher encourages students' questioning and creativity
- 3.5 Teacher is courteous and impartial in dealing with students

4.0 SUBJECT COVERAGE AND STUDENT EVALUATION

- 4.1 Teacher covers the syllabus completely and at appropriate pace
- 4.2 Teacher gives Assignments, conducts Tests regularly and promptly returns the answer papers.
- 4.3 Teacher select standard questions covering the stipulated portions of the syllabus for both Assignments and Tests.
- 4.4 Teacher's marking of answer papers is fair and impartial
- 4.5 Teacher provides good feed back on the performance of students after every test.

Space for important qualitative comments, if any :



Annexure VII

MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

ACADEMIC YEAR: 201 - 201 (EVEN/ODD SEM)

DATE:

CLASS :

SEMESTER :

BATCH:

Parent's Feedback/Survey Form

Student Name :

Parents Name & Occupation :

Contact Number :

Sl. No.	Please tick appropriate Boxes	Excellent	Very Good	Satisfactory	Unsatisfactory
1.	About teaching by the faculty.				
2.	Support and guidance for clearing arrear subjects.				
3.	About care taking of students by class advisors, HODs to improve their performance.				
4.	Approachability of teachers, CA, HODs and college administration by parents for any issues.				
5.	About class room, labs and other common facilities.				
6.	Transport				
7.	Canteen				
8.	Encouragement by faculty for co-curricular, Ex- co-curricular, Innovation etc.				
9.	Support for placement.				
10.	Transformation in the student's attitude, skills, knowledge observed over the period of study in this Institute.				
11.	Comments on Curriculum and Syllabus on par with reputed Institutions				
12.	Suggestion on curriculum and syllabus enrichment				
13.	Other remarks.				

Signature of the Student

Signature of Parent

Annexure VIII

ANNEXURE- 4



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

DEPARTMENT OF _____

Quality Circle Meeting

Class/Year/Sem:

Date:

Time:

Sl.no	Subject	Feed back	Remarks/Signature
1			
2			
3			

Other Issues:

HOD

Principal



Annexure IX

MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

QUALITY ASSESSMENT CELL
REPORT - I

Department:

Name of the Faculty, Designation & Dept.:

Subject handling:

Class:

Part A (Verification to be carried out before the start of the Semester)		Date
S.No	Particulars	Remarks
1.	Remarks about the Faculty Expertise in the subject. (No. of times handled, FDP attended related to the subject, Worshop/seminars attended related to the subject, Awareness on pre-requisites etc.,)	
2.	Ensure the adherence of course outcomes of the subject and check if the lesson plan is planned to meet out the course outcomes?	
3.	Quality of resource materials used for preparing the lecture notes	
4.	CO Formation	
5.	CO-PO relevance	
6.	Comments on the Resource materials suggested to the students	
7.	Activities planned for CO-PO attainment	
8.	Test Item Analysis	
9.	Modern ICT tools usage planned during lecture delivery	

10.	Have the study materials been prepared considering the previous year university question papers for the benefit of mediocre and slow learners	
11.	Curricular gap identified on the subject	
12.	Corrective measures planned to be carried out to bridge the gaps (To be reflected in the action plan)	
Part B (Verification to be carried out at the end of the semester)		Date
13.	Whether the teaching is being followed properly as per lesson plan?	
14.	Additional tools followed to attain the course outcomes of the subject	Assignment Tutorials Quiz Add on courses/workshops if any Online courses Test
15.	Maintenance of course records and other documents.	Lesson Plan Logbook Blue card Subject notes Question banks Slow Learner form Class test note samples Internal assessment Test paper samples Assignment samples Evidence for content beyond the syllabus Evidence for Usage of ICT tools Attainment Calculation Course exit Survey
16.	Innovative products /prototypes /models developed out of the knowledge attained in the subject	

QAC Committee members:

S. No	Committee members	Role	Signature
1.		Coordinator	
2.		Member	

3.		Member	
4.		Member	



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Academic Audit / Review report

Department:

Date:

Name of the Faculty, Designation & Dept.:

Subject handling:

Class:

S.No	Particulars	Remarks
1.	Number of Lecture Hours handled till date.	
2.	Number of Units completed.	
3.	Whether lesson plan is being followed properly?	
4.	Remarks about the Faculty Expertise in the subject.	
5.	Coverage of topics in the view of Learning level perspective	
	Outcome perspective	
6.	Usage of effective pedagogical teaching methods ICT tools Video lectures Online tutorials Any other teaching initiatives Working models/Prototypes	

7.	Have the study materials / learning resources suggested?	
8.	Comments on the following Test Question papers Assignment Tutorial Evaluation	
9.	Identification of gaps in the course and steps taken to bridge the gap	
10.	Review of attainment of Course Outcomes (COs).	
11.	Review of attainment of Programme Outcomes (POs).	
12.	Review of attainment of Program Specific outcomes (PSOs).	
13.	Comments by the students in Quality Circle meeting.	
14.	Corrective measures taken to improve the quality of teaching and learning process.	
15.	Maintenance of course records and other documents.	

Academic Audit Committee members:

S. No	Committee members	Role	Signature
1.	Head of the Institution	Chairperson	
2.	Head of the department	Coordinator	
3.	Senior faculty within the department	Member	
4.	Senior faculty member from other department	Member	
5.	Class advisors	Members	



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Laboratory Audit Report

Department:

Name of the Faculty, Designation & Dept.:

Lab handling:

Class:

Part A		Date :
(Verification to be carried out before the start of the Semester)		
Particulars	Comments	
1. Expertise of the Faculty		
2. Course Outcome Formation		
3. CO-PO Mapping		
4. Lesson Plan		
5. Laboratory Manual		
6. Additional Experiments and Mini-projects planned		
7. Virtual Lab integration planned		

Part B		Date :
(Verification to be carried out at the end of the Semester)		
Particulars	Comments	
8. Number of Experiments conducted		
9. Additional Experiments and Mini-projects Conducted		
10. Virtual Lab integration		
11. Course File Maintenance		
12. Course Outcome Attainment		
13. Program Outcome Attainment		

Laboratory Audit Committee members:

S. No	Committee members	Signature
1.	Head of the department	
2.	Specialization Group Head	

Annexure X



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalittheerthalkuppam, Madagadipet, Puducherry - 605 107

Quality Assurance Cell Report II

Question Paper setting and Evaluation process

Subject title and code:
Faculty handling the subject/Dept.:

Academic batch:
Dept/Year/ Sem :

S.No	Name of the Test	QUALITY OF QUESTION PAPER SETTING						PAPER EVALUATION PROCESS				Remarks		
		Syllabus coverage	Questions split-up from learning level perspective (No. of questions that will test students in the level - Remember/Understand/ Analyze)						Overall comments on Questionpaper set	Percentage of students conforming Outcome perspective				
			Remember (A)		Understand (B)		Apply & Above (C)			>75 marks	60-74 marks		50-59 marks	<50 marks
			Part-A	Part-B	Part-A	Part-B	Part-A	Part-B						
1	Internal Test 1													
2	Internal Test 2													
3	Model exam													
1	Internal Test 1		1.		2.		3.		4.	HOD				
2	Internal Test 2		1.		2.		3.		4.					
3	Model exam		1.		2.		3.		4.	PRINCIPAL				



