K. RAMAKRISHNAN
COLLEGE OF TECHNOLOGY

QUALITY MANUAL

Document No.: KRCT/QM/01/01

Edition No. 01

Copy No.

Date: 05-04-17

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Title:: Table of Contents

Prepared by: Dr.S.Kalvathy, Dean/S & H	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

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Title:: **Distribution List**

Copy No.	List of Personnel	Hard Copy	Soft Copy
01	Chairman		
02	Executive Director		√
03	Principal	√	
04	Dean -S&H		√
05	HOD – Mechanical		√
06	HOD – CSE		√
07	HOD – Civil		√
08	HOD – EEE		√
09	HO – ECE		√
10	Training and Placement		√
11	Manager		√
12	Librarian		√

Prepared by: Dr.S.Kalvathy, Dean/S & H	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title: **SCOPE, EXCLUSION, STRUCTURE, APPROVAL & REVISION**

Scope : "**Imparting Under Graduate and Post Graduate Courses in the fields of Engineering**"

Exclusions :

The scope of the Organization does not include 8.3 Design and Development of Products and Services and 8.5.1 (f) Validation of Process of the ISO 9001:2015 Quality Management System - Requirements

Justification :

1. The Curriculum of K. Ramakrishnan College of Technology is designed by Anna University, Chennai, hence Clause 8.3 Design and Development of Products not applicable
2. The Clause 8.5.1 (f) Validation of Process not applicable as there is no special process in the in Teaching, of K. Ramakrishna College of Technology is designed by Anna University, Chennai.

Structure:

The Quality Manual has been structured as per the Table of Contents. The Procedure numbering has been given separately department wise. The designing of curriculum and methods of Teaching is framed by the regulatory body i.e., Anna University. Therefore Element No.8.3 Design and Development of Products and Services is excluded. No special process involved in the Teaching process so the Element no. 8.5.1 (f) validation of Process not applicable.

Approval and Revision:

The pages of this manual follow a prescribed format (except cover page) in which Document No, Title:, Section, Page No. Approval and Issue is given. The edition No. is given on the cover page of this manual. The first Issue is taken out as 01. After 10 Issues of any of the section, this Quality Manual will be updated to the next Edition. The original copy of this manual is approved by the Principal and is kept as record with the IQAC Coordinator. All controlled copies are marked with CONTROLLEDCOPY stamp (in blue ink) and issued to all as per the Distribution list. Amendments to this manual are approved by the Principal and the IQAC Coordinator issues the manual and maintains the amendment record. Amendment to any of the page(s) of a section will result in bringing out the next revision of that particular section. The copy holder is responsible for inserting the Revised Version of any section and will destroy the obsolete one. The copies of the Manual are issued as Soft Copies also as indicated in the distribution list.

The manuals are available in English Languages. The Manual is also available in Soft Copy (PDF form read only) as per distribution list. Amendments updations will be controlled by IQAC Coordinator. The IQAC Coordinator can issue a copy of this manual to external agencies also as UNCONTROLLED COPY marked with red ink.

Prepared by: Dr.S.Kalvathy, Dean/S & H	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title: **COLLEGE PROFILE**

College Profile

K. Ramakrishna College of Technology was established in the year 2010. It is located in the famous temple town of Shri Samayapuram Mariyamman temple, on the sprawling campus of 30 acres with a panoramic and pleasant view. It is a premier organization striving to bring in constructive transformation in young aspirants by imparting technical, behavioral and value based education. It is approved by AICTE New Delhi, affiliated to Anna University Chennai and accredited by **NAAC** with **A+ grade.**

Date: 01.06.17

K. RAMAKRISHNAN
Chairman

Prepared by:Dr.S.Kalvathy, Dean/S & H	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title::**VISION, MISSION STATEMENTS**

VISION

To serve the society by offering top-notch technical education on par with global standards.

MISSION

We will Strive to:

- Be a centre of excellence for technical education in emerging technologies by exceeding the needs of the industry and society.
- Be an institute with world class research facilities.
- Be an institute nurturing talent and enhancing competency of students to transform them an all-round personality respecting moral and ethical values.

Prepared by:Dr.S.Kalvathy, Dean/S & H	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title::**QUALITY POLICY**

QUALITY POLICY

We, at M/s. K. Ramakrishnan College of Technology are committed to the Society in making our Students live a purpose as responsible citizens with Ethical Values through provision of Quality Technical Education and continually improve in becoming a World Class Technological University.

<div align="right">

K. RAMAKRISHNAN
Chairman
</div>

Date : 01.06.2017

Prepared by: Dr.S.Kalvathy, Dean/S & H	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title::**Control Of Documented Information**

1.0 Purpose :
   To describe the procedure for Approval, Issue, and Revision of controlled documents and removal of obsolete documents from all points of use.

2.0 Objectives:
   2.1 To ensure availability of current revision of the Document for use and
   2.2 To prevent the unintended use of obsolete documents

3.0 Responsibility:
   Principal, IQAC Coordinator and Respective personnel

4.0 Definition :
   IQAC – Internal Quality Assurance Cell

5.0 Procedure:
   5.1 The Quality Manual has been approved by the Principal and issued by IQCA Coordinator to all the personnel in the distribution list
   5.2 The Quality manual consists of organization Scope, Process Matrix, Quality Policy and procedures for major activities. Any changes in the Quality Manual will be made with the approval of Top management or in MRM of recorded in Amendment Record sheet.
   5.3 The IQAC Coordinator will maintain the Amendment record sheet of the changes made in the Quality Manual and ensure that the latest edition of the manual is available to all concerned.
   5.4 The respective department heads shall ensure that documented information is available, suitable for use and it is adequately protected.
   5.5 The List of controlled documented information detailing the Title:, Date, Author, Document number approving authority and control responsibility document storage methods are maintained with IQAC Coordinator.
   5.6 The responsibility of maintaining the current Issue, Distribution and Removal of obsolete documents are as specified in the List.
   5.7 The change in Documented Information will be discussed in the MRM for review and approval, if any immediate change in the manual, written approval will be obtained with the Top Management by the IQAC Coordinator. Amendment record sheet will be updated for the changes made & controlled by the IQAC Coordinator.

Prepared by:Dr.S.Kalvathy, Dean/S & H	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title::**CONTROL OF DOCUMENTED INFORMATION**

5.1 The Quality Manuals are kept in the form of hard and soft copies in English language & in Tamil (only required documents) which are controlled by the IQAC Coordinator as per distribution list. The Soft Copies will be in the form of PDF with password protection

5.2 All the External documents are numbered and listed separately. It is controlled by the respective authorities

5.3 The Records are given a Number, Name of the Record, Responsibility, location Opening Date, Closing Date And Retention Period.

5.4 The records are identified, collected and indexed according to the Numbers. The records are stored with respect to their location as referred in list of files and registers of individual departments

5.5 The copy of the list of files and registers of all departments are handed over to IQAC Coordinator, which are maintained by IQAC Coordinator and he will ensure regular updating of files and registers list

5.6 These records are kept in a location that they do not deteriorate on storage and are easily retrievable. Also the records will be legible

5.7 Where agreed contractually, records will be made available for evaluation by the Customer or the Customer's Representative

5.8 Certain records may be kept in electronic media also and will be controlled by the respective authorities in Campus ERP System.

6.0 Quality Records:

6.1 List of Documented Information, Amendment Record Sheet,
6.2 List of Files and Registers
6.3 Change Management and Control Chart (CMC-01)
6.4 Risk Management and Control Chart (RMC-01)
6.5 Documented Information and Evidences in the Organizational Knowledge checklist (DICL01)
6.6 Internal and External Communication Chart (IECC01)

7.0 Reference : Nil

8.0 Formats :

List of Files (LF-01)
List of Registers (LR-01)
List of Documents (LD-01)
List of Formats (LFS-01)
Procedure Amendment Record (PAR-01)

Prepared by: Dr.S.Kalvathy, Dean/S & H	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title::**CONTROL OF NON-CONFORMING SERVICES AND CORRECTIVE ACTION**

1.0 **Purpose :** 1.1 To describe the procedure for control of Non-conformity Services Corrective Action

2.0 **Objective :** 2.1 To eliminate cause of Non-Conformities in order to prevent recurrence or occur elsewhere and their occurrence

3.0 **Responsibility:** Principal, MR, Department Heads & Teaching Staff

4.0 Definition: 4.1 CAP – Corrective and Preventive Action

4.2 QMS – Quality Management System

5.0 Procedure

5.1 When non-conformity occurs, the respective staff members will bring to the notice of Head of the Department for reacting to non-conformity as applicable.

5.2 HOD will take appropriate action with regard to the non-conformity identified to control & correct it.

5.3 The HOD shall evaluate the need for action to eliminate the cause of the non-conformity in order that it does not recur or occur elsewhere.

5.4 Corrective and Preventive actions are taken for Customer Complaints, Internal Audit Non-Conformities, External Audit Non-Conformities, Customer Feedbacks and Process Non-Conformities found during self-assessment.

5.5 HOD shall review and analyses the detected non-conformities and investigations are done to find the cause of non-conformities to take corrective actions and also determine if similar non conformities exist, or could potentially occur.

Prepared by: Dr.S.Kalvathy, Dean/S & H	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title::**CONTROL OF NON-CONFORMING SERVICES AND CORRECTIVE ACTION**

5.6 Implement a corrective action after brainstorming according to the root cause of the problem.

5.7 The Problems are solved by the following means

    5.7.1 Brainstorming the problem

    5.7.2 Analyzing the Problem

    5.7.3 Defining the documented procedure, where required, to prevent occurrence of the potential

        non-conformance

    5.7.4 Strengthening the inspection and service process by means of additional stage

        of monitoring

5.8 The responsibility of taking corrective action will be by respective Department Heads

5.9 Corrective and Preventive Actions taken are recorded in a given Corrective and Preventive action format and it will be reviewed for the effectiveness of action taken with The Correspondent & Principal during Management Review Meeting by the concern Heads.

5.10 If necessary based on corrective actions taken QMS will be changed and the Risks & Opportunities determined shall be updated in the concern process matrix.

5.11 The concern department Heads shall maintain the Documented Information of all Non-conformities& subsequent action taken.

6.0 Quality Records   : Corrective Action file (KRCT/Dept/81)

7.0 Reference   : Data taken for analysis

8.0 Formats   : Corrective Action Form (CAP-01)

| Prepared by: Dr.S.Kalvathy, Dean/S & H | Approved by :   Dr.S.Muruganandam, Principal |
| Signature: | Signature: |

Title::**INTERNAL AUDIT**

1.0 Purpose :

To describe the procedure for conduct of Internal Audit

2.0 Objective :

To determine the effective implementation and maintenance of the Quality Management Systems

3.0 Responsibility :

Principal / IQAC Coordinator / Department Heads

4.0 Definition:

4.1 IQAC – Internal Quality Assurance Cell

4.2 NCR – Non Conformance Report

5.0 Procedure :

5.1 The Internal Audits are scheduled and conducted according to the Annual Plan.

5.2 Internal Audits would be done every three months as per the audit plan prepared by IQAC Coordinator

5.3 Management Representative would decide the area of audit, date and time and will Prepare the Audit Schedule. IQAC Coordinator shall select auditors and conduct Audits to ensure objectively & the impartiality of the audit process. Only Trained Internal auditors will conduct audit

5.4 Audit schedule shall define the Audit criteria and scope for each audit and the Audit schedule will be circulated to concerned authorities well in advance.

5.5 Audit checklist shall be prepared by IQAC Coordinator Auditors before conduct of Audit and Audit is conducted with the checklist and the findings are recorded in the check list.

Prepared by:Dr.S.Kalvathy, Dean/S & H	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title::**INTERNAL AUDIT**

5.6 Independence and objectivity will be maintained during audits

5.7 At times, special audits maybe carried out on need basis, Raised Non-conformance reports are filled and reviewed for follow–up action.

5.8 IQAC Coordinators responsible to report the results of the audits to relevant department Head and ensure that necessary Correction and Corrective actions are taken without undue delay to eliminate detected nonconformance and their causes.

5.9 Non-conformance reports are closed after the verification of the Correction, Corrective action taken and reports are maintained in the file. Follow-up activities will be conducted by IQAC Coordinator after the date of completion of the Corrective action, to ensure effective implementation of the Corrective action.

5.10 IQAC Coordinator is responsible for the activity and quality records are retained for 3 years.

5.11 Subsequently, Internal Audit reports would be reviewed during Management Review Meetings.

5.12 It will be ensured that the Auditors carry out audits, those who do not have direct responsibility for the activity being audited.

6.0 Quality Records: Internal Audit file (KRCT/Dept/41)

7.0 Reference : ISO 9001:2015 Quality Management System Standard, Annual Audit Plan

8.0 Formats :
    ISO internal Audit Schedule (IAS-01)
    ISO internal Audit Checklist (IACL-01)
    ISO internal Audit Plan (IAP-01)
    ISO Non-Conformance report (NCR-01)
    ISO Internal Audit Report (IAR-01)
    Annual Quality Assurance Report (AQAR-01)

Prepared by: Dr.S.Kalvathy, Dean/S & H	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **MANAGEMENT REVIEW**

1.0 Purpose   :
To describe the procedure for Management Review Meeting

2.0 Objective   :
To describe the Quality Management system to ensure its continuing Suitability, adequacy and effectiveness.

4.0 Responsibility:
Top Management/ IQAC Coordinator/Department Heads

5.0 Definition:
IQAC – Internal Quality Assurance Cell /MRM – Management Review Meeting

5.0 Procedure :
5.1 The Management Review Meeting would be conducted at least once in six months
5.2 The IQAC Coordinator will send a circular to all the department heads indicating the agenda, date and venue of the meeting
5.3 Review the actions Taken from previous management review
5.4 And review the following Agenda points.

    5.4.1   Strategic Planning/Review of Quality Policy and Objectives
    5.4.2   Resource requirements
    5.4.3   Customer satisfaction and feedback from relevant interested parties
    5.4.4   Process Performance and product service conformity
    5.4.5   Non conformities and corrective actions
    5.4.6   Internal audit Results reports/Audit report of Certification Body
    5.4.7   Implemented improvements /benefits/suggestions
    5.4.8   Specific issue with the implementation of quality systems
    5.4.9   Review of amendments in documents
    5.4.10 Training and Human Resource development
    5.4.11 Any other specific issues
    5.4.12 Supplier / External service, Provider & performance review
    5.4.13 Monitoring & Measurement Results.
    5.4.14 Tentative date for the next Management Review Meeting
    5.4.15 Minutes of the meeting

| Prepared by:Dr.S.Kalvathy, Dean/S & H | Approved by :   Dr.S.Muruganandam, Principal |
| Signature: | Signature: |

Title::**MANAGEMENT REVIEW**

5.4.1.1 Risk Assessment Report is presented by all the department pertained to their Functions / process

5.4.1.2 SWOT Analysis and the necessary action plan is presented by the department Pertained to their functions.

5.4.1.3 Budget presentation is given pertaining to the department functions

5.5   IQAC Coordinator will maintain all the proceedings and Minutes of the Meetings with the Review output

5.6   IQAC Coordinator will follow up the implementation of the decisions taken during MRM with the concerned Department Heads

5.7   Chairman, ED, Principal, IQAC Coordinator, Department Heads and special Invitees would attend all Management Review Meetings

5.8   The Management Review Meeting will be conducted and recorded in a specified format

6.0 Quality Records:
   Management review Meeting file (CF-36)

7.0 Reference :
    Previous MRM Minutes

8.0 Formats:
   Management Review Meeting (NMRM-01)

Prepared by: Dr.S.Kalvathy, Dean/S & H	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title::**KAIZEN MANAGEMENT SYSTEM**

1.0 Purpose :
To describe the procedure for implementing the Kaizen Management System.

2.0 Objective :
To improve the organization performed by continuous improvement.

3.0 Responsibility:
Principal, HOD, IQAC Coordinator& All Employees.

4.0 Definition:
HOD-Head of the Department, IQAC – Internal Quality Assurance Cell

5.0 Procedure:
5.1 Every personnel in the organization will fill the KAIZEN report after his/her implementation; the Kaizen Report will be given on monthly basis to HOD.

5.2 The HOD will review the KAIZEN report and will authorize the action taken and result of the improvement.

5.3 The HOD will forwarded the KAIZEN report to the Principal for his review and the same will be recorded, for their reviewing during the appraisal system of the Respective staff.

5.4 The suggestion box is displayed at all offices for the employees to give their suggestion for improvement.

5.5 The received suggestion will be reviewed for implementation.

5.6 The reported KAIZEN suggestions are being discussed during the Management Review Meeting, if necessary; the respective staff will give presentation at the Management Review Meeting.

5.7 The Best KAIZEN is selected by the Jury appointed by the Principal. The Best Kaizen Award / Rewards are given to the respective Employees and displayed in the Kaizen Board.

6.0 Quality Records: KAIZEN reporting & Suggestion report file (KRCT/Dept/81)

7.0 Reference: Nil

8.0 Formats: Kaizen Report (KZR-01)

| Prepared by: Dr.S.Kalvathy, Dean/S & H | Approved by : Dr.S.Muruganandam, Principal |
| Signature: | Signature: |

Title: Risk-Based Thinking and Analysis

1.0 Purpose : To emulate Risk based thinking in the System, Processes and Functions.

2.0 Objective : To ensure Risks are identified, Considered and Controlled throughout the value chain and use of the Quality Management System

8.0 Responsibility: Top Management

4.0 Definition: CAP – Non Conformity and Corrective Action

5.0 Procedure:

5.1 The Risk based thinking shall be considered from the beginning and throughout the System, making preventive action in herrant to Planning, Operation, Anaylsis and Evaluation activities.

5.2 The concept of risk-based thinking as explained in clauses:

5.2.1 Clause 4 – The Organization is required to determine its QMS processes and to address its risks and opportunities

5.2.2 Clause 5 – Top Management is required to Promote awareness of risk-based thinking and determine and address risks and opportunities that can affect product/service conformity

5.2.3 Clause 6 – The organization is required to identify risks and opportunities related to QMS performance and take appropriate actions to address them

5.2.4 Clause 7 – The Organization is required to determine and provide necessary resources (risks is implicit whenever "suitable" or "appropriate" is mentioned)

5.2.5 Clause 8 – The Organization is required to manage its operational processes (risks is implicit whenever "suitable" or "appropriate" is mentioned)

5.2.6 Clause 9 – The Organization is required to monitor, measure, analyse and evaluate effectiveness of actions taken to address the risks and opportunities

5.2.7 Clause 10 – The Organization is required to correct, prevent or reduce undesired effects and improve the QMS and update the risks and opportunities

| Prepared by: M.Sivakumar, AP/CSE | Approved by : Dr. S. Muruganandam, Principal |
| Signature: | Signature: |

Title: Risk-Based Thinking and Analysis

5.3 Risk-based thinking: - improves governance - establishes a proactive culture of improvement - assists with statutory and regulatory compliance - assures consistency of quality of products and services - improves customer confidence and satisfaction

5.4 Based on the Identified Risk in the System, Process, Functions or Activities. The Management who are directly/ indirectly responsible has to raise a CAP for above 60 RPN and do the analysis, to eliminate or mitigate the Risk. Also Risk Analysis may be done based on the FMEA

5.5 The raised CAP shall be recorded and analysed further based on the Experience in future course of action.

5.6 The same shall be discussed and reviewed in the Department Meetings and Management Review Meetings.

6.0 Quality Records: CAP File, Risk Management and Control Chart

7.0 Reference:
1. Process Flow Diagram
2. Turtle Diagram
3. Process Flow Chart
4. Academic/ Non-Academic Planning

8.0 Formats: CAP Format (CAP-01)

Prepared by: M.Sivakumar, AP/CSE	Approved by : Dr. S. Muruganandam, Principal
Signature:	Signature:

Title::**ACADEMIC SCHEDULE PREPARATION**

1.0.   **Purpose:** 1.1 For proper planning and execution of all academic and non-academic activities.

2.0 Objectives: 2.1 To plan and implement all academic activities.

2.2 To utilize the time properly and effective and efficient utilization of all the resources to attain the desired result.

3.0. Definition:

3.1 HOD – Head of the Department

3.2 FDP – Faculty Development Programmer.

4.0 Responsibility :

- Principal
- HOD
- Overall Academic Schedule In charge
- Internal Exam cell coordinator
- Department academic schedule In charge

5.0 Procedure:-

5.1 Principal will inform all HOD's/Dean to prepare Academic Schedule at the end of the every semester.

5.2 Principal will identify overall academic schedule In charge and the overall academic schedule will send the circular to all HOD/Dean for academic schedule preparation meeting

5.3 Meeting will be arranged by overall academic schedule in-charge with all HOD's two months before the starting of every semester.

5.4 Overall academic schedule In charge will collect university academic schedule and the list of holidays from the principal before the meeting

5.5 List of common academic activities such as presentation day, symposium, national conference, cultural day, sports day, achievers day and annual day will be finalized by all HOD's in the above mentioned meeting and it will be approved by the Principal.

5.6 First priority will be given for following activating with specified number of days:

5.6.1   For each unit maximum of 12 working days will be reserved by leaving common academic activities

5.6.2   For Terminal-I & II exams 6 days will be reserved and for Model exam 9 days will be reversed

5.6.3   3 days for model lab will be reserved

5.6.4   5 days for university lab will be reserved

5.6.5   12 days for retest will be reserved

Prepared by: M.Sivakumar, AP/CSE	Approved by : Dr. S. Muruganandam, Principal
Signature:	Signature:

Title::**ACADEMIC SCHEDULE PREPARATION**

5.7 One day will be reserved for presentation day, sports day(even semester), symposium(odd semester), conference(even semester), sports day(even semester), cultural day(odd semester), achievers day & presentation day(even semester)

5.8 For industrial visit 2 days for II year and 3 days for III year will be reserved.

5.9 Tentative academic schedule will be prepared and submitted to Principal for verification

5.10 After verifying by principal the final copy of the academic schedule will be prepared by overall academic schedule in-charge and it will be approved by Principal

5.11 Department academic schedule in-charge will include departmental academic, non academic and placement activities and will get approval from HOD and Principal

5.12 After getting the approval Department academic schedule in-charge will circulate the schedule to all the class advisors of the concern department.

5.13 Academic schedule of the college may include academic, Non-academic activities and Placement Activities

5.14 Non-academic activities include,

- ➢ Internal audit meeting
- ➢ Management review meeting
- ➢ Monthly meeting
- ➢ Induction Day
- ➢ Annual / College Day
- ➢ Sports Day
- ➢ Cultural Day, etc.,
- ➢ Club Activities

| Prepared by: M.Sivakumar, AP/CSE | Approved by : Dr.S.Muruganandam, Principal |
| Signature: | Signature: |

Title::**ACADEMIC SCHEDULE PREPARATION**

5.15 Academic Activities includes,

- Internal Examinations
- Class committee meeting
- Department staff meeting
- Guest lectures
- Technical Symposium
- National/International Conference
- Workshop
- Seminar
- FDP
- Tech Expo
- Presentation Day
- Value Added Course
- Rewind Classes
- Staff Seminar

6.0 Quality Records:

Approved copy of College Academic Schedule (KRCT/Dept/05)

Approved copy of Department Academic Schedule (KRCT/Dept/05)

7.0 Reference:

7.1 Academic Schedule File (KRCT/Dept/05)

7.2University Academic Schedule (KRCT/Dept/64)

9.0 Format: College Academic Schedule (CAS-01)

| Prepared by: M.Sivakumar, AP/CSE | Approved by :Dr.S.Muruganandam, Principal |
| Signature: | Signature: |

Title:: **SKILL MATRIX / COMPETENCY MATRIX PREPARATION**

1.0. Purpose: 1.1 To know the subject proficiency and skills possessed by the individual faculty.

2.0. Objectives:
2.1 To fill the gap between the skill required and skill possessed by individual faculty.

3.0. Definition: 3.1 A-Awareness
                      3.2 U-Understand
                      3.3 P-Proficiency
                      3.4 HOD-Head of the department
                      3.5 CTC- Culture The Culture

4.0. Responsibility : 4.1 Teaching faculty
                           4.2 CTC In charge
                           4.3 HOD
                           4.4 Principal

5.0. Procedure:-

5.1 Competency matrix preparation (As per requirement)

5.1.1 The HOD should refer the Anna university norms to prepare competency matrix (as per requirement).

5.1.2 The HOD should prepare the competency matrix (as per requirement) for each designation.

5.2 competency matrix preparation(Existing)

5.2.1 The department CTC in-charge should circulate the competency matrix format among department staff members to fill in the beginning of the academic year.

5.2.2 The individual teaching faculty should fill the following columns: Name, Designation, Experience, training, skill.

5.2.3 After getting details from all the teaching faculties, the department CTC in charge should get signature from HOD and Principal.

5.2.4 The HOD can make use of the competency matrix table to effectively utilize the individual teaching faculties' skill.

5.2.5 The HOD should send the faculties to training programme if needed by referring the competency matrix.

| Prepared by: B.Karthikeyan, AP/EEE | Approved by : Dr.S.Muruganandam, Principal |
| Signature: | Signature: |

Title:: **SKILL MATRIX / COMPETENCY MATRIX PREPARATION.**

5.2.6 The department CTC in charge should update the competency matrix at the end of every semester and if any new teaching faculty is joined in the department.

5.3   Subject Skill matrix preparation

5.3.1 Subject skill matrix format should be given to all the individual faculty members to fill by department CTC in charge.

5.3.2 Teaching faculty members should fill the subject skill matrix format as per their subject proficiency. (If they just know the subject, they have to mark 'A' in the respective subject. If they understand the subject but not having depth knowledge in the subject, they have to mark 'U' in the respective subject. If they have depth knowledge in the subject and able to teach without any training, they have to mark 'P' in the respective subject.)

5.3.3 After getting the details from all the faculties, the department CTC in charge should submit the subject skill matrix table to the HOD.

5.3.4 The HOD should verify it and duly sign.

5.3.5. The department CTC in charge should get signature from principal after HOD verification and file it.

5.3.6. The HOD will make use of the subject skill matrix for subject allocation and staff training.

5.3.7 The subject skill matrix table should be updated at the end of every semester and if new faculty member is joined in the department.

5.4   The HOD should fill the gap between competency matrix (existing) and competency matrix (as per requirement) and take necessary corrective action.

5.5 The competency matrix and skill matrix used for annual training plan, manpower assessment, faculty development, performance appraisal, resource up gradation etc.

 6.0 Quality Records:

   6.1 **S**ubject skill matrix/competency matrix file(KRCT/Dept/82)

 7.0 Reference:

   7.1 Anna university syllabus (KRCT/Dept/06)

   7.2 Anna university Curriculum (KRCT/Dept/06)

 8.0 Formats:

   8.1Subject skill matrix format (SK-01)

   8.2 Competency matrix(Existing CME01)

   8.3 Competency matrix (Requirement CMR01)

Prepared by: B.Karthikeyan AP/EEE	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **TEACHING FACULTY WORKLOAD PREPARATION**

1.0 Purpose: 1.1 To assign the academic and non-academic responsibilities to all department faculties.

2.0 Objectives: 2.1 To provide a framework for ensuring the academic workload are transparent and manageable.

2.2 To reflect the range of carrier part of academic staff and support the strategic direction of the university.

3.0 **Responsibility:** 3.1 Principal
    3.2 HOD
    3.3 AHOD
    3.4 Faculty Members

4.0 Definition: 4.1 HOD- Head of the Department
    4.2 AHOD – Assistant Head of the Department

5.0. Procedure:

5.1 The department HOD will collect the interdepartmental subjects to be handled by home department respective HOD to finalize the total number of subjects and laboratories to be handled in the respective semester.

5.2 The subject handling willingness will be collected from all teaching staff based on skill and competency matrix content.

5.3 Based on the competency matrix and subject willingness of the faculty members, HOD will allocate the subjects for the concerned faculty members, the total academic load is shared equally to all staff members.

5.4 Each faculty member will be allotted either 2 subjects & 1 laboratory or 1 subject and 2 laboratories.

5.5 At least one paper will be assigned for the respective faculty members based on the willingness given by them, HOD/Dean will handle minimum of one paper alone to coordinate ease of entire department activities.

5.6 For each laboratory two faculty members, the main and supporting faculty members are allotted to monitor the student's lab activities.

Prepared by: P.Maheswari, AP/ECE	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **TEACHING FACULTY WORKLOAD PREPARATION**

5.7 The HOD will also allocate additional responsibilities like Class Advisor, Assistant class advisor, Class Committee Chairperson and other departmental activities for the faculty members equally.

5.8 The finalized workload is prepared and approved from the principal for the forth coming semester preparation.

5.9 The approved copy of workload is circulated among the staff members.

6.0 Quality Records:

6.1 Subject allocation & workload (KRCT/Dept/10)

6.2 Skill Matrix (KRCT/Dept/82)

6.3 Competency Matrix (KRCT/Dept/82)

7.0 Reference:

7.1 Anna University Syllabus File (KRCT/Dept/ 06)

8.0. Formats:

Manpower Assessment (MPA-01)

Department Consolidated Work Load Format (DCWL-01)
Department Faculty Work Load Format (DFWL-01)

Prepared by: P.Maheswari, AP/ECE	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **TIME TABLE PREPARATION**

1.0 **Purpose:** 1.1 It is prepared to help students and faculty members with mandated period lengths and specific subject for each period.

        1.2 It helps teaching faculty members to prepare lesson plan.

2.0 Objectives:

2.1 To allocate theory, practical, placement classes 40 periods per day to deliver subjects without overlapping with other classes.

3.0 **Definition:**

3.1 HOD – Head of the Department

3.2 Class Advisor – A teaching staff heading a class of the department

3.3 Time table in-charge – A teaching staff who is responsible for preparing time table for all the classes of the department

4.0 **Responsibility:**

4.1 Principal

4.2 HOD

4.3 Time Table Coordinator

4.4 Department Time Table in-charge

5.0 Procedure:

5.1 Principal will inform HOD's to complete the upcoming semester time table within due date before a month of the semester commencement.

5.2 Time Table Committee should be formed immediately which includes department time table in-charges from each department and time table coordinator will be identified by the principal.

5.3 Time table should be prepared in a specified format based on the academic calendar before the semester beginning.

    5.3.1 For odd semester, timing will be 8.30 am-1.00 pm in the forenoon session and 1.50 pm-4.15 pm the afternoon session.

    5.3.2 For even semester, timing will be 8.30 am-12.10 pm in the forenoon session and 1.00 pm-4.15 pm in the afternoon session.

5.4 Time table coordinator will collect the Placement activities Time table for aptitude and communication classes from placement department.

5.5 Consider the Subject Allocation Record for identifying the subjects allocated to the staff members.

5.6 Time table coordinator will organize meeting with the department time table in-charges once the quality records are collected to fill up placement activities slots, inter departmental theory and practical classes slots in the time table in common time table format.

Prepared by: M.Sivakumar, AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **TIME TABLE PREPARATION**

5.7 Department time table in-charges will prepare the time table for their classes within ten days of time table preparation starts.

5.8 Time table of all the classes will be verified by the Time Table Coordinator and approved by the HOD and Principal before ten days of the semester commencement.

5.9 Approved time table will be distributed to class staff members through concern class advisor immediately after getting final approval from HOD and Principal.

6.0. Quality Records:

6.1 Class Time Table (KRCT/Dept/11)

7.0. Reference:

7.1 Subject allocation & workload Record (KRCT/Dept/10)

7.2 Anna University Curriculum and Syllabus (KRCT/Dept/06)

7.3 College academic calendar and department academic calendar(KRCT/Dept/05)

7.4 Elective subject list(KRCT/Dept/07)

7.5 List of teaching and non teaching staff(KRCT/Dept/08)

8.0 Format

8.1 Time Table (TT-01)

Prepared by: M.Sivakumar, AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **LESSON PLAN PREPARATION**

1.0 Purpose: 1.1 To describe the procedure for lesson plan preparation.

2**.0 Objectives**: 2.1 To effectively utilize the periods as per Anna University norms.
2.2 To ensure the 100% coverage of university syllabus.