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CONTINUOUS EVALUATION PROCESS

Branch & Class:

Sem:

Batch:

Month & Year:

Sl.NO	Name of the subject	Name of the Exam	Whether Questions are from the test Item analysis with Proper CO-PO coverage	Whether evaluation done properly	Study materials & books made available	Justification on Performance of Students
1		Internal-1				
		Internal-2				
		Model Exam				
2		Internal-1				
		Internal-2				
		Model Exam				

HOD

Principal



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

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DEPARTMENT OF

MODEL EXAM

Subject / Code: Engg. Electromagnetics / ECT36

Date:

Time:

Dept/Year/Sem:

Max. Marks: 75

PART – A

Answer all the questions

(10x2 = 20)

1. State Divergence theorem with expression. (CO1, K2)
2. Points P and Q are located at (0,2,4) and (-3,1,5). Calculate the position vector P and the distance from P to Q. (CO1, K3)
3. Find the capacitance of a parallel plate capacitor having stored energy of $10 \mu J$ with a voltage between the plates of 5V. (CO2, K3)
4. Give the significance of Poisson and Laplace equations. (CO2, K2)
5. State Biot Savart's law. (CO3, K2)
6. Give the significance of vector magnetic potential. (CO3, K2)
7. State Faraday's law of Electromagnetic Induction with a mathematical expression. (CO4, K2)
8. Enumerate the magnetic field due to Toroid and solenoid. (CO4, K3)
9. Recall the uniform plane wave? Give the properties of uniform plane wave. (CO5, K2)
10. Define skin depth. (CO5, K1)

Part B

(5x11 =55 marks)

11. Obtain the expression for electric field intensity due to an infinitely long straight line with line charge density $\rho_1 C/m$. (CO1, K3)
(OR)
12. State and prove Gauss's law. Describe any two applications. (CO1, K2)
13. Derive the expression for capacitance of parallel plate capacitor, capacitance of co-axial cable, capacitance of isolated sphere, composite parallel plate capacitor. (CO2, K2)
(OR)
14. i) Derive the expression for continuity equation of current in differential form. (3) (CO2, K1)
ii) The dielectric medium of parallel plate capacitor has two different dielectric one above the other. The dielectric has $\epsilon_{r1}=5$ and thickness $d_1=1\text{mm}$ where as the dielectric 2 has $\epsilon_{r2}=1$ and thickness $d_2=3\text{mm}$. Calculate the voltage drop across the dielectric 1, if the applied voltage is 200V. The conducting plate area of the capacitor is 1m^2 . (8) (CO2, K3)
15. a) Derive an expression for force between two current carrying conductors. (5) (CO3, K2)
b) Find the maximum torque on an 85 turn rectangular coil. 0.2m by 0.3m, carrying current of 2 A in a field of $B=6.5$ Tesla. (6) (CO3, K3)
(OR)
16. a) Explain the concept of scalar and vector magnetic potentials. (5) (CO3, K2)

b) Using Biot-Savart law, find Magnetic Field Intensity at the centre of a circular conductor, on the axis of circular loop. (6) (CO3, K3)

17. Derive Maxwell's equations both in integral and point forms. (CO4, K2)

(OR)

18. a) Derive Poynting theorem and give its significance (6) (CO4, K2)

b) Derive boundary conditions at the surface of dielectric. (5) (CO4, K2)

19. What is polarization? Explain the types of polarization of uniform plane wave. (CO5, K2)

(OR)

20. Explain the wave propagation in good dielectric and good conductor compare and contrast the behavior. (CO5, K3)

.....
(K1-Remember, K2 understand, K3- Apply)

Annexure XI



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

DEPARTMENT OF _____
APPLICATION FORM FOR SUBJECT ALLOCATION

Name of the faculty member : _____ Designation : _____

Qualification(s) : _____ Specialization : _____

Experience details

Teaching experience in other Institution (a)		Industrial Experience (b)		Date of joining in this institution	Teaching experience in MVIT (c)		Total experience (a+b+c)	
Years	Months	Years	Months		Years	Months	Years	Months

Respected Sir,

Sub: Allocation of subject(s) - Submission of preference – Reg.

I am interested in handling the subjects mentioned below with the order of preference for the odd/even semester of the academic year _____

THEORY

Sl. No	Name of the subject	credit	Year/sem	Dept	Number of times handled so far
1					
2					
3					

PRACTICAL

Sl. No	Name of the Practical	credit	Year/sem	Dept	Number of times handled so far
1					
2					
3					

I assure that I will produce more than 90% result in the subject allotted to me. Hence, my request for subject/practical allocation may kindly be considered based on my experience, knowledge and potential in handling the subjects.

Thanking You

Date: _____

Signature of the
Faculty member



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

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Subject allotment order

Name of the faculty member :

Designation :

Qualification(s) :

Specialization :

Dear Sir/Madam,

Sub : Allocation of subjects –reg

I have gone through all the details available in the application form for Subject Allocation and based on your Teaching experience, and the exposure to the subject, the following theory and practical courses are allotted for the odd/Even semester of the academic year _____.

THEORY

Sl. No	Name of the subject	credit	Year/sem/Section	Dept	Number of Hours
1					
2					
3					

PRACTICAL

Sl. No	Name of the Practical	credit	Year/sem/Section	Dept	Number of hours
1					
2					

I request you to kindly follow all the academic procedures of the Institution. Please handle students with Professionalism and take special care for slow learners and do needful activity for fast learners. Kindly give your best for producing 90% results in the university exams in the subjects that you teach.

Date:

Signature of the
HOD

Annexure XII



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

STUDENT'S FEEDBACK ON CURRICULUM & SYLLABUS (20xx-xx)

Name of the Programme:	Academic year:
Name of the Student:	Year/Semester:
Reg. No.	

5-Excellent 4-Very Good 3-Good 2-Average 1-Poor

S.No	Evaluation Parameters	Rating				
		5	4	3	2	1
1	Rate the structure of the Curriculum framed for the programme/ composition of the courses in terms of basic science, Engineering, Humanities, Management, Projects etc.	5	4	3	2	1
2	Rate the appropriateness of the sequences of the courses provided in the curriculum.	5	4	3	2	1
3	Rate the depth of the syllabus for the course in relation to the competencies expected by Industry/current global scenarios and on par with other reputed HEIs.	5	4	3	2	1
4	Rate the offering of elective courses in relation to the latest technological advancements.	5	4	3	2	1
5	Rate the syllabus of the practical courses in stimulating the interest in the subjects.	5	4	3	2	1
6	Rate the adequateness of the textbooks / reference materials mentioned for the courses	5	4	3	2	1
7	Rate the curriculum in providing opportunity for application of Engineering knowledge and problem analysis & solving skill to address real time problems.	5	4	3	2	1
8	Rate the opportunity provided by the curriculum for self-learning/Experimental learning/ Extended learning.	5	4	3	2	1
9	Rate the opportunity provided by the curriculum in developing entrepreneurial spirit.	5	4	3	2	1
10	Rate the courses in the curriculum in fulfilling the expectation of the nation from the student's community (aspects such as fundamental duties, National Integration, Peace, Love and Communal harmony, Human rights, Social Security, Ethics, Environment & Sustainability) and sensitizing the students towards National Development.	5	4	3	2	1

Any other suggestions on Curriculum improvement or any specific training needed can be mentioned .