3.0 Definition: 3.1 TB-Text Book
3.2 RB- Reference Book
3.3 AC- Academic Calendar

4.0 **Responsibility:** 4.1 Respective Teaching Faculty

5.0 Procedure:
5.1 Collect all the necessary inputs from the preparation of Lesson Plan.
5.1.1 Lesson Plan Format
5.1.2 Time table
5.1.3 Academic Calendar
5.1.4 Boosters
5.1.5 Syllabus
5.1.6 Outcomes
5.1.7 Text Books& Reference Books
5.2 Prepare the lesson plan unit wise manner using all the inputs as per the format.
5.3 Ensure the number of hours match with Anna University norms.
5.4 Ensure at least 2 boosters are fulfilled and refer minimum of 4 Reference Books.
5.5 Submit the Lesson Plan to HOD/Dean and Principal for approval before one week of commencement of forthcoming semester.
5.6 Implement the lesson plan and update the log of implementation.
5.7 Review the implementation of lesson plan once in a month along with HOD/Dean

6.0 Quality Records:
6.1 Lesson Plan (KRCT/Dept/83)
7.0 Reference:
7.1   Time table (KRCT/Dept/11)
7.2 Subject allocation & workload (KRCT/Dept/10)
7.3 Academic Calendar (KRCT/Dept/05)
7.4 Syllabus from Anna University website (KRCT/Dept/06)

8.0 Format:
8.1 Lesson Plan Format (LP-02)

Prepared By : Ms.M.Madhumathi AP/CSE	Approved By :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **NOTES OF LESSON PREPARATION**

1.0 Purpose:

    1.1 To make the faculty members to understand the subjects clearly.

    1.2 To teach the subject to the students effectively.

2.0 Objectives:

    2.1 To get the clear vision about the subject.

3.0 Definition:

    3.1 TB-Text Book

    3.2 RB- Reference Book

    3.3 AC- Academic Calendar

    3.4 PPT- Power Point Presentation

4.0 Responsibility:

    4.1 Faculty Members.

    4.2 HOD

    4.3 Principal

5.0 Procedure:

5.1 Get the syllabus from Anna University Website.

5.2 Collect the TB and RB from Department Library (or) College Library (or) E-resources.

5.3 Prepare unit wise class notes/ PPT for each topic as per the syllabus.

    5.3.1 Highlight the important terms and concepts in the class notes/ PPT.

    5.3.2 Draw/Insert the diagrams/images and add technical videos for better understanding of the students.

    5.3.3 Update the class notes/ PPT with recent trends.

    5.3.4 Enhance the class notes/ PPT with supporting information and resources.

5.4 Submit the class notes/ PPT to HOD and Principal for verification before one week of commencement of forthcoming semester.

5.5 Use the verified class notes/ PPT effectively during the class lectures.

6.0 Quality Records:

    6.1 Verified class notes/ PPT (KRCT/Dept/83)

7.0 Reference:

    7.1 College academic calendar and department academic calendar (KRCT/Dept/05)

    7.2 Time Table ((KRCT/Dept/11)

    7.3 Curriculum & syllabus (KRCT/Dept/06)

    7.4 Subject allocation & workload (KRCT/Dept/10)

8.0 Format: NIL

Prepared By : Ms.B.Vinodhini AP/CSE	Approved By :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CLASS COMMITTEE MEETING**

1.0 Purpose:
   1.1 To ensure that all curricular and co-curricular/extra-curricular activities of the class are carried out smoothly
  1.2 To convey the feedback of teachers regarding the class, attendance and to set their expectations for students
   1.3 To enable students to provide feedback regarding the teaching-learning process, internal assessments, co/extra-curricular activities, student support services, mentoring, etc

2.0. Objectives: 2.1 To ensure the syllabus is completed within the time.
                 2.2 To know the status of Academic plan/Lesson plan completion
                 2.3 To ensure the technical and non-technical activities are conducted as per schedule

3.0. Definition: 3.1 CA-Class Advisor
               3.2 HOD-Head of the Department

4.0 Responsibility : 4.1 CA
                 4.2 Chair person
                 4.3 Subject staff
                 4.4 HOD
                 4.5 Principal

5.0 Procedure:-

5.1 HOD should appoint the Class Committee Meeting Chair person for each class while preparing the workload of faculty members for the upcoming semester.

5.2 After the approval of workload by Principal, Chair persons are supposed to prepare the meeting schedule for their respective class as per Academic Calendar.

5.3 The meeting schedule should be submitted to HOD and Principal for approval.

5.4 After the commencement of semester, Chair Person should collect the students list of his/her respective class from CA.

5.5 Before each meeting, Chair person can choose 6 students (3 boys and 3 girls) from the class in such a way that a student from Day scholar (College bus), Day scholar (Out bus) and a Hosteller in both boys and girls.

5.6 Then the circular with venue and time is prepared by Chair person on the previous day of meeting and it is circulated among the selected students and subject staff members.

5.7 Chair person will conduct the meeting as per schedule in the presence of students and subject staff members.

5.8 Points to be discussed in the Class Committee meeting:

5.8.1 Portion Completion (Both Theory and Lab as per Lesson Plan & Lab Plan respectively)

Prepared By : Mr.S.Karupasamy AP/MECH	Approved By :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CLASS COMMITTEE MEETING**

5.8.2 Lectures delivered by the faculties

5.8.3 Student disciplinary activities

5.8.4 Student general and personal issues.

5.9   At the end of meeting, Chair Person should get the feedback from the students as well as faculty members.

5.10 Also Chair person should record the points discussed in the meeting and feedback received from both students and subject staff members in the meeting note and that should be approved and signed by HOD and the Principal.

5.11 Chair Person should take the necessary steps towards the issues and they should be resolved before the next class committee meeting.

6.0 Quality Records:

  6.1 Class Committee meeting report (KRCT/Dept/26)

7.0 Reference:

  7.1 Subject allocation & workload (KRCT/Dept/10)
  7.2 College academic calendar and department academic calendar (KRCT/Dept/05)

7.0 **Format:** Class Committee Meeting (CCM-01)

Prepared By : Mr.S.Karupasamy AP/MECH	Approved By :Dr.S.Muruganadam, Principal
Signature :	Signature :

Title:: **STUDENTS PRESENTATION DAY**

1.0. Purpose: 1.1To describe the procedure for organizing presentation day.

2.0. Objectives: 2.1 To encourage the students to improvise their presentation skill and making them to deliver a topic in an efficient manner.

3.0.Responsibility : 3.1 Principal
      3.2 HOD
      3.3 Class Advisor
      3..4 Jury

4.0. Definition:
4.1HoD –Head of the Department
4.2 PA- Public Addressing

5.0. Procedure:-
5.1   Class advisor has to prepare a presentation day schedule based on the academic schedule.
5.2   Class advisor has to prepare presentation day name list and split batches with the topics.
5.3   Class advisor has to assign a guide for each batch from the concern department faculties.
5.4   The schedule for presentation will be approved by HoD and the Principal.
5.5   Three rehearsals should be conducted before the presentation day by the concern guide.
5.6   Hall arrangement and PA system should be arranged before the day of the presentation.
5.7   The jury is fixed from other department faculties and prepares the evaluation form.
5.8   On the presentation day students must be in formals and each student must present for 5min in their specified topics.
5.9   Each student will be asked 5 questions one to one basis by the audience.
5.10 As soon as the batch completes their presentation, the scores will be entered by the juries.
5.11 The jury has to evaluate the performance of the students, evaluation report and the winners list must submit to the HoD for perusal.
5.12 At the end of the day, HoD must announce the result and token of appreciation is given to the winners.

6.0. Quality Records:
6.1 Rewind concepts, news paper reading, concept of the day, night coaching and presentation day (KRCT/Dept/48)

7.0. Reference:
 7.1 College academic calendar and department academic calendar (KRCT/Dept/05)

8.0. Formats: Students Presentation Day (SPD-01)

Prepared by: Ms. .Vetriselvi, AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **MAINTENANCE OF COURSE FILE**

1.0 Purpose: 1.1 To maintain the information about the offered course with syllabus and materials which help the Faculty members to understand the given course details clearly.

2.0 Objectives: 2.1 To help the faculty in maintaining the records needed for the particular course.

3.0 Definition: 3.1 HoD – Head of the Department.
3.2 FM – Faculty Member

4.0 Responsibility: 4.1 HODs.
4.2 Department Course File In charge
4.3 Faculty Member.

5.0. Procedure:-

5.1 Each Teaching faculty shall open a file for the respective subject after the subject allotment by the HOD.

5.2 Enclose time table, syllabus and prepare lesson plan for the respective subject and enclose students name list for the respective class.

5.3 Collect the text books and reference books as per the syllabus requirement.

5.4 Prepare the notes of lesson either in hand written/PPT and enclose the material in the file either in the form of hand copy or soft copy.

5.5 The HOD shall approve the notes of lesson before the delivery of the Lecture by the respective subject faculty.

5.6 Prepare the question bank including two marks and big question for the respective subject and given to the students and to be recorded in the course File.

5.7 Collect the past four years university question paper for the respective subject according to the reputation and communicate to the students and it should be filed in the course File

5.8 Enclose the periodical interval assessment marks of the respective subject with question paper.

5.9 Collect and enclose the sample of periodical interval assessment answer scripts for the respective subject from the students in the order of various ranges such as very low, average and highest marks.

5.10 Enclose one copy of the periodical assessment Students Marks for the respective subject.

| Prepared by: Ms.Mathumathi, AP/CSE | Approved by : Dr.S.Muruganantham, Principal |
| Signature: | Signature: |

Title:: **MAINTENANCE OF COURSE FILE**

    5.11 Enclose the completed log book for the respective subject at the end of the book.

    5.12 After the completion of final university Exam question paper is filed in the course file.

    5.13 The respective subject faculty shall submit the completed course file to HOD.

    5.14 The course file is maintained for 3years after the completion of the Semester.

    5.15 If any course file is missed or damaged it should be informed to the principal through HOD.

    5.16 The missed or damaged course file should be re prepared and must be submitted to the HOD within 10days.

6.0 Quality Records :

    6.1 Course File (KRCT/Dept/83)

    6.2 Question Bank (KRCT/Dept/20)

7.0 References :

    7.1 Course File Check list (KRCT/Dept/83)

8.0 Formats :

    8.1 Lesson Plan (LP-02)

    8.2 Log Book (LB-01)

Prepared by: Ms.Mathumathi, AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **MAINTENANCE OF AMPHISOFT**

1.0 Purpose: 1.1 To describe the procedure to establish a system for the maintenance of Amphisoft software.

2.0 Objective: 2.1 To provide useful study materials as per the syllabus to the students of various courses for their betterment during the examination.

2.2 To estimate the level of understanding of the course by evaluating the marks of online quiz.

3.0 Responsibility: 3.1 Amphisoft Coordinator

3.2 Respective Department Amphisoft In charges

3.3 Subject wise faculty In charge

3.4 Students

4.0 Definition: 4.1 HoD: Head of the Department

4.2 PPT: Power Point Presentation

4.3 BB: Black Board

4.4 GIFT: General Import Format Technology

5.0 Procedure:

5.1 Amphisoft Coordinator will create login details includes username, password for faculty members and students.

5.1.1 The copy of login details of faculty members and students is sent to respective department Amphisoft in charges through department Mail id.

5.2 Based on curriculum the courses will be created for the particular department, batch, semester, section by the coordinator.

5.3 Amphisoft coordinator should assign faculty in charge and student for each course by referring the workload.

5.4 On discussion with Principal, Amphisoft Unit completion date schedule will be prepared according to the reopening date (semester wise).

5.4.1 Uploading of Unit 1 and 2 within 2 weeks (before reopening date).

5.4.2 Uploading of Unit 3, 4 and 5 within 3 weeks (after reopening date).

5.4.3 Get approval from Principal in the framed schedule and circulate among faculty members.

5.5 Subject In charge should log in to their respective course for uploading the study materials.

5.5.1 Click on course name and click turn editing on.

5.5.2 In Add a resource select compose a text page fill the details and paste the syllabus then save it.

5.5.3 In Add a resource select add lesson plan in that fill the unit number and unit name then separate the unit into topics as session according to the syllabus and save it.

Prepared by: Ms.Mathumathi, AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **MAINTENANCE OF AMPHISOFT**

5.5.4 For each session block, upload the following materials.

5.5.4.1 In add a resource select Add session plan in that fill the subtopics, objectives of the subtopic and teaching methodology (PPT/ BB) and save it.

5.5.4.2 To add class notes, in Add a resources select Link to a file or website upload the respective class notes (document, PDF, PPT, scanned copy of written notes) and save it.

5.5.4.3 To upload 2 marks and 10 marks for a particular session select Add question from Add a resources, select corresponding session plan, unit number, Unit name and paste the 2 mark Question and answer and similarly for 10 marks and save it.

5.5.4.3.1 Minimum 3 two marks and one 10 mark for each session should be uploaded.

5.5.4.4 To upload quiz for each session in Add an activity select Add quiz select session plan number, opening and closing date of the quiz then select the options about score, feedback and save it.

5.5.4.5 Prepare a notepad with Minimum five quiz question for each session in specified format.

5.5.4.6 In session block click the quiz and select respective quiz number in default for quiz option.

5.5.4.7 Go to Quiz menu and select GIFT format and upload the quiz question (notepad) then click select all then click move to quiz and click save changes.

5.5.4.8 In session block select the session completed as Yes and clicks save.

5.6 To see the report, in administration select KRCE Reports, My preparation, Get RG report, PDF version, the course completion graph will be displayed. Print the PDF format of the report.

5.7 Faculty will follow the procedure 5.5.4, 5.5.4 and 5.6 for all the 5 units.

5.8 After the materials are uploaded by the faculty, student will start attending the quiz. The student should complete the respective session quiz (provided the portion has been taught in the class). Also the students can study the notes and question.

| Prepared by:Ms.S.Mathumathi, AP/CSE | Approved by : Dr.S.Muruganandam, Principal |
| Signature: | Signature: |

Title:: **MAINTENANCE OF AMPHISOFT**

5.9   Before taking up the internal assessment examination, student should complete the specified unit quiz questions. The course In charge faculty should take the report as mentioned in the procedure no 5.6 printout and get signature from the HoD and Principal after the completion of each unit.

5.10   The department in charges will monitor the course in charges and student quiz participation.

5.11   The Amphisoft coordinator will prepare the faculty completion report regarding the course materials uploading as prescribed in the schedule and get sign from the principal and circulate it to all departments.

5.12   HoD will insist the corresponding faculty and student to complete their work within two days.

5.13   The report will be filed regularly in the Amphisoft File.

5.14   The individual course in charge faculty should file their completion report (got signed from the HoD, Principal at the end of the last working day) in their course file.

6.0   Quality Record

6.1 Course File.(KRCT/Dept/83)

7.0   Reference:

7.1 Subject allocation & workload (KRCT/Dept/10)

8.0   Format

8.1 Maintenance of Amphisoft Faculty (MASF-01)

8.2Maintenance of Amphisoft Student (MASS-01)

Prepared by: Ms.S.Mathumathi, AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **CONDUCT INTERNAL ASSESSMENT**

1.0 Purpose:

   1.1 To predict students ability by systematic process of examining students learning.

2.0 Objectives:

   2.1 To assess the achievement of learning outcomes of the individual student.

3.0 Definition:

   3.1 ECC-Exam Cell Coordinator

   3.2 HoD – Head of Department

   3.3 IAS-Internal Assessment Schedule

   3.4 AU- Anna University

   3.5 CA- Class Advisor

4.0 Responsibility :

   4.1 Principal

   4.2 ECC

   4.3 HOD/Dean

   4.4 Class advisors

5.0 Procedure :

5.1 AU will release the IAS in the beginning of the every semester that will be forwarded by the Principal to all the HOD/Dean through ECC.

5.1 Two days before the opening of web portal, ECC will forward the respective template for term entry to all HOD/Dean through mail, for each term the content of the template will contain

5.2.1 Term-I (Attendance Details only)

5.2.2 Term-II(Attendance & Assessment for theory Details)

5.2.3 Term-III(Attendance & Assessment for theory Details)

5.2.4 Term-IV(Attendance & Assessment for both theory & Practical/Project Classes)

5.3 HOD/Dean will instruct their CA to prepare the data for each term entry,

5.3.1 Attendance details will be prepared based on the master attendance for the respective slot period as per the IAS for all term entries.

5.3.2 Assessment details will be prepared based on the performance of the students in their internal examinations for tem – II, III, IV respectively as per the period given in IAS before entry.