Thank you



FACULTY FEEDBACK ON CURRICULUM & SYLLABUS (20xx -20xx)

Department:	Academic year:
Name of the Programme:	Year/Semester:
Name of the Faculty :	Designation:

5-Excellent 4-Very Good 3-Good 2-Average 1-Poor

S.No	Evaluation Parameters	Rating				
		5	4	3	2	1
1	Rate the structure of the Curriculum framed for the programme/ composition of the courses in terms of basic science, Engineering, Humanities, Management, Projects etc.	5	4	3	2	1
2	Rate the appropriateness of the sequences of the courses provided in the curriculum.	5	4	3	2	1
3	Rate the appropriateness of the sequence of units/ modules in the course syllabus?	5	4	3	2	1
4	Rate the depth of the syllabus for the course in relation to the competencies expected by Industry/current global scenarios and on par with other reputed HELs.	5	4	3	2	1
5	Rate the distribution of credits to the courses in the Curriculum.	5	4	3	2	1
6	Rate the potential of the students in understanding the course.	5	4	3	2	1
7	Rate the offering of elective courses in relation to the latest technological advancements.	5	4	3	2	1
8	Rate the syllabus of the practical courses in stimulating the interest of the students in the subjects.	5	4	3	2	1
9	Rate the adequateness of the textbooks / reference materials mentioned for the courses	5	4	3	2	1
10	Rate the curriculum in providing opportunity for application of Engineering knowledge and problem analysis & solving skill to address real time problems.	5	4	3	2	1
11	Rate the opportunity provided by the curriculum for self-learning/Experimental learning/ Extended learning/Research.	5	4	3	2	1
12	Rate the courses in facilitating usage of modern ICT tools for the better understanding of the concepts.	5	4	3	2	1
13	Rate the opportunity provided by the curriculum in developing Innovation and entrepreneurial spirit among the students	5	4	3	2	1
14	Rate the courses in the curriculum in fulfilling the expectation of the nation from the student's community (aspects such as fundamental duties, National Integration, Peace, Love and Communal harmony, Human rights, Social Security, Ethics, Environment & Sustainability and sensitizing the students towards National Development)	5	4	3	2	1
15	Rate the evaluation methods mentioned in the Curriculum and syllabus for providing proper assessment.	5	4	3	2	1

Additional Comments if any:



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ALUMNI FEEDBACK ON CURRICULUM AND SYLLABUS

5-Excellent

4-Very Good

3-Good

2-Average

1-Poor

Personal Details					
Name					
Year of Passing					
Department					
Address					
Mobile No					
Details About the Present Employment					
Name of Current Organization					
Designation					
Current Location					
Details About the Higher Education					
Name of the Program & Institute Joined for Higher Education					
Feedback about the Curriculum					
1. Rate the quality of curriculum prescribed for your programme and how it helped in honing your skills for the job market.	5	4	3	2	1
2. Rate the level of interest created by the curriculum and syllabus in pursuing Higher Studies/Research/Entrepreneurship.	5	4	3	2	1
3. How best the curriculum helped you to improve your inter/intrapersonal skills, societal responsibility, integrity, Ethical & Human values etc.,	5	4	3	2	1
4. Rate the opportunity provided by the curriculum for self-learning/Experimental learning/ Extended learning.	5	4	3	2	1
5. Rate the provision of skill up-gradation in your curriculum.	5	4	3	2	1
6. Rate the satisfactory level of project work/Internships/field visit/implant training offered under your programme.	5	4	3	2	1
7. Rate the distribution of credits, evaluation and grading system prescribed in the curriculum reflects the competency level of the graduate.	5	4	3	2	1

Any other suggestions on Curriculum improvement or any specific training needed can be mentioned.



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

EMPLOYERS FEEDBACK ON CURRICULUM & SYLLABUS (20xx -20xx)

Name	
Designation	
Company/Organization	

We are happy that you have been engaged with us for the past years and I hope our students are contributing their best to the welfare of your organization.

Our institute is more focused in filling the curricular gap between Industry and Academia. We conduct activities like Guest Lectures Workshops and Certification courses based on the feedback given by our stakeholders.

It would be of great help if you could review our Curriculum and give your valuable suggestions on the following points.

	5-Excellent	4-Very Good	3-Good	2-Average	1-Poor
S.No	Evaluation Parameters				Rating
1	Is the Curriculum Updated to meet Industrial Requirements?				5 4 3 2 1
2	Do curriculum have enough Practical skills required for Industry.				5 4 3 2 1
3	Do curriculum gives scope for developing skills and modern hardware and software tools necessary for innovative applications.				5 4 3 2 1
4	Do curriculum provides the ability to identify, analyze and validate a problem, design and implement IT solutions				5 4 3 2 1
5	Do curriculum helps students to Keep abreast with emerging technologies and contemporary issues.				5 4 3 2 1
6	Do curriculum address the understanding of professional, environmental and ethical responsibilities and a desire to do justice to these responsibilities				5 4 3 2 1
7	Do curriculum helps students in understanding the importance of research in growth and development of the society and a motivation to pioneer through active research				5 4 3 2 1
8					5 4 3 2 1

In case If you feel that the curriculum is short of the above issues, kindly spare some time to give your Comments on the quality of the Curriculum and the improvement required.

Thank you for Your Valuable suggestion

Annexure XIII



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

DEPARTMENT OF _____

FACULTY SPECIALIZATION GROUP ACTION PLAN- _____ SEM

Group Name :

Faculty Members : 1.

2.

3.

Sl. No.	Name of the Expert	Designation
1		
2		
3		

S.No	Nature of Program	Program Title	Expert Name with Official Address	Targeted Audience	Status
1.	<i>Special Lecture</i>				
2	<i>Internal Workshops</i>				
3.	<i>Guest Lecture</i>				
4.	<i>External Workshops Planned</i>				
5	<i>MoU</i>				
6	<i>Publications in Progress</i>				
7	<i>Proposals in Process</i>				

HOD

PRINCIPAL



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY
Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

DEPARTMENT OF _____

Action Plan (Academic year 20XX-XX)

ODD/EVEN Semester 20XX – 20XX

Sl No	Month	Tentative Week	Name of the Activity	Target Audience	Specialization Group	Resource Person Identified	Staff In Charge	Outcome
1.	Month 1	II Week	Guest lecture on	III EXX	ES			
2.		IV week	...	III and IV	WC			
3.	Month 2	I week			WC			
4.		I Week	Workshop on		SIP			
5.		II Week	Industrial Visit			WC		

HOD

Principal



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

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DEPARTMENT OF _____

Special Lecture Schedule ODD/EVEN Semester (Academic year 20XX-XX)

Sl.no	Title of the Lecture	Staff Name	Targeted Audience	Tentative Date	Curricular Gap addressed
1.					
2.					
3.					
4.					
5.					
6.					