   5.3.3 CA has to get approval for the prepared term entry report from their HoD/Dean and Principal.

Prepared by: Mr.S. Saravanakumar, AP/Maths	Approved by: Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **CONDUCT INTERNAL ASSESSMENT**

5.3.4 The approved assessment details will be uploaded in the AU web portal with concurrence of ECC.

5.3.5 The same process will carried out for all the terms and at end of the fourth term the internal marks PDF will be generated from AU web portal.

5.3.6 The necessary coaching and special attention will be given to the students having the internal mark below 14 out of 20.

6.0 Quality Records:

6.1 Internal assessment file (KRCT/Dept/62)

6.2 Internal exam result analysis (KRCT/Dept/63)

7.0 Reference:

7.1 Students' attendance (KRCT/Dept/58)

8.0 Formats:

WebPortal Term Attendance Entry (WTAE-01)

Web Portal Term Subject Mark Entry(Subject Name) (WTSE-02)

Web Portal Term Subject Mark Entry(Entry period) (WTSE-03)

Web Portal Lab Attendance Entry (WLAE-01)

Web Portal Term Lab Mark Entry(Lab Name) (WLE-02)

Web Portal Term Lab Mark Entry(Entry period) (WLE-03)

Exam schedule for Internal Assessment Test (ESIA-01)

Local Exam Question Paper (LEQP-01)

| Prepared by:Mr.S. Saravanakumar,AP/Maths | Approved by :   Dr.S.Muruganandam, Principal |
| Signature: | Signature: |

Title:: **STUDENTS INTERNAL EVALUATION**

1.0. Purpose:

1.1 To frame the procedure for awarding Internal Assessment marks (Internal mark + Attendance) for students as prescribed by Anna University.

2.0. Objectives:

2.1 To award internal marks based on the internal assessment exam performance.

2.2 Calculate the student's attendance for the respective subjects, according to the assessment period.

2.3 For maintaining the internal assessment documents.

3.0 Responsibility:

3.1 Subject in-charge

3.2 Respective CA's

3.3 HOD

4.0 Definition :

4.1 HOD – Head Of The Department

4.2 CA – Class Advisor

5.0. Procedure:-

5.1 Anna University norms have four slots for calculating Internal Assessment marks.

5.2 Internal marks include the marks obtained in the internal assessment examination and the attendance gained by the student.

5.3 For all theory and practical courses (including project work) the internal assessment shall be for a maximum of 20 marks. The internal assessment for theory and practical courses shall be awarded as per the procedure given below by the subject in-charges and CA's:

5.3.1 Theory Courses:

5.3.1.1 Three internal assessment tests each carrying 100 marks shall be conducted during the semester by the Department / College concerned.

5.3.1.2 The total marks obtained in all tests put together out of 300, shall be proportionately reduced for 20 marks and rounded to the nearest integer (This also implies equal weightage to all the three tests)

| Prepared by: Mr.S. Saravanakumar, AP/Maths | Approved by : Dr.S.Muruganandam, Principal |
| Signature: | Signature: |

Title:: **STUDENTS INTERNAL EVALUATION**

5.3.2 Practical Courses:

5.3.2.1 The maximum marks for Internal Assessment shall be 20 in case of practical courses.

5.3.2.2 Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained.

5.3.2.3 There shall be at least one test as model practical exam.

5.3.2.5 The total marks obtained in the model practical exam shall be reduced to 20 and rounded to the nearest integer.

5.3.3 Project Work:

5.3.3.1 The maximum marks for Internal Assessment shall be 20 in case of project work.

5.3.3.2 Three reviews each carrying 100 marks shall be conducted during the semester.

5.3.3.3 The total marks obtained in all three reviews put together out of 300, shall be proportionately reduced for 20 marks and rounded to the nearest integer.

6.0. Quality Records:

6.1   Log Books of individual subjects of respective department

6.2   Internal exam result analysis (KRCT/Dept/63)

6.3   Internal Assessment file (KRCT/Dept/62)

7.0. Reference:

7.1   Syllabus (KRCT/Dept/06)

7.2   Anna University Internal Assessment Notifications (KRCT/Dept/64)

7.3   Terminal, model, coaching exam (KRCT/Dept/63)

8.0. Formats :

Local Exam Review (LER-01)

Local Exam Review PPT (LERP-01)

Internal Assessment Exam Invigilation duty format (IAEID-01)

Internal Assessment Exam Hall Plan Format (IAEHP-01)

Internal Assessment Exam Squad duty Format (IAESD-01)

Prepared by: Mr. S. Saravanakumar,AP/Maths	Approved by :Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **SLOW LEARNERS CORRECTIVE ACTION**

1.0 Purpose:

     1.1 To identify the slow learners and give special attention to improve their performance in the internal and University exams.

2.0. Objectives:

     2.1 To create interest in their studies.

     2.2 Slow learners will get pass mark in all subjects through motivation and Counseling.

3.0.Definition:

     3.1 HOD- Head of the Department

4.0Responsibility :

     4.1 Subject faculty members cum adoption in-charges

     4.2 Class advisor

     4.3 First year Coordinator

     4.4 HOD

     4.5 Dean

5.0. Procedure:-

5.1 Slow learners are identified by the class advisor for adoption those who have failed more than 3 subjects in Terminal-1 Exam.

  5.2 Student's adoption list with adoption in-charges and adoption schedule are prepared by class advisor/coordinator and they will be submitted to HOD/Dean for approval.

5.3 Adoption incharges can collect the student's details from the class advisor.

5.4 Adoption schedule should have the following contents such as Date, Time, Venue and Subjects.

5.5 Approved schedule is informed to the identified students through class advisor and circulated among subject staff members cum Adoption incharges.

5.6 The important questions will be given the prior day to the students.

5.7 The test will be conducted as per schedule.

5.8 Adoption test note is evaluated by the concern subject staff members and it is submitted to Adoption in-charges

5.9 The mark statement is submitted to HOD/Dean by Adoption incharges

5.10 Adoption incharges should counsel the students based on their test performance and to motivate for further improvement in next tests.

5.11 Also continuous follow-up should be done by Adoption incharges.

Prepared by: Mrs.K.Agalya, AP/Physics	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **SLOW LEARNERS CORRECTIVE ACTION**

6.0.Quality Records:

6.1 Adoption coaching, retest & tutorial classes (KRCT/Dept/51)

7.0 Reference:

7.1   List of students (KRCT/Dept/04)

   7.2 Internal exam result analysis (KRCT/Dept/63)

8.0 Format:

   8.1   Slow Learners Corrective Action (SLCA-01)

Prepared by: Mrs.K.Agalya, AP/Physics	Approved by : Dr.S.Muruganandam, Principal
Signature:	Signature:

Title:: **SPECIAL ACTIVITIES FOR ABOVE AVERAGE STUDENTS (Semester wise)**

1.0. Purpose: 1.1To enrich the outstanding skills of academic excellent students in making them to perform well in non-technical activities.

2.0. Objectives:

2.1 To facilitate career, social and cognitive development of the academic excellent students to empower them in their personal and employable development.

2.2 To ensure the selected students get university Ranks & Gold medal in university exams.

3.0. Definition:

3.1 HOD – Head of the Department

3.2 CA – Class Advisor

3.3 SAC – Special Activity Co-ordinator

4.0 Responsibility :

4.1 Principal

4.2 HODs

4.3 Special activity Co-ordinator

5.0. Procedure:-

5.1 The academic excellent students are identified based on their previous semester Terminal and University exam results by CA with their performance & result score above average.

5.2 The prepared list of above average students is forwarded to principal for approval through HOD

5.3 The HOD will assign SAC to plan & implement various activities like group discussion, placement activities, presentation skills, seminar on recent advanced technology for skill enrichment of the entire department outstanding students.

5.4 Schedule has been prepared by SAC for planned activities in concurrence with the respective CA and gets approval from HOD.

5.5 SAC will conduct the approved activities as per schedule.

5.6 Feedback for conducted activities has been collected from the students which will be reviewed by SAC & HOD to plan the events to be conducted for the forth coming semester.

6.0. Quality Records:

6.1 University and Internal exam result analysis file (KRCT/Dept/58 & 60)

6.2 Top 25% students activities(KRCT/Dept/50)

6.3 Students performance appraisal (KRCT/Dept/55)

7.0. Reference:

7.1 Student portfolio (KRCT/Dept/56)

8.0. Formats: Special Activities for above Average Students(SAAS-01)

Prepared by :Ms.Geerthana AP/ECE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENTS COUNSELLING**

1.0. Purpose:
 1.1 To describe the procedure that the students can express their academic and personal
    Problems to the faculty who can help them effectively.

2.0. Objectives:
2.1 To facilitate Academic, Psychological, social and cognitive development of the   Students to empower them in their learning and personal development.

3.0. Definition:
  3.1. HOD-Head of the Department.

4.0 Responsibility :
 4.1 Principal
 4.2 HOD
 4.3 Class Advisor
 4.4. Mentor
 4.5. Special Activity Coordinator

5.0. Procedure:-

5.1   The Students are identified and Categorized based on their Terminal exam and University Exam results by the class advisor.

5.1.1. If exam marks is below 30 in three subjects or more, then the students will be identified as Slow learners

5.1.2. The remaining students who score above 30 marks in all the subjects will be identified as Average students.

5.1.3. The remaining students who score 75 and above marks are categorized as special activity students.

5.2   The Slow learners counseling

5.2.1. The slow learners list will be prepared by the class advisor and every 5 students will be adopted by a mentor assigned by the HOD.

5.2.2. For the adopted students coaching will be given for important university questions by the subject staff as per the schedule prepared by the class advisor before the commencement of the next terminal exam.

5.2.3. The allotted mentor will monitor the performance of the students and take necessary steps by counseling to improve their performance.

5.2.4. The identified slow learner's performance in the next terminal exam will be reviewed by the class advisor.

5.2.5. If the students are not able to score above 50 marks in all the subjects then the corresponding student's parents will be intimated through Letter or Phone to meet the class advisor.

Prepared by : Mrs.R.Revathi AP/ECE	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENTS COUNSELLING**

5.2.6. The students will be further counseled with the concerned staff and the parents by the HOD to identify the personal problems and solve it.

5.2.7. If the students score above 50 marks in all the subjects then the mentor and the advisor motivates the students by giving confidence to score high marks.

5.3.   The Average and special activity students.

> ➢ The class advisor motivates and encourages the students to score good marks by giving more confidence and advise them to be in the list of special activity students.

5.3.2. The special activity students will be assigned a staff in-charge by the HOD to lead various activities.

5.3.3. The special activity will be motivated by the Principal, HOD, and Class advisor for getting University Ranks.

 5.3.4. Among the special activity students, the department toppers and the overall toppers are motivated by the management by rewarding cash prizes.

5.3.5. The staff in-charge of the special activity students will conduct and organize various Co-curricular and Extracurricular Activities.

6.0 .Quality Records:

6.1 University and Internal exam result analysis file (KRCT/Dept/58 & 60)
6.2 Top 25% students activities (KRCT/Dept/50)
6.3 Students performance appraisal (KRCT/Dept/55)
6.4 Motivational program and psychological counseling (KRCT/Dept/47)
6.5 Students counseling (KRCT/Dept/29)

7.0.Reference:

7.1 Student portfolio (KRCT/Dept/56)

8.0.**Formats**:

Students Counselling (SC-01)

Prepared by : Mrs.R.Revathi AP/ECE	Approved by :Dr.S.Muruganantham, Principal
Signature :	Signature :

Title:: **PARENTS TEACHERS MEETING**

1.0. Purpose:

1.1 To convey the student academic performance and disciplinary activities to their Parents

1.2 To build the relationship between department faculty and parents

2.0. Objectives:

Clarity of student's academic performance and disciplinary activities are informed to their parents after every semester of University Result Declaration.

3.0. Definition:

3.1 CA- Class Advisor

3.1 HOD- Head Of the Department

4.0 Responsibility :

4.1 CA

4.2 Subject faculties

4.3 HOD

4.4 Principal

5.0 Procedure:-

5.1 CA should prepare the arrear list of students those who have failed in more than 3 subjects in the University

Exam and it will be submitted to HOD & Principal for approval.

5.2 After the approval, CA is instructed by HOD to make a phone call to the concerned parents regarding the Parents Teachers Meeting.

5.3 CA will convey the Date, Venue & Time of the meeting to their parents.

5.4 On the day of conduction of meeting, the complete details of student academic performance and in- Disciplinary activities (if applicable) are given by CA in presence of HOD to his/her parent

5.5 HOD should counsel and motivate the student in presence of his/her parent for better performance in upcoming exams.

5.6 If needed, parents can be asked by HOD to meet the Principal through CA for further counseling.

5.7 At the end of meeting, parents are asked to register the purpose of visit in Parents Teachers meeting note maintained in the department.

Prepared by : Mr.I.Ponarul AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **PARENTS TEACHERS MEETING**

6.0 Quality Records:

6.1 Correspondence to outside (KRCT/Dept/60)

7.0 Reference:

7.1 Student portfolio (KRCT/Dept/56)

8.0 Formats:

Parents Meeting with Faculties (PMF-01)

Parents Feed Back (PFB-01)

Students Parents Communication (SPC-01)

| Prepared by   : Mr.I.Ponarul, AP/CSE | Approved by : Dr.S.Muruganandam, Principal |
| Signature   : | Signature   : |

Title:: **CLASS ADVISOR ACTIVITIES**

1.0 Purpose

    1.1   To monitor and evaluate students' academic progress.

    1.2   To motivate the students in academic and non-academic activities.

2.0 Objective

    2.1   To achieve the desired results effectively and efficiently.

    2.2   To assist students in their growth and development by constructing meaningful educational plans which are compatible with their life goals.

3.0 Responsibility

    3.1   Class Advisor

    3.2   Subject Staff

    3.3   Assistant HOD

    3.4   HOD

4.0 Definition:

    4.1   Advisor In-charge (AI)

5.0 Procedure

5.1   Distribution of Timetable, Syllabus, Name list and Logbook to the faculties of the respective class before the commencement of the classes.

5.2   Issue of Text Books and Note Books to the students.

5.3   Preparing student portfolio in the respective format.

5.4   Monitoring Forenoon and afternoon attendance every day and to maintain attendance record.

5.5   Choosing the elective subject for the third and final year syllabus and getting it approved from HOD and Principal. On approval the same has to be fed in Anna university portal.

5.6   Informing to Parents about their Ward's, if absent to the college.

5.7   Framing terminal exam timetable and circulating among subject staff and students.

5.8   Preparing terminal exam analysis and submitting the analysis report to HOD and Principal for review and approval. Analysis report to be recorded in terminal exam analysis file

5.9   Terminal exam review meeting with Principal and HOD regarding terminal exam performance of the students.

5.10 Identifying the top 25 students based on their performance in terminal exam.

Prepared by : Mr.G.Arunkumar AP/EEE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CLASS ADVISOR ACTIVITIES**

5.11 To plan and schedule activities for the identified top 25 students.

5.12 Motivate the students to participate/register in various academic and non academic events

5.13 Internal mark entry in Anna university web portal as per the web entry schedule provided by Anna university

5.14 Day-by-day schedule preparation after completion of terminal exam and monitoring accordingly, if any changes required will be intimated with the HOD approval.

5.15 Preparing University result analysis after announcement of University results and getting the same approved from HOD and Principal and same shall be recorded in University Result analysis file.

6.0 Quality Records

6.1 Advisor file(KRCT/Dept/57)

7.0 Reference

7.1 University and Internal exam result analysis file (KRCT/Dept/58 & 60)

7.2 Top 25% students activities (KRCT/Dept/ 50)

7.3 Students performance appraisal (KRCT/Dept/55)

7.4 Motivational program and psychological counseling (KRCT/Dept/47)

7.5 Students counseling (KRCT/Dept/29)

8.0 Format

Students Portfolio Book (SPB-01)

| Prepared by : Mr.G.Arunkumar, AP/EEE | Approved by :Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **ASSISTANT CLASS ADVISOR ACTIVITIES**

1.0 Purpose:

To assist the class advisor for conducting academic and non-academic activities and to take care of the students in support to class advisor.

2.0. Objectives:

2.1 To assist the class advisor activities and achieve the desired results effectively and efficiently

3.0. Definition:

3.1-Assistant Class Advisor (ACA)

4.0 Responsibility :

4.1 Class Advisor

4.2 Assistant Class Advisor

4.3 Subject Staff

4.4 Assistant Class Advisor

 4.5 HOD

5.0. Procedure:-

5.1 Conducting the concept of the day and Newspaper Reading every day, excluding during Local tests and maintaining the records in activity note

5.2 Conducting Rewind Concept, Presentation Day according to Academic Schedule and maintaining the records in activity note

5.3 Conducting the class committee meeting twice in a month and to be recorded in class committee meeting report and the report   should be submitted to Principal through HOD

5.4 Informing parents about their Ward's Academic performance through letter

5.5 Counseling students who are failed in more than three subjects along with their parents in presence of AHOD and maintaining the records in students parents counseling report

5.6 Master attendance should be prepared from ERP and get signed from the Principal through HOD before 5th of every month

5.7 Collecting university exam fees from the students and preparing fees abstract, and getting it approved from HOD, Principal and exam cell and submitting approved copy to office and exam cell.

Prepared by : Mr. G.Sathishkumar,AP/MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ASSISTANT CLASS ADVISOR ACTIVITIES**

5.8 Grade sheet distribution to the students on receipt from exam cell

5.9 Collecting Revaluation/ photocopy exam fees from the students and preparing fees abstract, and getting it approved from HOD, Principal and exam cell and submitting approved copy to office and exam cell

5.10 Leave records should be maintained and recorded in leave letter file of the students

6.0.Quality Records:

　　　　6.1 Students' attendance (KRCT/Dept/58)

7.0 Reference:

　　　　7.1 ERP (CF-17)

8.0 Format:

Class Committee Meeting (CCM-01)

Students Parents Communication (SPC-01)

Master Attendance for Students (MAS-01)

Prepared by : Mr. G.Sathishkumar AP/MECH	Approved by : Dr.S.Muruganantham, Principal
Signature :	Signature :

Title:: **HOD ACTIVITIES**

1.0 Purpose:

1.1. To initiate the policy discussions and for its implementation within the department with the Principal's concurrence.

2.0. Objectives:

2.1. To encourage the faculties in sharing their responsibility for making departmental decisionsand for its implementation.

2.2. To provide a quality and outcome based education by creating a effective teaching learning environment.

2.3. To create a dynamic and forward looking research environment for both staff and students

2.4. To create awareness about the current trends among the students and staff to build their career.

2.5. To create a glossy environment to work by including key or functional skills, retention, achievement, value added and progression.

3.0.Responsibility :

      3.1. HoD

4.0 **Definition:**

      4.1 HoD-Head of Department

      4.2 AHoD-Assistant Head of Department   .

5.0. Procedure:-

5.1. The number of faculties required based on the workload will be calculated before two months of the commencement of the semester and submit to the Principal.

5.2. For any faculty to be recruited, staff recruitment process will be done.

5.3. After recruitment subject allocation is made before one month of the commencement of the semester.

5.4. Lesson plan has to be collected from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the lesson plan format.

5.5. HoD has to verify the notes of lesson prepared by their faculty members for the allotted subjects in a week before the commencement of the classes.

5.6. Make sure that the time tables are prepared as per the guidelines given by the time table coordinator and inform the faculty members and students at least one week before the commencement of the class work and the time table will be displayed in the department notice board.

5.7. Finalizing the academic schedule before one week from the commencement of the classes and monitor the implementation of the academic schedule.

Prepared by : Dr.S.Kalavathy, Dean/ S & H	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **HOD ACTIVITIES**

5.8. Before the commencement of the academic year the five year plan for the growth of the department and institute will be prepared which will be reviewed once in a semester.

5.9. Conduct the CA meeting to ensure that the class activities are carried out as per the schedule.

5.10. DARE in the specified format will be prepared everyday and get approval from Principal at 9AM.

5.11. By collecting the daily attendance from CA, HoD will attend the standing meeting with Principal 9am every day. The attendance of students and staff along with the activities of that day will be informed in that meeting.

5.12. Skill matrix and competency matrix will be prepared for each faculty in the   department based on their subject efficiency and recommend for attending any   training programme to improve their skill and teaching learning method.

5.13. If any teaching or non teaching faculty is availing leave or OD HoD will sign in the   form after ensuring the alternate arrangement of classes or any other work allotted. The information received from the Principal and other department activities to   be carried out for that day will be communicated to staff members through circle meeting at 10.10am which will be conducted every day.

5.14. Interaction with students (Section wise) of their branch once in a week, identify the problems and find solutions in consultation with the principal.

5.15. Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.

5.16. The coordination of department activities by AHOD will be monitored by the HOD. In the absence of HOD, the AHOD will be taking care of all department activities.

5.17. Observe the dress code and discipline among students along with the support of AHOD and instruct the respective class advisors to implement as per the instructions.

5.18. Report to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipments, books & journals, maintenance etc, short comings for the development and proper functioning of the Department, during weekly meetings.

5.19. Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.

5.20. If any subject is handled by the other department faculty members, communicate to the respective HOD.

5.21. Guide the faculty members to improve their performance based on the feedback and also monitor whether they are improving.

Prepared by : Dr.S.Kalavathy, Dean/ S & H	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **HOD ACTIVITIES**

5.23   Allocate the students to the teacher counselors in the beginning of the academic year.

5.24   A review meeting will be conducted by the Principal along with HoDs and concern subject faculty within a week after completion of every internal examination.

5.25   During the review meeting the corrective action to be taken in improving the result and the necessary measures like counseling, informing the parents etc for the slow learners will be discussed

5.26   Counsel the students who are absent for the terminal test, poor performance in the test or irregular to the class work

5.27   Make the class advisors to send the progress report of the respective class with-in three days of completion of the exam.

5.28   Inform the concerned authorities of any important information of events taking place in the Department from time to time.

5.29   Form the student batches and allot the project guides as per guidelines given by the principal

5.30   Arrange special classes if necessary for the benefit of below average students.

5.31   Ensure academic discipline in the department.

5.32   Follow the guidelines / instructions given by the principal from time to time.

5.33   Maintain and update department file.

5.34   Looks after the matter related to R & D, Consultancy and Research Publications Arranges for Guest Lecture, Industrial visit, Seminars, Workshops, and conferences etc.

5.35   Responsible for mobilizing his/her Faculty Member for different research Grants.

5.36   Responsible for innovative programmes including collaboration with other institutions, Universities, industries and Standard body certification.

5.37   Responsible for preparing staff appraisal based on their performance of department various activities.

6.0.Quality Records:

    6.1. Department meeting minutes files (KRCT/Dept/25)

7.0 Reference:

7.1 All files in the department.

8.0. Formats: Daily Activity Report (DARE-01)
Objectives (OBJ-01)
Objectives Review Output (ORO-01)
Circular (CIR-01)

Prepared by : Dr.S.Kalavathy, Dean/ S & H	Approved by :Dr.S.Muruganantham, Principal
Signature :	Signature :

Title:: **A-HOD ACTIVITIES**

1.0 Purpose: 1.1 To assist the Head of the department in effective functioning of the department

2.0. Objectives: 2.1 To ensure the Student attendance and bring down the daily absenteeism to less than 2%.

2.2 To ensure discipline and proper dress code among the students.

2.3 To motivate the students to exhibit good academic, Co-curricular and Extra-Curricular performance.

2.4 To ensure 100% implementation of the college rules and regulations.

2.5 To report the Head of the department/Principal regarding the status of the Daily activities.

3.0 Responsibility :3.1 A-HOD

4.0. Definition: 4.1 HOD - Head of the Department

4.2-HOD – Assistant Head of the Department.

5.0 Procedure:-

Note: There will be 1 A-HOD per intake of 60 students. They will divide the responsibilities based on sections. (Example: A-HOD -1 will take care of all A-Sections, A-HOD - 2 for all B-Sections and A-HOD - 3 for all C- Sections of the department respectively)

5.1 Collect the student attendance from the class advisors of the respective sections and report the same to the Head of the Department before 8.50 a.m.

5.2 In the absence of the HOD, Attend the Standing meeting with Principal at 9.00 a.m. and convey the instructions given by the principal to the HOD, faculties and students respectively.

5.3 Monitor the day's plan of the department and correct the deviations if any, with the advice from the HOD.

5.4 Ensure successful conduction of any special Technical/Non-Technical events organized by the department on that day if any

5.5 Verify the Master attendance prepared by the Assistant class advisors and forward the same to HOD and Principal.

5.6 Follow the proper conduction of Internal Examinations if any and also visit the examination halls and verify the answer papers of the students.

Prepared by:Mr.A.T.Sankara Subramanian, AP/EEE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **A-HOD ACTIVITIES**

5.7 Verify the Internal / University result analysis prepared by the class advisors and forward the same to HOD and Principal.

5.8 Ensure that the review for internal assessment tests is completed within 3 days of completion of exam.

5.9 Ensure that the internal assessment marks letter is sent to the parents within one week of completion of exam.

5.10 Counsel the students based on his/her academic performance, Discipline and attendance.

5.11 Get feedback from the faculties and students periodically.

5.12 Everyday discuss the following things with the HOD before he/she conducts circle meeting,

5.7.1 Daily activity

5.7.2 Next day's plan.

5.7.3 Any specific information's to be conveyed to the faculties.

5.13 Attend the HOD's Meeting with Principal on every Wednesday at 9.30 a.m andconvey the instructions given by the principal to the faculties and students in the absence of the HOD.

5.14 In the absence of HOD, his/her responsibilities with the department/College as HOD has to be taken up by AHOD who act as HOD-incharge and daily report should be submitted to HOD and Principal at the end of the day.

6.0.Quality Records:

     6.1   Department meeting minutes files (KRCT/Dept/25)

7.0 Reference:

       7.1   Agenda of HOD's Meeting with Principal (KRCT/Dept/25)

       7.2   Advisor File (KRCT/Dept/57)

       7.3   Student Portfolio (KRCT/Dept/56)

8.0 Format:

Letter Report Format (LRF-01)

Lag of Attendance Report to Parents (LARP-01)

| Prepared by :Mr.A.T.Sankara Subramanian,AP/EEE | Approved by Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **PRINCIPAL WITH HOD MEETING**

1.0. Purpose:1.1To describe the procedure for conducting meeting by the principal with HoDs

2.0. Objectives:
 2.1 To ensure internal communication & Policy making
 2.2 To discuss the activities listed in the calendar
 2.3 To discuss the day- today problem and providing solutions
 2.4 To discuss academic progress.

3.0. Definition:
3.1 HOD- Head of the Department

4.0. Responsibility :
4.1 Principal
4.2 HODs

5.0. Procedure:-
5.1 The meeting is conducted daily at 9.30 A.M by the Principal with HoDs.
5.2 Agenda should be prepared by the Principal.
5.3 Heads, Assistant heads and Senior Staff members will attend the meeting.
5.4 Points will be discussed by the principal regarding academic schedule, availing holidays, placement, co-curricular and extracurricular activities, programmes, results, discipline and as per the agenda.
5.5 Minutes of the meeting is prepared and the note book containing the minutes is properly maintained by principal office and signed by the HoDs & Principal.

6.0 Quality Record
 6.1 Principal –HoD minutes of Meeting File (CF-03)

7.0 Reference
 7.1 Academic Calendar (KRCT/Dept/05)

8.0 Formats
 8.1Principal HOD Meeting (PHM(MOM)-01)

Prepared by : Dr.Srinvasan, Asso.Prof/English	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CONDUCT DEPARTMENT MEETING WITH HOD AND STAFF**

1.0 Purpose:

1.1   To pass the management decision top level management to the students through faculties by HOD.

2.0 Objectives:

2.1   To discuss with staffs to implement the management decision.

2.2   To give the clarity on the work to avoid communication block in all levels.

3.0 Definition:

Nil

4.0 Responsibility :

4.1   Class advisor

4.2   Assistant class advisor

4.3   Subject handling staff of all the classes

4.4   HOD

5.0   Procedure:

5.1   HOD shall prepare agenda for conducting the meeting once in an every week.

5.2   Circular pertaining to meeting time, participant details, venue and agenda will be circulated by the HOD among department staff members.

5.3   Circular shall be circulating among the participants by department attender and he/she should get sign from all participants. After getting sign, circular should be filed in internal circular file with the knowledge of HOD.

5.4   Staff are asked to give their comments or suggestion or inconvenience.

Prepared by : Mr. K.Perumal AP/CIVIL	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CONDUCT DEPARTMENT MEETING WITH HOD AND STAFF**

5.5   The feedback from the faculty members and concluded version of the agenda will be drafted in the minute's book by AHOD.

5.6   Signature of all the participants shall be obtained as a mark of consent which shall be endorsed by the HOD.

5.7   Approval shall be got from the principal in the minute's book by AHOD.

5.8   Based on the meeting minutes, follow-up action will be taken by the respective faculty.

5.9   The review of the minutes will be discussed in the next HOD-staff meeting.

6.0.Quality Records:

6.1   Circular file (KRCT/Dept/27)

6.2   Minute of meeting note (KRCT/Dept/25)

7.0 Reference:

7.1   Academic schedule (KRCT/Dept/05)

8.0 Format: NIL

Prepared by :Mr. K.Perumal AP/CIVIL	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **DAILY CIRCLE MEETING IN THE DEPARTMENT**

1.0. Purpose:

1.1 To discuss the daily activities with teaching faculties by the HOD at the evening of every working day.

2.0. Objectives:

2.1 To Convey the principal message to the department teaching faculties

2.2 To submit the daily activity report of each teaching faculty member to HOD.

2.3 To discuss/plan the next day activities of the department among teaching faculties.

3.0 Definition:

3.1 HOD – Head of the Department

3.2 AHOD – Assistant Head of the Department

4.0 Responsibility :

4.1 Department teaching faculties

4.2 AHOD

4.3 HOD

5.0 Procedure:

5.1 Preparing agenda for circle meeting by the HOD

5.2 Intimating teaching faculty members to get assembled at 5.00 p.m in the respective venue allocated in the department

5.3 Information given by the Top Management shall convey to the teaching faculty by HOD, if any faculty absent on the respective date, the agenda of the meeting will be communicated to the faculty by the AHOD.

5.4 With reference to the circle meeting agenda, meeting will be conducted by the HOD

5.5 Teaching faculty shall submit the daily activity report to the HOD during the circle meeting.

Prepared by : Mr.P.Laxmanan, AP/MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **DAILY CIRCLE MEETING IN THE DEPARTMENT**

5.6   Minutes of the circle meeting should be recorded in the circle meeting notebook with the agenda

5.7   Minutes of the meeting shall be circulated among the teaching faculties and duly signed

5.8   Minutes of meeting will be submitted to HOD and Principal for review and approval.

6.0 Quality Records:

   6.1 Circle meeting notebook

7.0 Reference: NIL

8.0 Format: NIL

Prepared by : Mr.P.Laxmanan, AP/MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **PRINCIPAL AND STAFF MEETING**

1.0. Purpose:

1.1 To communicate with the faculties about the overall development plan of the institution and their associated activities.

2.0. Objective:

2.1 To communicate and plan the important activities to be done in the college within the stipulated period.

2.2 To communicate day to day activities

3.0. Definition: Nil

4.0. Responsibility:

3.1 Principal

3.2 Heads of the Department

3.2 All Staff members

5.0 Procedure :

5.1 The meeting Agenda is prepared by the Principal

5.2 The points in the agenda are discussed by the Principal

5.3 The expectations of the Top Management are informed to the staff members of the department during the meeting.

5.4 The focus on the result, placement, staff academic development, the steps to bring the institution to a greater level will be discussed in detail

5.5 The minutes of the meeting will be recorded by the department HOD.

6.2 The meeting with the principal shall be conducted once in a month during the first week of Monday

7.0 Quality Records:

6.1Minutes of meeting file (KRCT/Dept/25)

8.0 Reference: NIL

9.0 Formats: NIL

Prepared by : Dr..S.Srinivasan,Asso.Prof/English	Approved by : Dr.S.Muruganantham, Principal
Signature :	Signature :

Title:: **VALUE ADDED COURSE (Semester wise / Academic year wise)**

1.0. Purpose:

1.1   To reinforce the skills of student in practical applications

1.2   To create awareness among the students in real time applications and forecasted technologies

1.3   To educate students beyond the syllabus.

1.4   To provide hands-on training for the students.

2.0. Objectives:

2.1   To enrich the student's skill additionally by equipping with required standard platform.

2.2   To train the students in the current engineering & technological aspects this is required for them.

3.0 Responsibility :

   3.1 ED

   3.2 Principal

   3.3 LO

   3.4 HODs

   3.5 VACC

4.0. Definition:

   4.1 VAC – Value Added Course

   4.2 VACC- Value Added Course Coordinator

   4.3 HOD – Head Of the Department

   4.4 ED – Executive Director

   4.5 LO-Liaison Officer

5.0. Procedure:-

5.1 Include the tentative date of conduction of VAC in the academic schedule.

5.2 The VAC is selected according to the requirement of the students in the departments based on the need of current technology

5.3 Resource persons from various premises are asked to take a demo class to the students for one hour on the identified course.