HOD

Principal

ANNEXURE XIV



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

DEPARTMENT OF _____

COUNSELING REPORT OF _____ YEAR (_____)

Name of the counselor:

Total No. of students to be counseled:

No. of students discontinued/Redo:

Name of discontinued/Redo students:

Reason & description:

No. of students with Nil Arrear:

No. of students with 1 Arrear:

No. of students with 2 Arrear:

No. of students with 3 Arrear:

No. of students with 4 Arrear:

No. of students with 5 Arrear:

List of Arrear labs:

List of theory paper Arrear:

Action Taken:

STAFF INCHARGE

HOD

PRINCIPAL

Annexure XV



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Mini Project – Evaluation form

Department:

Project Title :	REVIEW 0 / 1 / 2
-----------------	------------------

Candidate Details			
S.No	Register No	Name of the Students	Guided By
Candidate Contribution and Performance			
Subject Matter			Marks
Understanding background and Project Title selection		(5)	
Objectives of the Project		(5)	
Project Planning & Time line		(5)	
Technical Design and implementation		(15)	
Novelty in the project and Application		(5)	
Presentation skill and Answering the Queries		(5)	
Demonstration of the working model and Report (only in the final review)		(5+5)	
Total			
Comments			

Member 1

Member 2

Member 3

Guide



Final year - Project Evaluation Form

Name of the Department:

S. No	Batch No.	Register No.	Candidates' Name	Guide Name:	
1				Title:	
2					
3					
4					
PHASE I					
Zeroth Review (end of 6th Sem)		First Review (Beginning of 7th Sem)		Second Review (end of 7th Sem)	
Performance	Mark	Performance	Mark	Performance	Mark
Project Title Selection	/5	Project Objective & Domain Knowledge	/10	Design of Proposed system/algorithm/method	/10
Objective of the Project	/15	Existing Work and its demerits	/10	Comparative study of existing and proposed system	/5
Domain Knowledge	/10	Proposed work and its merits	/10	Tool /Language/Simulation	/10
Motivation (Reason for choosing the Project)	/5	Methodology for implementation	/10	Progress of the Project Work	/10
				Timeline Chart for upcoming Review/ Previous timeline chart is met or not?	/5
Literature Survey	/10	Timeline Chart for next review	/5	Project Phase I Report	/5
Presentation Skill & Queries	/5	Presentation Skill & Queries	/5	Presentation Skill & Queries	/5
Total	/50	Total	/50	Total	/50

Member 1(Guide):

Member 2:

Member 3:

HOD



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Project Evaluation Form – Phase II

S. No	Batch No.	Register No.	Candidates' Name	Guide Name:
1				Title:
2				
3				
4				
PHASE II				
Third Review (beginning of 8th Sem)			Fourth Review (Pre-final Review)	
Performance		Mark	Performance	Mark
Detailed description of Proposed system		/15	100% Implementation	/20
			Real time application of the project	/5
Simulation parameters / Hardware design/ Database		/10	Conclusion of the Project	/5
Implementation (expected at least 50%)		/15	Whether submitted/published in conference	/5
Timeline Chart for upcoming Review/ Previous timeline chart is met or not?		/5	Whether submitted/published in Journal/applied for Patent	/5
Presentation Skill & Queries		/5	Project Phase II Report	/10
Total		/50	Total	/50

Member 1(Guide):

Member 2:

Member 3:

HOD

Annexure XVI

Alumni Survey			
Questions	1	2	3
1. Name and address for communication			
2. Contact Number			
3. Mail ID			
4. Gender			
5. Year of Graduation from MVIT			
6. Have you obtained PG/Ph.D. or pursuing			
7. Information on your Higher studies (college/ university/ higher degree status)			
8. In which domain are you working?			
9. What is your primary job function?			
10. What is your job title?			
11. State the Details of present employer			
12. Your experience in various capacities/positions			
13. Have you specialized in project management and taken any examination?			
If Yes Please Provide details			
14. Have you acquired any certification/Undergone any specialized training in your domain?			
15. Enunciate the extent of the compliance of the knowledge obtained during the four Years of study with your current job.			
How well your education at ECE Department of MVIT has prepared you for [Question 1: Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]			
How well your education at ECE Department of MVIT has prepared you for [Question 2: Identify, formulate, review research literature, and analyze complex electronics, communication problems reaching substantiated conclusions using principles of mathematics, natural sciences, and engineering sciences.]			
How well your education at ECE Department of MVIT has prepared you for [Question 3: Design solutions for complex electronics and communication 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.]			
How well your education at ECE Department of MVIT has prepared you for [Question 4: Use research-based knowledge of electronics and communication, and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.]			
How well your education at ECE Department of MVIT has prepared you for [Question 5: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modelling to complex electronics and communication engineering activities with an understanding of the limitations.]			
How well your education at ECE Department of MVIT has prepared you for [Question 6: Apply reasoning informed by the contextual knowledge of electronics and communication to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.]			

How well your education at ECE Department of MVIT has prepared you for [Question 7: Understand the impact of the electronics and communication solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.]			
How well your education at ECE Department of MVIT has prepared you for [Question 8: Apply ethical principles and commit to professional ethics, responsibilities and norms of the electronics and communication engineering practice.]			
How well your education at ECE Department of MVIT has prepared you for [Question 9: Electronics and communication professional must function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.]			
How well your education at ECE Department of MVIT has prepared you for [Question 10: Communicate effectively on complex engineering activities of electronics and communication 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.]			
How well your education at ECE Department of MVIT has prepared you for [Question 11: Electronics and communication professional must 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.]			
How well your education at ECE Department of MVIT has prepared you for [Question 12: An ability to undertake self-learning of contemporary issues and engage in lifelong learning.]			
Rate yourself on the PSO [An ability to understand the basic concepts in Electronics & Communication Engineering and to apply them to various areas, like Electronics, Communications, Signal processing, VLSI, Embedded systems etc., in the design and implementation of complex systems.]			
Rate yourself on the PSO [An ability to solve complex Electronics and communication Engineering problems, using latest hardware and software tools, along with analytical skills to arrive cost effective and appropriate solutions.]			
Rate yourself on the PSO [An understanding of social-awareness & environmental-wisdom along with ethical responsibility to have a successful career and to sustain passion and zeal for real-world applications using optimal resources as an Entrepreneur.]			
Any suggestions / comments on how to improve...			
How do you rate this survey?			

Program Exit survey

NAME	
E-Mail ID	
1.Year of admission at MVIT?	
2.Year of Graduation from MVIT?	
3.Your approximate CGPA?	
4.Are you planning to attend P.G Programme?	
5.How many job interviews have you heard?	
6.How many jobs offers have you received?	
7. Which type of job will you most likely accept?	
How much Emphasis given [Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]	
How much Emphasis given [Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]	
How much Emphasis given [Identify, formulate, review research literature, and analyze complex electronics, communication problems reaching substantiated conclusions using principles of mathematics, natural sciences, and engineering sciences.]	
How much Emphasis given [Design solutions for complex electronics and communication 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.]	
How much Emphasis given [Use research-based knowledge of electronics and communication, and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.]	
How much Emphasis given [Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex electronics and communication engineering activities with an understanding of the limitations.]	
How much Emphasis given [Apply reasoning informed by the contextual knowledge of electronics and communication to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.]	
How much Emphasis given [Understand the impact of the electronics and communication solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.]	
How much Emphasis given [Apply ethical principles and commit to professional ethics, responsibilities and norms of the electronics and communication engineering practice.]	
How much Emphasis given [Electronics and communication professional must function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.]	