5.4   VACC has to collect the feedback at the end of each demo classes from the students.

5.5   Based on the students' feedback, the resource person will be selected.

5.6   A proposal including date, time, venue, resource persons and budget for VAC is prepared by the department VACC. Further, it will be sent through HOD to the Principal and ED for approva

Prepared by : Mr.L.Nagarajan, AP/EEE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **VALUE ADDED COURSE (Semester wise / Academic wise)**

5.7   The course willingness will be collected from the students by VACC.

5.8   Based on the willingness of the students, a list is prepared and it will be forwarded to Principal for approval through HoD.

5.9   Fees is collected by the VACC from the students and remitted in the office on time.

5.10   VACC has to maintain the attendance of the students during VAC.

5.11   At the end of the course, written feedback will be collected from all the students by VACC.

5.12   The student's feedback shall be analyzed and analysis report shall be given to the HOD's by the VACC.

5.13   The HOD's shall discuss the analysis report with the Principal and initiates necessary corrective actions.

5.14   Remuneration for the resource person will be given on the last day of the course.

5.15   Certificates for the students will be issued by the institute of the resource person within a week.

6.0. Quality Records:

6.1   Value added courses (KRCT/Dept/45)

7.0. Reference:

  7.1 Academic Schedule (KRCT/Dept/05)

8.0. Formats:

8.1 Value added Course Proposal (VACP-01)

8.2 Feedback form about Value Added Course from the Students (FVACS-01)

Prepared by : Mr.L.Nagarajan, AP/EEE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **BRIDGE COURSE FOR FIRST YEAR**

1.0 Purpose: 1.1To bridge the gap between school education and engineering education.

2.0 Objectives:
2.1 To provide adequate time for the transition from school to engineering courses.
2.2 Active learning with the help of other students
2.3 The students will be equipped with knowledge and confidence which take them to meet bigger challenges.
2.4 Revising basic subjects will help the students to study their core subjects in engineering with ease.

3.0 Responsibility :
  3.1 Principal
  3.2 Dean/HoDs
  3.3 Time Table coordinator
  3.4 Teaching Staff

4.0 Definition:
  4.1 HOD- Head of Department
  4.2 TTC- Time Table coordinator

5.0. Procedure:-
5.1 Based on the Anna University Syllabus, the Bridge Course content will be prepared by the concern faculty and get approval from the Principal through Heads of respective Departments, Dean and Coordinator of Science and Humanities.
5.2 Schedule for conduction of class will be prepared by TTC.
5.3 The approved copy of the Bridge Course schedule is circulated to all the staff members for reference.
5.4 10 – 15 days are allotted for conducting the Bridge Course for all the classes before the commencement of regular classes.
5.5 Classes will be taken as per the schedule.
5.6 Attendance will be maintained on all days during the course.
5.7 Test will be conducted on all subjects and evaluation will be done by the staff members.
5.8 At the end of the Bridge Course, Feedback will be collected from all the students for further improvement.
5.9 The students feedback shall be analyzed and analysis report shall be given to the HOD's by the Bridge Course Coordinator
5.10 The HOD's shall discuss the analysis report with the Principal and initiates necessary corrective actions.

Prepared by: Dr.R.Vijayalakshmi,AP/ENGLISH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **BRIDGE COURSE FOR FIRST YEAR**

6.0.Quality Records:

   6.1 Bridge course details (KRCT/Dept/40)

7.0 Reference:

   7.1 Syllabus. (KRCT/Dept/06)

8.0 Formats:

8.1 Bridge Course Feedback (BCF-01)

Prepared by : Dr.R.Vijayalakshmi, AP/ENGLISH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENT FEEDBACK COLLECTION AND ANALYSIS**

1.0 Purpose:

1.1 To understand the areas in which the staff members are doing well and what they can do to improve themselves.

2.0 Objectives:

2.1 To understand what is expected from the students.

2.2 To get the information from the students and use the same for shaping the staff members teaching methodology.

2.3 To provide students with the opportunity to comment on the quality of their learning experiences.

3.0 Definition:

  3.1 HOD-Head of the Department

4.0 Responsibility :

4.1 Staff-in-charge of the Department

4.2 Class Advisors

4.3 Head of the department/Dean

5.0. Procedure:-

5.1 Overall ERP software -in-charge will schedule student feedback in ERP and will send a circular to all HODs/Dean to complete online feedback.

5.2 HOD/Dean will inform their class advisors about the online student feedback in ERP.

5.3 Class advisor will communicate the students to enter the online feedback & will make arrangements if needed.

5.4 Class advisor will inform the students to complete the online feedback within the specified days.

5.5 Once it is completed, Class advisor will download the student feedback report from the ERP and will submit to the HOD/Dean for further action.

5.6 HOD/Dean will collect the feedback from the students once in a month.

5.7 Class committee meeting will be conducted by the class committee chairperson once in two weeks and He/ She will get the feedback about the subject staff members, Lab-in-charges Class advisor and general issues.HOD/Dean will take necessary actions based on the collected feedbacks after the analysis with the approval of Principal for the further improvement.

6.0. Quality Records:

6.1 Student feedback file (KRCT/Dept/30)

6.2 Class committee meeting file/Note (KRCT/Dept/ 26)

7.0. Reference: 7.1 Timetable (KRCT/Dept/11)

7.2 College academic calendar and department academic calendar (KRCT/Dept/05)

8.0. Formats: SFB-01-Students Fed Back

Prepared by : Mr.L.Aruldoss, AP/English	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **UNIVERSITY EXAMCELL ACTIVITIES**

1.0. Purpose:
   1.1 To conduct all the examinations in a fair and systematic manner.
2.0. Objectives:
   2.1 To conduct the exams fairly and as per the AU norms.
3.0. Definition:
   3.1. AU-Anna University
   3.2. CoE-Controller of Examinations
   3.3. ZC-Zonal Coordinator
   3.4. CS-Chief Superintendent
   3.5. AUR-Anna University Representative
   3.6. ECC-Exam Cell Coordinator
   3.7. HoD-Head of Department
   3.8. CA-Class Advisor
   3.9. ZO-Zonal Office
   3.10. DD-Demand Draft
   3.11. QP-Question Paper
   3.12. LO-Liaison Officer

4.0 Responsibility :
   4.1 Principal / Chief Superintendent
   4.2 ECC
   4.3 HOD
   4.4 CA
5.0 Procedure :
5.1.   AU releases the tentative academic schedule for affiliated institutions to conduct the theory& practical classes within the stipulated duration and the same is forwarded to all HOD's through Principal.
5.2.   For Lower (I) Semester
5.2.1.   Every academic year AU releases the circular to upload the student profile in the Anna University web portal those who joined in our college in the first semester.
5.2.2.   After creating the student profile in the AU web portal, the registration preview is to be given to the students for verification and get signed. If there is any correction in their profile that will be corrected in the web portal in the presence of the particular candidate.
5.2.3.   ECC will prepare the circular and get approval from Principal and circulate among the first year students to pay their examinations fees to their class advisors and they pay the collected fees in college office.

Prepared by : Mr.K.Saravanan, AP/ MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **UNIVERSITY EXAM CELL ACTIVITIES**

5.2.4   ECC collect the denomination form from each class advisors and consolidate and verify with fees abstract which is generated in the AU web portal.

5.2.5   ECC collect the DD from the college office with the approval of Principal and LO.

5.2.6   The collected DD and the registration forms will be sent to AU through courier.

5.3   AU releases the internal assessment schedule for all the semesters and the same is circulated among all HOD/Dean through ECC. (refer 5.6.12)

5.4   For Higher (II-VIII) Semesters:

5.4.1   For lateral entry/ Transfer/ Re-admitted students profiles are uploaded in the web portal by their concern class advisors, the fees will be collected by the class advisors and pay in the college office.

5.4.2   ECC collect the DD from the college office with the approval of Principal and LO.

5.4.3   The collected DD and the registration forms will be sent to AU through courier.

5.4.4   ECC will circulate the circular among the entire HOD to collect their department students elective subjects willingness and the same is get approved from Principal, entered in the web portal.

5.4.5   In the second month of every semester in the AU releases the results of the previous semester examinations through portal and the softcopy of the same will be forwarded to each department through mail for their reference.

5.4.6   ECC will release the circular for applying photocopy with the approval of Principal, to all departments.

5.4.7   CA will collect photocopy fees from the applied students those who are having grievances in their published results and prepare the photocopy abstract.

5.4.8   ECC apply for the photocopy in AU web portal and the photocopy applications is generated and sent to the CA their mail.

5.4.9   ECC collect the denomination form from each class advisors and consolidate and verify with fees abstract which is generated in the AU web portal.

5.4.10   ECC collect the DD from the college office with the approval of Principal and LO.

5.4.11   The collected DD and the photocopy forms will be sent to AU through courier.

5.4.12   AU will sent the student answer booklet photocopies for which they have applied to the Principal through the Zonal Office.ECC will receive the same and verify with the abstract. If there any deviations in the photocopies, that can be updated in the web portal for further action.

Prepared by : Mr.K.Saravanan, AP/ MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **UNIVERSITY EXAM CELL ACTIVITIES**

5.4.13 The photocopies are separated department wise and issued to students through their class advisor and get evaluated from the concern faculty members, if the faculty member recommended applying for revaluation they can apply through their CA.

5.4.14 ECC will release the circular for applying revaluation with the approval of Principal, to all departments.

5.4.15 CA will collect revaluation fees from the students those who are applying for revaluation and prepare the revaluation abstract.

5.4.16 ECC apply for the revaluation in AU web portal and the revaluation applications are generated and sent to the CA their mail.

5.4.17 ECC collect the denomination form from each class advisors and consolidate and verify with fees abstract which is generated in the AU web portal.

5.4.18 ECC collect the DD from the college office with the approval of Principal and LO.

5.4.19 The collected DD and the revaluation forms will be sent to AU through courier.

5.4.20 After publication of revaluation results in web portal, the same will be forwarded to all departments for further action. If there are any grievances in the published revaluation results, students are allowed to apply for review by contacting the ECC directly with DD in person.

5.5 Conduction of University Practical examination

5.5.1 ZO will allot the slot for our institution for conducting university practical and project viva-voce.

5.5.2 ECC will forward the lab slot to all HoD and Dean.

5.5.3 HoD / Dean should prepare the lab panel that comprises the date, session, student count, internal examiner and same will be uploaded in the web portal.

5.5.4 ZO will send the list of external examiners for home college and reporting college to conduct the university practical examination and viva-voce two days before the commencement of university practical examinations and project viva-voce.

5.5.5 ZO will send the practical examination paper and confidential cover which is used to send mark statement to AU after completion of practical examinations to EC for smooth conduction of the practical examination.

5.5.6 ECC the will consolidate the numbers of practical examinations conducted per day and prepare the requirement of refreshment, breakfast and lunch accordingly, get approval from Principal and the same is forwarded to mess for arrangement.

5.5.7 ECC will forward the external examiner list appointed for the practical examinations to HOD and ask their department internal faculty members to confirm their appointment before the practical examination.

5.5.8 If any external declined the duty, the information should be conveyed to EC in advance so that ECC will approach the ZO regarding the external replacement for the particular lab.

Prepared by : Mr.K.Saravanan, AP/ MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **UNIVERSITY EXAM CELL ACTIVITIES**

5.5.9 If our faculty declined their external examiner duty with the valid reason, the information should be conveyed to EC in prior so that ECC will inform to ZO and alteration will be made accordingly If our faculty declined their external examiner duty with the valid reason, the information should be conveyed to EC in prior so that ECC will inform to ZO and alteration will be made accordingly.

5.5.10 Principal will conduct the meeting with internal examiner to conduct the university practical examination as per the norms.

5.5.11 ECC will ensure that the practical examinations are conducted as per AU norms.

5.5.12 During the university practical examination, squad members through ZO will inspect the conduction of practical examination.

5.5.13 After completion of particular lab, both internal and external examiners will come to EC and upload the practical marks in the practical web portal.

5.5.14 The entered practical mark statement will be downloaded from web portal and it should be signed by both internal and external with date.

5.5.15 The answer booklets and mark statement will be safely sealed in the confidential cover in the presence of both internal and external examiners.

5.5.16 If any student indulged in malpractice, will be booked under malpractice and proforma 7 should be filled in by the concern student, squad / internal, external examiner and Principal.

5.5.17 The malpractice student's answer booklet, photo copy of his / her attendance and proforma 7 with the material used for malpractice should be sent to AU.

5.6 Conduction of theory examination

5.6.1 AU releases the theory examination time table a month before the commencement of theory examination.

5.6.2 ECA has to prepare the day wise examination time table with the student strength for each subject.

5.6.3 ECC has to pre-determine the number of halls, number of internal examiners and external examiners required for each day of examination.

5.6.4 As per the requirement of external examiners for each day of invigilation, ECC will send a request to various colleges which come under the respective zone atleast one week before the commencement of examination.

5.6.5 As per the requirement of internal examiners for each day, ECC will allocate the duties to our college faculties with the concurrence of respective HODs with the approval of Principal.

5.6.6 As per the requirement given by the various colleges which come under our zone, ECC will allocate the duties to our college faculties as external examiner with the concurrence of respective HODs with the approval of Principal.

5.6.7 As per the requirement of invigilators for each day of exam, ECC will prepare a letter for refreshment and lunch and get approval from Principal and the same is forwarded to mess for arrangement.

| Prepared by : Mr.K.Saravanan, AP/ MECH | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **UNIVERSITY EXAM CELL ACTIVITIES**

5.6.8 AU will send the answer booklets, APOC, APBC, drawing sheets, attendance certificates, proforma 5 and warning sheet to our college through ZO two weeks before the commencement of examination.

5.6.9 ECA will verify the answer booklets with the help of non-teaching faculties and stock report to be maintained in such a way that if there is any deviation and damages, it should be informed to ZO through ECC.

5.6.10 AU will send the request through web portal for unregistering the students for valid reasons.

5.6.11 ECC will unregister the students as per the norms and also upload the discontinued student under profoma II.

5.6.12 After uploading the internal assessment entries for all the slots allotted by AU to be done by CAs of each class, profoma I to proforma VI and registration preview will be generated in web portal.

5.6.13 CA has to get the registration preview from EC and it will be verified by the respective students and it is to be forwarded to EC.

5.6.14 CA will collect exam fees from all the students as per their registration preview and it will be deposited in the college office with the abstract which is approved by CA, ECC, cashier and Principal.

5.6.15 ECC collect the denomination form from each class advisors and consolidate and verify with fees abstract which is generated in the AU web portal.

5.6.16 ECC will collect the DD from the college office with the approval of Principal and LO.

5.6.17 The collected DD and the registration forms will be sent to AU through courier.

5.6.18 Hall tickets will be generated in web portal and is to be downloaded and printed by ECC and it should be distributed to CA.

5.6.19 Attendance sheets and subject wise registration for day wise theory examination will be generated in the web portal 3 days before the respective slots assigned by AU.

5.6.20 According to the subject wise registration, the hall plan will be prepared by ECA and is verified by ECC at least a day before the examination.

5.6.21 In accordance to the hall plan the respective number of answer booklets will be placed with a copy of hall plan.

5.6.22 The subject wise registration reports should be pasted on the APBC, APOC as per the norms with the help of ECA.

5.6.23 ECA will write the details in the opening certificate of session wise package of QP, proforma 2, 3 and 5, 6, 7 before the day of examination.

5.6.24 ECA will write the details (section-C) of respective date of examination on the blackboard.

| Prepared by : Mr.K.Saravanan, AP/ MECH | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **UNIVERSITY EXAM CELL ACTIVITIES**

5.6.25 ZO will send the AUR order copy to home and reporting college through mail 2 days before the commencement of examination. ECC will confirm the AUR allotted for reporting college through phone call.