How much Emphasis given [Communicate effectively on complex engineering activities of electronics and communication 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.]	
How much Emphasis given [Electronics and communication professional must 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.]	
How much Emphasis given [An ability to undertake self-learning of contemporary issues and engage in lifelong learning]	
How much Emphasis given [Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]	
How Satisfied [Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]	
How Satisfied [Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]	
How Satisfied [Identify, formulate, review research literature, and analyze complex electronics, communication problems reaching substantiated conclusions using principles of mathematics, natural sciences, and engineering sciences.]	
How Satisfied [Design solutions for complex electronics and communication 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.]	
How Satisfied [Use research-based knowledge of electronics and communication, and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.]	
How Satisfied [Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex electronics and communication engineering activities with an understanding of the limitations.]	
How Satisfied [Apply reasoning informed by the contextual knowledge of electronics and communication to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.]	
How Satisfied [Understand the impact of the electronics and communication solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.]	
How Satisfied [Apply ethical principles and commit to professional ethics, responsibilities and norms of the electronics and communication engineering practice.]	
How Satisfied [Electronics and communication professional must function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.]	

How Satisfied [Communicate effectively on complex engineering activities of electronics and communication 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.]	
How Satisfied [Electronics and communication professional must 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.]	
How Satisfied [An ability to undertake self-learning of contemporary issues and engage in lifelong learning]	
How Satisfied [Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]	
How much Emphasis given [An ability to understand the basic concepts in Electronics & Communication Engineering and to apply them to various areas, like Electronics, Communications, Signal processing, VLSI, Embedded systems etc., in the design and implementation of complex systems]	
How much Emphasis given [An ability to solve complex Electronics and communication Engineering problems, using latest hardware and software tools, along with analytical skills to arrive cost effective and appropriate solutions.]	
How much Emphasis given [An understanding of social-awareness & environmental-wisdom along with ethical responsibility to have a successful career and to sustain passion and zeal for real-world applications using optimal resources as an Entrepreneur.]	
How Satisfied [An ability to understand the basic concepts in Electronics & Communication Engineering and to apply them to various areas, like Electronics, Communications, Signal processing, VLSI, Embedded systems etc., in the design and implementation of complex systems]	
How Satisfied [An ability to solve complex Electronics and communication Engineering problems, using latest hardware and software tools, along with analytical skills to arrive cost effective and appropriate solutions.]	
How Satisfied [An understanding of social-awareness & environmental-wisdom along with ethical responsibility to have a successful career and to sustain passion and zeal for real-world applications using optimal resources as an Entrepreneur.]	
What is your overall satisfaction on your education at MVIT	
6. Would you recommend the Electronics and Communication Engineering Program at MVIT to your relative /Friend *	
7. What are the strengths of the Electronics and Communication Engineering program at MVIT, in your opinion?	
8. What are the weaknesses of the Electronics and Communication Engineering program at MVIT? Your suggestions any, for improvement.	
9. Any other comments?	
10. How do you rate the survey	

Annexure XVII



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

BUDGET FORMAT

DEPARTMENT BUDGET PROPOSAL FOR THE YEAR 2014 – 2015

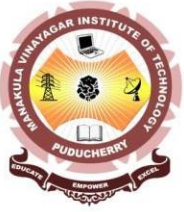
Name of the Department:

CAPITAL BUDGET, in Rs:				
	1. Name of New lab to be established (Laboratory Equipment)	Odd Semester Jun- Nov	Even Semester Dec - May	Total
1				
2				
TOTAL				
2. SOFTWARES				
1				
2				
TOTAL				
3. CONSUMABLES & RAW MATERIALS				
1				
2				
TOTAL				
4. MAINTENANCE & SPARES				
1				
2				
TOTAL				
5. R & D				
1				
TOTAL				

6. TRAINING & TRAVEL				
1				
2				
TOTAL				
7. MISCELLANEOUS EXPENSES				
1				
2				
TOTAL				
8. ANY OTHER ITEMS				
1				
2				
TOTAL				
<u>GRAND TOTAL</u>				

Head of the Department

Annexure XVIII



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

GUIDELINES FOR THE ANNUAL PERFORMANCE ASSESSMENT OF FACULTY MEMBERS

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:

- (i) *Self Appraisal Form specially designed for this purpose, to be filled up by the member of faculty.*
- (ii) *Assessment to be given by the respective HOD on the Self Appraisal Form itself.*
- (iii) *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.*
- (iv) *Results of the University Examinations in the courses taught by the teacher during the two semesters.*
- (v) *Research contribution by the faculty members.*
- (vi) *Faculty members involvement in Students development, Dept. and Institution development and Self development activities.*

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.

1.0 Academic

- 1.1 Teaching
- 1.2 Developmental
- 1.3 Continuing Education

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

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) Blended Learning approaches practiced (Google Classroom, Role play, Group Discussion , Quiz, Chart Presentation, Hot seat, Any others)
- (ii) Innovative assignments
- (iii) Special lectures delivered
- (iv) Industrial visits organized
- (v) Guest/Expert lecturers organized
- (vi) Development of Web based learning
- (vii) Mini projects guided
- (viii) Innovative projects guided
- (ix) Internal / External Workshops conducted

- (x) Students online certifications
- (xi) Guidance for participation in Technical competitions
- (xii) Mentoring(with impact analysis)
- (xiii) Laboratory modernization

13 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) Upskilling : NPTEL, EDX , Coursera, Udemy and other certifications.
- (ii) Participation in FDP/ STTP
- (iii) Participation in Workshop / Seminars
- (iv) Participation in Summer and Winter Schools.
- (v) Industrial Training (Faculty internship)

2.0 RESEARCH

- 2.1** Project Guidance
- 2.2** Sponsored Research
- 2.3** Publication of Research papers and Reports
- 2.4** Funded seminars/ FDPs

2.1 Project Guidance:

The performance will be assessed by quality of projects and the Products developed by the faculty member during the year.

****Publications/ Patent filed related to Students projects are the measurable outcomes.***

**** Publications must be in Scopus and WOS***

Note : Faculty with less experience can act as coguide with senior faculty and claim the mark obtained by the corresponding senior faculty.

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
- (iv) Consultancy activities.
- (v) TBI activities.

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(Indexed).

2.4 Funded seminars/ FDPs

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 Seminar/FDP grant proposal and submission to any one of the funding agencies listed below during the year.
- (ii) Execution of sponsored Programmes by one or more of the funding agencies listed below, during the year:
 - a. AICTE/ISTE/IEEE
 - b. DST
 - c. DRDO/CSIR/ICMR
 - d. Other R & D organizations and Industries

3.0 EXTENSION

- 3.1. Interaction with Industries and Institutions
- 3.2. Interaction with the society
- 3.3. Others

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

3.1 Interaction with Industries and Institutions:

- (i) Delivering expert lectures /workshops/training
- (ii) MOU with Industries
- (iii) Activities out of MOU
- (iv) Placement Initiatives

- (v) EDP activities

3.2 Interaction with the Society

- (i) Participation in Community Services/Community radio programmes/UBA/JSA etc.
- (ii) Providing non – formal modes of education for the benefit of Community(PMKVY/DDU-GKY etc.)
- (iii) Providing technical support in areas of social relevance(UBA Projects).

3.3 Others

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

4.0 ADMINISTRATION

4.1 *At the Institution Level*

4.2 *At the Department Level*

4.3 *At the National Level*

The performance will be assessed by the faculty member's participation in one or more of the activities listed under 4.1,4.2 & 4.3, in addition to teaching.

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) Promotional Activities
- (ix) Admission Activities
- (x) Others

4.2 At the Department Level

- (i) Innovative activities practiced
- (ii) Any best practice contribution
- (iii) Others

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:

<u>Grade</u>	<u>Grade Description</u>	<u>Grade Point</u>
A	Excellent	4.5 to 5
B	Very Good	4.0 to 4.5
C	Good	3.0 to 4.0
D	Fair	2.0 to 3.0
U	Unsatisfactory	less than 2.0

Follow up actions:

Grade	Follow up action
A	Recommended for Special increments and Promotions if AICTE requirement is fulfilled.
B	Recommended for increments and suggested to improve their performance further.
C	Faculty will be requested to concentrate more towards self-development, students development, Dept. and institution development.
D	Faculty will be put under warning period for one year and their performance will be seriously monitored.
U	Faculty will be issued show cause notice and their performance will be monitored for one more semester or otherwise their service will be terminated.

The FPI is computed using the performance Indices (PI) of the four components and their weights. The P.I. of the four components are computed using the PI of their sub components and their weights. The details are given below.

Faculty Performance Index (FPI)

Performance Index(PI)			Weight		
			Prof	Asso.Prof	Asst.Prof
1.0 Academic	I _{1.0}	W _{1.0} =	0.35	0.45	0.60
2.0 Research	I _{2.0}	W _{2.0} =	0.20	0.20	0.15
3.0 Extension	I _{3.0}	W _{3.0} =	0.20	0.20	0.15
4.0 Administration	I _{4.0}	W _{4.0} =	0.25	0.15	0.10
Total			1.0	1.0	1.0

$$FPI = (W_{1.0} * I_{1.0}) + (W_{2.0} * I_{2.0}) + (W_{3.0} * I_{3.0}) + (W_{4.0} * I_{4.0})$$

(Note: The weight corresponding to the designation of the teacher should be used)

1.0	ACADEMIC	PI	Weight
1.1	Teaching	I _{1.1}	W _{1.1} = 0.50
1.2	Developmental Activities	I _{1.2}	W _{1.2} = 0.30
1.3	Continuing Education	I _{1.3}	W _{1.3} = 0.20

Total			1.00

$$I_{1.0} = (0.5 * I_{1.1}) + (0.3 * I_{1.2}) + (0.2 * I_{1.3})$$

1.1	Teaching (I _{1.1})	PI	Weight
1.1.1	Univ. Exam. Results	I _{1.1.1}	W _{1.1.1} = 0.7
	1.1.2 Student Feed Back	I _{1.1.2}	W _{1.1.2} = 0.3

Total			= 1.0

$$I_{1.1} = (0.7 * I_{1.1.1}) + (0.3 * I_{1.1.2})$$

1.1.1. Setting of Index I_{1.1.1} for University Examination Results obtained in each theory course taught by teacher:

Step 1: The Percentage Pass obtained in the theory course is normalized by multiplying the percentage by the following Scale Factor to get the “Normalized Percentage Pass (NPP)”

Category of theory course taught	Scale Factor
Highly analytical	1.3
Others	1.0

Step 2: Convert the NPP obtained for the theory course into 5 point scale grade as given below.

Range of NPP	Grade	Grade Point
Pass percentage > 80 %	>10 % S Grade	5.0
Pass percentage > 80 %	5-10% S Grade	4.0
Pass percentage > 80 %	1-5% S Grade	3.0
Pass percentage > 80 %	else	2.0
Pass percentage > 75 %	else	1.0
Less than 75 %		0

Step 3: If more than one theory course is taught during the year under review, compute the grade points for each course and set the index I_{1.1.1} as the highest grade point obtained.

1.1.2 Setting of Index I_{1.1.2} for Student Feedback in each theory course taught by the teacher:

Number of courses taught : only one : Set the Index I_{1.1.2} as the Grade Point obtained from Student Feed Back

Number of courses taught : More than One : Set the Index I_{1.1.2} as the highest grade point obtained in all the Courses taught.

1.2 Setting of Index I_{1.2} for Developmental Activities.

Mandatory : 1 point for Mentoring based on impact analysis and review by HOD.

4 : If the faculty member has carried out at more than **eight** activities

Listed under subsection “1.2. Developmental Activities” under Section “IV Components of assessment”

- 2 : if the faculty member has carried out six activities.
- 0 : otherwise

1.3 Setting of Index I_{1.3} for continuing Education

Mandatory : 1 point for Online Certifications.

- 4 : for participations more than 5 days Outside the state or Industries.
- 3 : For participations more than 5 days within the state.
- 2 : if the Participations is 3- 5 days.
- 0 : otherwise

2.0 RESEARCH : (I _{2.0})	P.I.	Weight	Engineering	Science & Humanities
2.1 Project Guidance		I _{2.1}	W _{2.1} = 0.2	---
2.2 Sponsored Research		I _{2.2}	W _{2.2} = 0.2	0.2
2.3 Publication of Research Papers etc.		I _{2.3}	W _{2.3} = 0.4	0.6
2.4 Funded seminars/ FDPs		I _{2.4}	W _{2.3} = 0.2	0.2
Total			1.0	1.0

I _{2.0}	=	(0.2 * I _{2.1}) + (0.2 * I _{2.2}) + (0.4 * I _{2.3}) + (0.2 * I _{2.4}):	Engineering Faculty
I _{2.0}	=	(0.2 * I _{2.2}) + (0.6 * I _{2.3}) + (0.2 * I _{2.4}):	Science & Humanities Faculty

2.1 Setting of Index I_{2.1} for Project Guidance:

Let N be the total number of projects guided by the faculty member which has publications or Product development or patent. Then

- 5 : if N >= 2 publication or one patent or one product.
- 4 : if N = 2 publications only
- 3 : if N = 1 publications only
- 0 : otherwise

Setting of Index I_{2.2} for Sponsored Research

- 5 : if at least one funded project is executed during the year or consultancy.