5.6.26 If any AUR declined the duty, the information should be conveyed to ZO immediately. ZO will send the reply through mail with alternative AUR for the slot allotted.

5.6.27 A week before the commencement of examination, ECC will pre-determine the Number of Hall required for conducting the examinations and with the help of non-teaching faculties from each department, the examination halls will be arranged as per the AU norms.

5.6.28 After the hall arrangement is over, ECC will arrange the painters with the concurrence of principal for painting the writing desk to hide the unwanted scribbles over the desk.

5.6.29 ECC will ask the non teaching faculties to check each writing and sitting desk which are all in the examination hall for removing unwanted materials available and also ask them to write the serial number on the each desk as per the hall plan.

5.6.30 ECC will ensure that the notice board, warning board are placed in the right place.

5.6.31 ECA will collect all the exam halls' key and each hall's notice board key a day before the commencement of examination from office.

5.6.32 ECA will confirm the internal and external examiners those who are coming for the next day of exam through phone call.

5.6.33 ECA will write the required details of invigilators to be filled in by internal and external examiners in the invigilators register.

5.6.34 ECC will verify the hall plan with reference to the attendance sheet and will prepare the question paper count for individual halls by referring the hall plan.

5.6.35 On the day of examination ECC should ensure that arrangements for conducting examinations are done.

5.6.36 ZO will send the QP of every day of examination around 9.30 AM through Chief AUR and QP will be collected by ECC/ any teaching faculty who is working in exam cell.

5.6.37 AUR will arrive before 9.30am of every day of examination.

5.6.38 ECC & ECA will get the sign from invigilators in the duty register and proforma-7.

5.6.39 After arriving all the invigilators, chief superintendent and AUR opening certificate of QP package will be signed by all and the QP will be QP bundle will be opened; QP cover will be signed by invigilators, CS and AUR, before the commencement of both sessions.

5.4.1 After getting signed QP covers will be opened in front of the invigilators, AUR and CS. The QPs will be counted by ECC and keep it in the pouch file for the respective halls as per the hall plan.

Prepared by :	Approved by : Dr.S.Muruganandam, Principal
Mr.K.Saravanan, AP / MECH	
Signature :	Signature :

Title:: **UNIVERSITY EXAM CELL ACTIVITIES**

5.4.2 CS will give instructions to the invigilators for conducting examinations and ask them to go to their respective halls at 9.50 AM in forenoon & 1.50PM in the afternoon session.

5.4.3 ECC will distribute the pouch file to the concern halls by 9.55am in forenoon and 1.55pm in afternoon session, and instruct the HS to distribute the question papers.

5.4.4 Within half-an hour attendance sheet will be distributed and collected back to exam cell enter in the web portal for dispatching the covers, and the report generated from the portal and get signed from AUR and CS.

5.4.5 After the exam completion of three hours HS will collect the exam papers and return back to EC, ECC and all EC members collect the papers and verify the packed them.

5.4.6 At the end of the day Chief AUR will come and collect the answer bundles along with the opening certificates, dispatch report from ECC.

5.4.7 If any student indulged in malpractice, he/she booked by ECC and the same information is passed on through ZO and concerned answer paper is packed separately and send to COE with letter from CS through courier.

5.4.8 Everyday remuneration for the HS will be collected from the college office and issued to HS with attendance certificates.

5.4.9 After the completion of university theory examinations attendance sheets will be sent to AU.

5.4.10 After the completion of entire examination process, the accounts will be settled to AU in the prescribed format given by them.

6.0.Quality Records:

6.1 AU-Time-Table File (KRCT/AUEC/01)

6.2 Practical Pro-forma-7 (Mal-Practice) File (KRCT/AUEC/02)

6.3 Practical Remuneration Claim File (KRCT/AUEC/03)

6.4 Pro-Forma (I-VII) File (KRCT/AUEC/04)

6.5 Stock Register (Theory & practical) (KRCT/AUEC/05)

6.6 Attendance File (Theory & practical) (KRCT/AUEC/06)

6.7 Zonal -IN File (KRCT/AUEC/07)

6.8 Zonal –OUT File (KRCT/AUEC/08)

6.9 Faculty-Duty File (KRCT/AUEC/09)

6.10 Accounts File (KRCT/AUEC/10)

6.11 University theory & lab panel (64)

6.12 College & university rank (66)

7.0 Reference:

7.1 Examination Conduction Rules Book

7.2 Instructions to Chief-Superintendent Manual

7.3 Web-Portal Manual

7.4 Instructions to AUR Manual

Prepared by : Mr.K.Saravanan,AP/ MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **UNIVERSITY EXAM CELL ACTIVITIES**

8.0 Formats:

University Examination Fees Abstract (UG-I Sem) (UUE-01)

University Examination Fees Abstract (UG-I Sem) (UUE-02)

University Examination Fees Abstract (UG-I Sem) (UUE-03)

University Examination Fees Abstract (PG-I Sem) (PUE-01)

University Examination Fees Abstract(PG-II & III Sem) (PUE-02)

University Examination Fees Abstract(PG-IV Sem) (PUE-03)

University Result Analysis (URA-01)

Photocopy Fees Abstract (UER-01)

Revaluation Fees Abstract (UER-02)

Exam schedule for University Examination (ESUE-01)

Prepared by : Mr.K.Saravanan, AP/ MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **MAINTENANCE OF UNIVERSITY RESULT ANALYSIS**

1.0. Purpose: 1.1To identify the area of improvement for better performance in future.

2.0. Objectives:
>   2.1 To find out the academic performance of the students and staff.
>   2.2 To categorize the students based on performance for providing skill updation.
>   2.3 To motivate and assigned special care for slow learners.

3.0. Definition:
>   3.1 CA- Class Advisor
>   3.2 HOD- Head Of the Department
>   3.4 ECC – Exam Cell Coordinator

5.0 **Responsibility :**
>   4.1 Class Advisors
>   4.2 HOD & AHOD's
>   4.3 Principal

5.0. Procedure:-

5.1   After publishing the university result the ECC send the individual dept result PDF to their respective department mail ID.

5.2   The CA collect the PDF from their department mail ID and prepare the one page report for their class which contains number of students attended, passed, failed subject incharge name and pass percentage of each subject.

5.3   The prepared report gets approved from principal through HOD.

5.4   The approved report has to be submitted to the Exam cell for the preparation of students and staff performance appraisal and to prepare the Review analysis for each class by the CA.

5.5   Review analysis comprises of

5.5.1 Range Analysis – To identify the number of students who got S, A, B, C, D and E grades in each subject.

5.5.2 Mark Analysis – It has students grade and CGPA ranking.

5.5.3 Over all Toppers – Those who are getting highest mark in class.
>   ➢ Subject Toppers - Those who are getting highest mark in individual subjects

5.6   Failures list – to prepare this list for motivating the students

5.7   The prepared detail has been forwarded for approval to the HOD and Principal.

5.8 After approval the report has been updated in concern batch University result analysis file for future reference.

Prepared by : Ms.Karthigadevi, AP/ECE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **MAINTENANCE OF UNIVERSITY RESULT ANALYSIS**

6.0. Quality Records: University Result Analysis file (KRCT/Dept/ 65)

7.0. Reference: NIL

8.0. Formats:
University Result Analysis (URA-01)

Prepared by : Ms.Karthigadevi, AP /ECE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **DEPATRMENT ASSOCIATION ACTIVITIES**

1.0 PURPOSE

1.1   To Encourage Scientific Spirit by Spreading Scientific Knowledge among the students and faculties.

2.0   OBJECTIVE

2.1   To enhance knowledge of the students from the resource person of the respective department

2.2   To develop the skills of the students

2.3   Encourage a close knit interpersonal relationship among the members.

2.4   To provide a platform for the students to get exposed towards departmental technical areas through the experts.

2.5   To bridge the gap between theoretical and practical/field knowledge.

2.6   Promoting the interests of students in various technical areas of engineering

2.7   Interacting with other technical societies, within and outside the institution to promote flow of knowledge and interest.

2.8   Providing a platform for interaction between faculty and the students and especially with the seniors and the juniors in the department.

2.9   To promote the interaction between academia and industry.

2.10   To encourage novel ideas by means of special projects.

3.0   RESPONSIBILITY

3.1   Association co-ordinator

3.2   Student Association Bearers

3.3   Student Association members

3.4   HOD

3.5   Principal

3.6   Administrative Officer

4.0 DEFINITION

4.1   Department Association (DA)

5.0   PROCEDURE

5.1   Scheduling association activities in the academic schedule of the college.

5.2   Identifying the Student Association bearers.

Preparing and forwarding budget pertaining to association inauguration to Principal and to Executive director for confirmation and approval.

Prepared by : Mr.G.Arunkumar,AP/EEE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **DEPARMENT ASSOCIATION ACTIVITIES**

5.4   Identifying chief guest for association inauguration.

5.5   Inviting the chief guest, the Principal, Hods and faculty members for the association inauguration.

5.6   Conduct inauguration as per academic schedule.

5.7   The following association activities shall include in the academic schedule, which are

5.7.1 Workshops

5.7.2 Technical Symposium

5.7.3 Value added courses

5.7.4 Seminars

5.7.5 Guest lectures

5.7.6 Intra departmental contests

5.7.7 Project Expo

5.7.8 National Conference / International Conference

5.8   Organizing valedictory function and releasing souvenir during even semester.

5.9   Preparing valedictory report pertaining to the association activities at the end of even semester and same shall be submitted for approval to HOD.

5.10 Valedictory report shall be recorded in association file.

6.0 QUALITY RECORDS

6.1   Association file (KRCT/Dept/70)

7.0   REFERENCE

7.1   Academic Schedule (KRCT/Dept/05)

7.2   Approved budget (KRCT/Dept/21)

8.0   FORMAT

8. 1 Events / Department Association Function Approval letter format (EDAAL-01)

8.2 Events / Department Association Function Budget Format (EDAB-01)

8.3 Events / Department Association Function Committee List Format (EDACL-01)

8.4 Events / Department Association Function Budget Format (EDAR-01)

8.5 Events / Department Association Function Agenda format (EDAA-01)

8.Events / Department Association Function Feedback from participants Format 6 (EDAFP-01)

8.7 Events / Department Association Function Feedback from guest Format (EDAFG-01)

8.8Events / Department Association Function Bill Settlement Format (EDABS-01)

| Prepared by : G.Arunkumar, AP/MCH | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **CONFERENCE/SEMINAR/SYMPOSIUM/WORKSHOP ORGANIZED BY DEPARTMENT**

1.0. Purpose: To describe the procedure for organizing Technical events

2.0. Objectives: To organize the technical activities such as conference, seminar, symposium and workshop in an efficient way.

3.0. Definition:

3.1 RP – Resource Person

3.2 ED – Executive Director

3.3 HOD – Head of Department

4.0 Responsibility : 4.1 Principal

4.2 HOD

4.3 ED

4.4 Head of Finance

4.5 Faculty In charge

5.0. Procedure:-

5.1 HOD shall plan the above technical activities and schedule the dates based on the Academic Schedule.

5.2 Identify the topics for seminar and workshop as well as events for conference and symposium.

5.3 Identify the RP based on the topics for seminar and workshop.

5.4 Identify the Guest, Review peers and technical event coordinators for the technical activities of conference and symposium.

5.5 Get the approval from the RP and confirm the date via mail.

5.6 Faculty in charge has to get approval of budget from ED at least 3 weeks before the day of the event.

5.7 Identification of committee members and preparation of committee list as to be completed by Faculty in charge.

5.8 Faculty in charge need to get approval from HoD and principal and committee members has to be informed about their role and responsibility.

5.9 Faculty in charge has to prepare brochure for the specific technical event and need to get approval from Branding team.

5.10 Brochure should send to other colleges and universities through our website and other technical events supportive sites.

5.11 Enable the online registration and online payment through our website.

5.12 Do follow up of the online registered candidates such as confirmation, review report etc.,

5.13 Forward the letter to finance section for getting the advance amount.

Prepared by : Mrs.T.Vetriselvi, AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CONFERENCE/SEMINAR/SYMPOSIUM/WORKSHOP ORGANIZED BY DEPARTMENT**

5.14 Conduct the meeting with HoD for the event coordinators who was identified in the committee list to discuss about the agenda

5.15 On the day of the event, the technical activities are conducted and accolade the deserved participants.

5.16 Collect the feedback from the participants to improve the quality of the future technical activities.

5.17 Fill the amount settlement form and submit it to the finance section and maintain record with all the related papers.

6.0. Quality Records:

6.1 Guest lectures, seminars, workshops, faculty development training programmes -organized (KRCT/Dept/68)

7.0. Reference: 7.1 Academic schedule (KRCT/Dept/05)

7.2 Symposium and national conferences (KRCT/Dept/71)

7.3 Intra & inter departmental technical and non-technical activities (KRCT/Dept/69)

8.0. Formats:

Organized events registration (OER-01)

Organized events feedback (OEF-01)

Organized events bill settlement (OEBS-01)

Expensive claim Form (ECF-01)

Prepared by : Mrs.T.Vetriselvi, AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENTS PROJECT SUBMISSION PROCESS**

1.0 Purpose:

1.1 To motivate the students to carry out innovative real time projects and enhance their technical knowledge in their respective domain for gaining practical exposure.

2.0. Objectives:

2.1 To provide the student with a valuable opportunity to expose the student's research interest

2.2 To aid the student with to apply their concept in real-time implementation and social needs

2.3 To encourage the student for conference and journal publications

3.0. Definition:

3.1 CA-Class Advisor

3.2 HOD-Head of the Department

3.3 PPT-Power point presentation

3.4 SPC-Student Project Coordinator

4.0 Responsibility :

4.1 Student Project Coordinator

4.2 CA

4.3 Supervisor/Project guide

4.4 HOD

5.0. Procedure:-

5.1 At the end of the 7th semester, final year students are listed into various batches and batch list will be prepared by SPC based on student interested field.

5.2 Supervisor will be assigned by the HOD/Project coordinator based on the staff specialization.

5.3 For the prepared batch list with internal supervisor approval from principal will be taken through HOD.

5.4 Students are asked to submit their project proposal along with abstract for confirmation of project Title: by the SPC.

5.5 The schedule for zeroth review will be prepared by SPC and conformation for project Title: will be given based on their presentation.

5.6 Supervisor should monitor the progress of the student's project work once in week.

5.7 Based on the progress of the work the number of review has been planned and scheduled to monitor the status of completion.

| Prepared by : Mrs.T.Vetriselvi, AP/CSE | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **STUDENTS PROJECT SUBMISSION PROCESS**

5.8 Before each Review, supervisor has to verify the hard copy of PPT to ensure the quality of content and verify the knowledge of work done by all students in the respective batches.

5.9 In review meeting students will present their project in presence of review committee headed by SPC.

5.10 Based on their performance marks will be awarded by supervisor and it will be entered in score sheet.

5.11 The document for the work completed has to be submitted to the supervisor for verification and the same has to be brought at the time of presentation.

5.12 Mock review will be conducted with the support of external examiner to ensure the technical quality.

5.13 Final project has to be submitted as per the Anna University format and get bonafide by the concern supervisor and HOD.

5.14 University viva-voce has to be scheduled and conducted for the completion of student's course.

6.0.Quality Records:
6. 1 Main project (KRCT/Dept/23)
6.2 Mini projects (KRCT/Dept/28)
6.3 List of projects works carried out (KRCT/Dept/24)

7.0 Reference:
7.1 Academic Schedule (KRCT/Dept/05)
7.2 Students name list (KRCT/Dept/04)

8.0 Formats:
8.1 Students project batch list (SPBL-01)
8.2 Students project review schedule (SPSS-01)
8.3 Students project score sheet (SPRS-01)

| Prepared by : Mrs.T.Vetriselvi, AP/CSE | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **INDUSTRY INSTITUTION INTERACTION CELL**

1.0 PURPOSE

1.1 To describe the procedure for Industry Institution Interaction cell activities.

2.0   OBJECTIVE

2.1   The institute and its experts to contribute in technical discussion and decision-making, and the industry - institute together with interested parties on the expertise-related needs of the future.