- 2 : if at least one project proposal is prepared and submitted to Funding agencies during the year.
- 2 : R&D related activities like TBI / R&D workshops etc. (verified and approved by HOD)\
- 1 : For active participation in preparation of proposal certified by Principal Investigator

2.2 Setting of Index I_{2.2} for Sponsored Research

- 5 : if at least one funded project is executed during the year or consultancy.
- 2 : if at least one project proposal is prepared and submitted to Funding agencies during the year.
- 2 : R&D related activities like TBI / R&D workshops etc. (verified and approved by HOD)\
- 1 : For active participation in preparation of proposal certified by Principal Investigator

2.3 Setting of Index I_{2.3} for Publication of Research Papers etc.

- 5 : if at least one research paper is **published** in a Refereed journal(Indexed) (National / International)
- 4 : if at least one research paper is **accepted** for publication in a Refereed journal(Indexed) (National / International)
- 3,2,1 : if **Three/Two/One** research paper is **Presented** in a National / International Conference held in reputed Institutions.
- 0 : No activity

2.4 Setting of Index I_{2.4} for funded Seminars/ FDP

- 5 : if at least one funded programme is executed during the year.
- 3,2 : if Two/One funded proposal is prepared and submitted to Funding agencies during the year.
- 1 : For active participation in conduction of funded programme certified by HOD
- 0 : Otherwise

3.0 EXTENSION (I_{3.0})

- 5,4,3 : if the faculty member has carried out Three /Two /One of the activities

listed either under subsection “3.1 Interaction with Industries and Institutions” or under sub section “3.2 Interaction with the Society” under Section “IV Components of Assessment”.

2 : if the faculty member satisfies at least one of the two items Given under subsection “3.3 others” under Section IV.

0 : No activity

4.0 ADMINISTRATION (I 4.0)

5,4 : if the member satisfies any Three/Two of the activity listed under the subsection 4.1 and 4.2 With evidence of contribution verified and approved by HOD.

3 : if the member satisfies any one of the activities listed under the subsection 4.1 and 4.2 With evidence of contribution verified and approved by HOD

0 : No activity

VI. IMPLEMENTATION OF THE SYSTEM

The Performance Assessment System may be processed in the month of June every year. Every Faculty member will have to fill up and submit to the Head of the Department the “Annual performance Appraisal Report” containing information about the teacher’s activities and achievements as well as the “Faculty performance Index (FPI)” which quantifies the overall performance of the teacher during the period.

The Head of the Department shall offer his remarks and observations on the report submitted by the Faculty member and forward the report to the Principal before the 1st week of June.

Performance Assessment Committee headed by Chairman/Managing Director with the Principal shall review the Reports received and finalize the FPI’s of the various members of the Faculty.

Annexure XIX

PERFORMANCE APPRAISAL REPORT FOR THE FACULTY MEMBERS

ACADEMIC YEAR: 2020-21

PART A: SELF APPRAISAL

Name :

Designation :

Scale of pay / Present pay :

Date of appointment to the present post :

Note:

1. Before filling up read the "Guidelines for Annual Performance Assessment of the faculty members" available with your Dept. HOD in-charges.
2. Provide all relevant information to support your claim for your achievements and contributions. Enclose also copies of documents in support of the claim for points.
3. Please submit the report **on or before 15th Sep 2021**.

ACTIVITIES AND CONTRIBUTIONS MADE :

1.0 ACADEMIC ACTIVITIES (I 1.0)

1.1 Teaching (I 1.1)

1.1.1 Semester Results of Students in Theory Course (I 1.1.1)

Sl. No.	U.G./ P.G	Theory Courses Taught		Result % pass	Grade Point (pp)
		Code	Title		
1.					
2.					
3.					
4.					

Average Grade Point

1.1.2 Students Feedback in Theory Course (I_{1.1.2})

Sl. No.	U.G./ P.G.	Theory Courses Taught		Grade Point from students feedback
		Code	Title	
1.				
2.				
3.				
4.				
				Average Grade Point

$$I_{1.1} = (0.7 * I_{1.1.1}) + (0.3 * I_{1.1.2})$$

$$=$$

1.2 Related Development Activities (I_{1.2})

Sl.No.	Details of the Activity / Contribution	Assigned Points
1.		
2.		
3.		
4.		
5.		
*		
		Total points

* If you have more activities, use separate sheet and annex the same.

$$I_{1.2} =$$

1.3 Continuing Education (I_{1.3})

Sl.No.	Details of the Continuing Education	Assigned Points
1.		
2.		
3.		
4.		
5.		
*		
Total points		

$$I_{1.3} =$$

$$I_{1.0} = (0.5 * I_{1.1}) + (0.3 * I_{1.2}) + (0.3 * I_{1.3})$$
$$=$$

2.0 RESEARCH (I_{2.0})

2.1. Project Guidance:

Sl.No.	UG/PG	Name of the Project guided	other details
1.			
2.			
3.			
4.			
5.			

2.2. Sponsored Research/Programmes

Sl.No.	Details of Sponsored Project / Programmes	Status (Submitted/Sanctioned)
1.		
2.		
3.		
4.		
5.		

2.3 Publication of Research Papers / International certification

Sl.No	Details	Status (Published/ Presented/ Communicated) or Score obtained
1.		
2.		
3.		
4.		
5.		

2.4. Sponsored seminars/FDPs/ other Programmes

Sl.No.	Details of Sponsored Programmes	Status (Submitted/Sanctioned)
1.		
2.		
3.		

$$I_{2.0} = (0.2 * I_{2.1}) + (0.2 * I_{2.2}) + (0.4 * I_{2.3}) + (0.2 * I_{2.4}): \text{ Engineering Faculty}$$

$$I_{2.0} = (0.2 * I_{2.2}) + (0.6 * I_{2.3}) + (0.2 * I_{2.4}) : \text{ Science \& Humanities Faculty}$$

3.0 EXTENSION (I_{3.0})

S.No. Details of the Activity / Contribution

- 1.
 - 2.
 - 3.
-

$$I_{3.0} =$$

4.0 ADMINISTRATION (I_{4.0})

S.No. Details of the Administrative Activity / Contribution

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

$$I_{4.0} =$$

5.0. COMPUTATION OF FACULTY PERFORMANCE INDEX : (FPI)

$$FPI = (W_{1.0} * I_{1.0}) + (W_{2.0} * I_{2.0}) + (W_{3.0} * I_{3.0}) + (W_{4.0} * I_{4.0})$$

=

Note : Refer “ Guidelines” and choose the weights corresponding to your Designation

6.0. ADDITIONAL INFORMATION NOT COVERED ABOVE, IF ANY :

Date :

**Signature of the
Faculty Member**

PART B – REMARKS OF HEAD OF THE DEPARTMENT

7.0 VERIFICATION OF INFORMATION :

Verified the information provided in Part – A including the copies of the documents and found them correct to the best of my knowledge. The FPI computed also is correct.

Yes No

Note : If you have ticked the box “NO”, enclose another form with recomputed FPI.

8.0 OTHER REMARKS, IF ANY :

Date :

**Signature and Name of the
HOD**

Annexure XX

Other Reports to be submitted



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Report on Overall performance and activities of the Department in the odd and Even semester

of the academic year 20xx-xx

1. Cumulative pass percentage (Graduation percentage) of 2020 passed out batch:
2. Academic Toppers details of the department:
3. Details of Value-added courses training provided for the students:
4. Number of guest Lectures conducted with details:
5. Number of special lectures handled by our faculty members with details:
6. Number of workshops /seminars conducted with details:
7. Details of Industrial visits arranged:
8. Details of students attended Implant training and Internship.
9. Details of Students participation in competitions:
10. Details of certifications completed by students:
11. Number of proposals submitted for funding with details:
12. Number of proposals for which funding sanctioned with details:
13. Number of Publication by Dept. faculty (conferences/ journals):
14. Number of Patents filled by Dept. faculty (Filed/Published/Granted status):
15. Details of certifications completed by faculty:
16. Number of faculty attended conference/seminars/workshops/FDP with details:
17. Number of students placed through Campus recruitment with details:
18. Any innovations/innovative methods followed in the department:
19. Achievements/Awards by Faculty and students in the year 2020-21 with details: -

Head of the Department



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Department of _____

Monthly report for the Month of _____ **20XX**

1. Activities of the Department (guest Lecture /workshop/special Lectures)
2. Students participation in co-curricular and Extra Curricular Activities
3. Value added course
4. Extension and NSS activity
5. Online certification (Self-paced learning by Faculty and Students)
6. Industrial Visits /Implant training /Internship/Industrial Interaction Details
7. Faculty Participation in FDP/STTP/workshops/Seminar
8. Publications and Patents (faculty and Students)
9. Proposals submitted
10. Product Developments and consultancy
11. Achievements and Awards if any

Head of the Department



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Academic Report to be Submitted for each Subject at the end of Model Examinations for

Internal Assessment Marks Calculations

Name & Code of the subject:
Semester:

Branch:
Name of the Faculty:

Sl. No	Name of the student	Class Test/Assignment Marks					Internal test & Retest Marks		Pre-Model Exam Marks	Model Exam Marks	Attendance Percentage	No. of arrears In Previous semester	Internal Marks
		1	2	3	4	5	1	2					

Comments by HOD about the Class Notes, Question Bank, 25 Pages notes given to the students:

Staff Signature

HOD

Principal



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Comments on University Question Paper (To be Submitted by the concerned faculty on the day of Univ. Examination)

Month & Year of the Exam:

Name of the Subject & Code:

Name & Dept- of the Staff Handled:

Date:

Date of Exam:

Dept/Yr. /Sem :

Whether all the Questions are asked within the Syllabus:

Is there any mistake in the question or any printing mistake? If so give Details:

General Comments:

Coordinator / HOD
Member

Signature of the Staff

PRINCIPAL



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Time Table

Department of _____
 Year/Semester: _____ Batch: _____

Day / Hour	8.50am to 9.40am 1	9.40 am to 10.30am 2		10.45am to 11.35am 3	11.35am to 12.25pm 4		1.10pm to 2.00pm 5	2.00pm to 2.50pm 6		3.00pm to 3.50pm 7	3.50pm to 4.40pm 8
MON			Tea Break 10:30am to 10.45am			Lunch Break 12.25Pm to 1.10pm			Tea Break 2.50 pm to 3.00 pm		
TUE											
WED											
THU											
FRI											
SAT											

Hall No.:

Class Advisor:

S.NO	Subject Code	Code	Name of the Subject	Name of the Staff

H.O.D

PRINCIPAL



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

DEPARTMENT OF _____

WORKLOAD

Semester: _____ Academic year: _____

SL. No	Staff Name	Year / Dept	Subject code	Subjects Allotted	Work Load (No. of hours)						
					Theory	Lab	Class Advisor	Project	Placement	Total	Other Responsibilities

H.O.D

PRINCIPAL



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY
Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Syllabus Coverage report

ODD/EVEN Semester 20XX-XX

Dept:

Class:

Sl. no.	Name of the subject and name of the faculty handling	Before 1 st test			Before 2 nd test			Before the model exam		
		Units Covered	No. of hours handled	Staff Sign	Units Covered	No. of hours handled	Staff Sign	Units Covered	No. of hours handled	Staff Sign
1	Subject 1									
2	Subject 2									
3	Subject 3									
4										
5										
6										
Sl. no.	Name of The Practical	Expts. Completed	No. of hours handled		Expts. Completed	No. of hours handled		Expts. Completed	No. of hours handled	
1.										
2										
3										

HOD

Principal

COURSES OFFERED

UG Courses

B.Tech – Electrical & Electronics Engineering (EEE)
B.Tech – Electronics & Communication Engg., (ECE)
B.Tech - Computer Science & Engineering (CSE)
B.Tech – Information Technology (IT)
B.Tech – Mechanical Engineering (MECH)
B.Tech – Robotics and Automation
B.Tech – Food Technology
B.Tech CSE – (IoT and Cyber Security including Block chain Technology)

PG Courses

M.Tech – Electronics & Communication Engg., (ECE)
M.Tech - Computer Science & Engineering (CSE)
Master of Business Administration (MBA)

HIGHLIGHTS

- Student centric methods for enhancing learning experiences
- ICT enabled tools for effective teaching-learning process.
- MoU with 30 industries and Activities through students chapters of professional bodies such as CSI, IETE, ISTE, IEEE, IE(I).
- Winners of Competitions such as Smart India Hackathon, Manthan, AICTE Chatra Vishwakarma Award, India International Science Festival, NDRF by IEI India, ZOHO Cliq Trix ,TATA Crucible, Puducherry YOUTH ICON Award 2017, VIRTUSA NeuralHack 2017 etc.,
- Organizing IEEE-International Conference on Systems, Computation, Automation and Networking (ICSCAN) since 2018.
- Received funds from Government agencies such as AICTE, ISTE, ICMR, IEEE, DST, CSI etc., and also from non-governmental agencies.
- Participating Institute under the Unnat Bharat Abhiyan (UBA) scheme and has adopted seven villages. Received funding under Unnat Bharat Abhiyan scheme, to carry out technically and socially relevant projects in the rural setting.
- Regular workshops/Seminars on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship.
- Centre of Excellence with Virtusa, Google, IBM, Texas Instruments, Autodesk, eplan, CISCO, Microsoft, etc.
- Around 88 design patents granted, 39 product patents published
- Best practices successfully implemented by the Institution
 - o Skill Acquisition and Structured Training and Placement Activities
 - o Institutional Engagement in Community Development
- MSME-supported Technology Business Incubator to support the budding entrepreneurs. One startup (Ignite Skylabs) is currently functioning in the campus.

MANAKULA VINAYAGAR
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(Approved by AICTE, Affiliated to Pondicherry University and Accredited by NBA)

DEPARTMENT OF
INFORMATION TECHNOLOGY

Congratulations!
Winner of
MANTHAN - 2021
Team of IT Department - (Fembots) have
Won First Prize in Manthan 2021
Organized by Govt of India with
Cash Award of Rs. 1.0 Lakh

Problem Statement ID: INTL-IVA-13
Problem Statement : Detection of Artificially Moulded Fingerprints
Team Name : Fembots
Team Members : Yashini sivasankari . B, Madhumidha.B, Sandhya.R,
Loga Jagan.R, Annuncia Mary.A, Saba Lakshmi.S
Grand Finale Date : 8-10 December 2021
Status : **Winners**



Jatayu Season II Grand Finalist
Health-2 - Connected Health
Manakula Vinayagar Institute of Technology - Team Penta Phoenix

virtusa | **Jatayu**



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY



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A Unit of Sri Manakula Vinayagar Group of Educational Institutions

Kalthietherthalkuppam, Madagadipet, Puducherry - 605 107

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