2.2   The institute to function in consistent, goal-oriented with its considered interested parties.

2.3   To generate sufficient facilities for updating knowledge of professional engineers and technologists.

2.4   To organize the research and developmental activities.

2.5   To develop educational programmes which are reliable with the broad desires of the industry.

3.0   RESPONSIBILITY

3.1   Placement officer

3.2   Research Co-ordinator

3.3   Association Co-ordinator

3.4   HOD

3.5   Principal

3.6   Administrative officer

3.7   Liaison officer

4.0   DEFINITION

4.1   Industry Institution Interaction (III)

5.0   PROCEDURE

5.1   The Industry Institute Interaction cell interacts with industry regarding institute industry collaboration.

5.2   The placement officer and the research coordinator of the Institution acts as a bridge between the industry and institute.

5.3   Signing MOUs with Industry pertaining to assisting in modernization, extension of laboratory facilities and consultancy.

5.4   Detailed academic schedule is prepared with the guest lecture, seminars, workshops provided by the industrial persons.

5.5   With Institution encouragement, Faculty to take consultancy and R&D assignments within institution / with other institutions or industries, appropriate to the faculty's competence.

Prepared by : Dr. B. Suresh Kumar, Asso Prof/MECH	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **INDUSTRY INSTITUTION INTERACTION CELL**

5.6 Major areas of expertise are advertised through department homepage in the Insitution website, newsletter and also through technical events or programmes, customized e-mails and public awareness talks.

5.7 Faculty members are always encouraged to work with the available equipment without any limitation for consultancy and research work.

5.8 Motivating to attend conferences and seminars/ symposiums - Permissible activities which includes, professional society membership, attending national and international conferences, procurement of journals. Faculty members are given incentives in this context.

5.9 Establishing / continuing connection between faculty in the Institute, representatives from the Industries and from organizations involved in the help of industrial development in the area through organizing regular meetings for shared benefits, to both the systems (i.e) Industry and Institute.

5.10 The Institution to invite eminent industry person for seminars/guest lecture, workshops and hands on trainings, to share knowledge and to interact with faculty member's staff and students.

5.11 Identifying and preparing / updating these lists of top executives and technologists from various Industries / establishments in the region and working out a system for inviting them to address the faculty and students.

5.12 Detailed academic schedule is prepared with the guest lecture, seminars, workshops provided by the industrial persons.

5.13 With Institution encouragement, Faculty to take consultancy and R&D assignments within institution / with other institutions or industries, appropriate to the faculty's competence.

5.14 Major areas of expertise are advertised through department homepage in the institution website, newsletter and also through technical events or programmes, customized e-mails and public awareness talks.

5.15 Faculty members are always encouraged to work with the available equipment without any limitation for consultancy and research work.

5.16 Motivating to attend conferences and seminars/ symposiums - Permissible activities which includes, professional society membership, attending national and international conferences, procurement of journals. Faculty members are given incentives in this context.

| Prepared by : Dr. B. Suresh Kumar, Asso.Prof/MECH | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **INDUSTRY INSTITUTION INTERACTION CELL**

5.17 Establishing / continuing connection between faculty in the Institute, representatives from the Industries and from organizations involved in the help of industrial development in the area through organizing regular meetings for shared benefits, to both the systems (i.e) Industry and Institute.

5.18 The Institution to invite eminent industry person for seminars/guest lecture, workshops and hands on trainings, to share knowledge and to interact with faculty member's staff and students.

5.19 Identifying and preparing / updating these lists of top executives and technologists from various Industries / establishments in the region and working out a system for inviting them to address the faculty and students.

5.20 Preparing / updating a comprehensive directory of technical experts in different fields of expertise and forging continuing links with them, through various means of involvement like talks, guest lectures, research collaboration, student's project guidance, and seminars.

5.21 The Industry Institute Interaction helps in forming a strong foundation for the development of the institution in all aspects. The following initiatives are taken for maintaining a good relationship with the industry.

- Industrial visits
- In-plant training / Internship training
- Guest lectures by industry experts
- Projects and Consultancy work

5.22 Detailed academic schedule is prepared with the guest lecture, seminars, workshops provided by the industrial persons.

5.23 With Institution encouragement, Faculty to take consultancy and R&D assignments within institution / with other institutions or industries, appropriate to the faculty's competence.

5.24 Major areas of expertise are advertised through department homepage in the Insitution website, newsletter and also through technical events or programmes, customized e-mails and public awareness talks.

5.25 Faculty members are always encouraged to work with the available equipment without any limitation for consultancy and research work.

.26 Motivating to attend conferences and seminars/ symposiums - Permissible activities which includes, professional society membership, attending national and international conferences, procurement of journals. Faculty members are given incentives in this context.

| Prepared by: Dr. B. Suresh Kumar, sso.Prof/MECH | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **INDUSTRY INSTITUTION INTERACTION CELL**

Research facility developed for Institute Industry Interaction

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              ┌────────────────────────────────┐
              │   Research facility for Industry │
              │     Institute Interaction        │
              └────────────────────────────────┘
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| Civil | CSE | ECE | EEE | Mech | S & H |

NDT laboratory — Civil

Oracle lab — CSE

NI, INTEL & E-Yantra — ECE

Power electronics — EEE

3D Printing, TIG &MIG, PTC Lab,automobilelab — Mech

Research forum lab — S & H
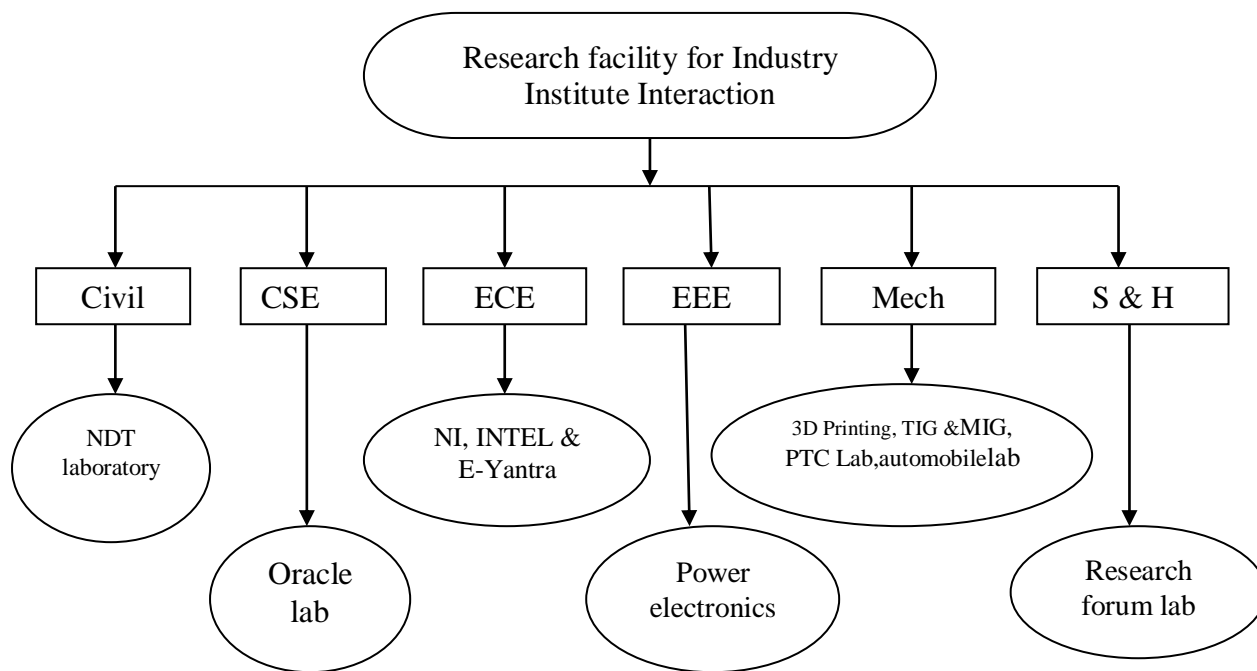
6.0 QUALITY RECORDS

Industry – institution interaction (KRCT/Dept/52)

7.0 REFERENCES

7.1 In-plant training, industrial visits and signing MoUs (KRCT/Dept/46)

7.2 College academic calendar and department academic calendar (KRCT/Dept/05)

8.0 FORMAT

Nil

| Prepared by : Dr. B. Suresh Kumar, Asso.Prof/MECH | Approved by :Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **INDUSTRY CONSULTANCY SERVICES FROM THE COLLEGE**

1.0 PURPOSE

   1.1 To provide professional services such as information, ability, proficiency, experience, or advice given by the academic person to the external client or agency.

2.0 OBJECTIVE

2.1　To motivate faculty, technician and administration staff contribution in consultancies that carry opportunities and benefits to the College, the client and the community in general.To provide a flexible and clear management structure in which consultancy can be carried out within the rules and regulations of the College

2.2　To facilitate the negotiation and determination of contracts for consultancy

2.3　Providing guidance to faculty members about the range of consultancy work that can be undertaken using the college name, services and resources, either directly or by implication.

2.4　To ensure that the undertaking of consultancy work does not interfere with the other functions of the faculty or administrative unit of the college to which the staff member belongs.

2.5　To identify the requirements and approval procedures to all the staff members and
     The institution regarding consulting work provide proper protection to the
     Institution and the members of the staff in consultancy undertakings

2.6　Make sure quality and performance of consultancy services

2.7　Direct the academic faculty of adequate activities.Categorize the different types of activities

2.8　Recognize and value of consultancy services and accomplishments

2.9　Encourage strong link between institution and industry

2.10　Encourage research and consultancy services in areas of immediate relevance to the development of the Sultanate

2.11　To promote and expand professional services

2.12　To Approve/disapprove the Individual consultancy requests

2.13　To identify the services and areas of expertise which college can offer to outside organizations

2.14　To attract consultancy services

2.15　To monitor all consultancies

Prepared by:Dr. B. Suresh Kumar, Asso.Prof/MECH	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **INDUSTRY CONSULTANCY SERVICES FROM THE COLLEGE**

3.0 DEFINITION

   3.1 Industry Consultancy Services from the Institution (ICS)

4.0 RESPONSIBILITIES: HOD

5.0 PROCEDURE

   5.1 The Industry Institute Interaction cell interacts with industry regarding industry consultancy services.

   5.2 The placement officer and research coordinator of this institution acts as a liaison officer between the companies and institution management.

   5.3 The institution encourages its faculty to take consultancy and R&D assignments within institution, with other institutions or industries, appropriate to the faculty"s competence.

   5.4 Faculty members are always encouraged to work with the available equipment without any limitation for consultancy and research work. Faculty members are given incentives in this context.

   5.5 Academic staff members are permitted to work on any form of consultancy in their area of expertise as long as they are satisfactorily carrying out their normal allocated workload

   5.6 For individual consultancy undertaken by the staff members, fees to the Institution will be discussed with HoD, Liaison officer and principal before final approval.Approved research projects by the Institution Research Committee whether funded internally or by external institution is not considered as consultancy

6.0 QUALITY RECORDS:

   6.1 Industrial consultancy detail (KRCT/Dept/53)

   6.2 Faculty interaction with outside world (KRCT/Dept/75)

7.0 REFERENCES:NIL

8.0 FORMAT:

8.0 Industry Consultancy Services from the Institution Format (ICSI-01)

Prepared by: Dr. B. Suresh Kumar, Asso.Prof/MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **FACULTY DEVELOPMENT ACTIVITIES**

1.0 Purpose:

1.1To improved the quality of each faculty by providing various training

2.0 Objectives:

2.1To improve the quality the Teaching Faculty members by giving Technical and Soft Skill Training

3.0 Responsibility :

3.1 ED

3.2 Principal

3.3 HOD

3.4 FDC Overall Coordinator

3.5 FDC Department Coordinator

4.0 Definition:

4.1 FDC- Faculty Development Committee

4.2 7C- 7 Changes Committee

4.3 FDP- Faculty Development Program

4.4 ED-Executive Director

4.5 AO – Administrative Officer

4.6 OD –On Duty

4.7 Training Records – It includes Annual Training Plan/Circular, Training Attendance Proof, Training Material, Evaluation and Effectiveness of the Training

5.0 Procedure:

5.1 HOD will prepare teaching faculty name list for induction training and soft skill trainings based on Competency Matrix, Skill Matrix, Performance Appraisal Rating, Interviews, Student Feedback, etc.

5.2 Newly joined teaching faculty members will be identified for Induction Training Programme and rest of the faculty members will be identified for various soft skill and technical training.

5.5 FDC coordinator will prepare Annual training plan for induction training and soft skill trainings based on teaching faculty members name list collected from each HOD/Dean.

5.4 This training plan will be verified by 7C coordinator and then it will be approved by Principal.

5.5 Induction Training Programme will be organized as follows:

5.5.1 Two weeks before the beginning of academic year, the Agenda will be prepared by faculty development coordinator and it will be approved along with date of the programme by Principal

5.5.2 Based on the agenda, resource persons (internal/external) will be identified by Principal immediately and it will be communicated to all resource persons.

Prepared by : Mr.M.Sivakumar, AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **FACULTY DEVELOPMENT ACTIVITIES**

5.5.3 Two weeks before the Schedule will be prepared by FDC coordinator and it will be verified by 7C coordinator. Then it will be approved by the Principal.

5.5.4 Two weeks before, the Faculty Development Coordinator will prepare budget and it will be verified by Principal. Then it will be approved by ED.

5.5.5 Circular to be sent to the participants and resource persons.

5.5.6 Hall, Electrical, refreshment(FN&AN) will be arranged by the FDC team

5.5.7 FDC Coordinator will verify the arrangements made by assistant FDC coordinators on the previous day evening.

5.5.8 Participant's attendance to be recorded on the day of training

5.5.9 Get feedback from Resource person and participants for further improvements

5.5.10 Remuneration to be given to the resource person as per the management norms.

5.6 Soft Skill Training will be organized as follows:

5.6.1 FDC Coordinator will identify resource person for soft skill training programme and the resource person, budget and number of days will be confirmed by ED

5.6.2 FDC coordinator will communicate the resource persons and will prepare training schedule

5.6.3 The training schedule will be verified by 7C coordinator and it will be approved by the Principal.

5.6.4 FDC Assistant coordinators will make arrangements for hall, mike and refreshment(FN/AN)

5.6.5 Number of participants will be finalized by principal with all departments.

5.6.5 Circular to be sent to all departments along with participants name list.

5.6.6 Participant's attendance to be recorded for both FN and AN on the day on training

5.6.7 FDC Assistant coordinators will collect feedback from the resource person and participants

5.6.8 Remuneration will be given to the resource person as per the management norms

5.7. Technical Training will be given as follows:

5.7.1 HOD will identify Seminar / Workshops / FDPs organized by other reputed institutions through brochure or college website every month.

5.7.2 HOD will ask the identified faculty members for technical training to attend workshop/seminar/FDP

5.7.3 Concern faculty has to write the letter for permission and advance amount from Principal through HOD for attending training programme.

5.7.4 The Principal may approve the letter and forward it to AO for getting advance amount

5.7.5 After getting advance amount from account section, the faculty member will be allowed to attend training program by submitting OD form.

| Prepared by   : Mr.M.Sivakumar, AP/CSE | Approved by :   Dr.S.Muruganandam, Principal |
| Signature   : | Signature   : |

Title:: **FACULTY DEVELOPMENT ACTIVITIES**

5.7.6 After reporting to college from training, the faculty will submit bill settlement form to account section which will be duly verified by FDC coordinator for eligible amount within 3 days.

5.7.7 FDC Coordinator will record the concerned faculty participation and claim amount detail.

5.8 The faculty member who has completed technical training will share the knowledge through staff seminar.

5.9 FDC Coordinator will prepare the consolidated faculty participation and claim amount detail for every academic year.

5.10 FDC coordinator will give the presentation about faculty's participation in other colleges and the amount spent by the management for participation at   7C appraisal meeting.

5.11 The plan for next year will be executed from procedure no 5.2.1 to 5.2.8, modification may be done on forthcoming academic year FDC activities plan based on the feedback from chairman, ED, Principal,7C Coordinator

6.0.Quality Records:

6.1 Guest lectures, seminars, conferences and workshops, faculty development training programmes attended – faculty (KRCT/Dept/72)

6.2 Faculty seminar detail (KRCT/Dept/73)

6.3 Faculty research publication & research project (KRCT/Dept/74)

6.4 Faculty interaction with outside world (KRCT/Dept/75)

7.0 Reference:

7.1 Staff appraisal & welfare measures (KRCT/Dept/76)

7.2 Faculty on-duty (KRCT/Dept/35)

8.0. Formats:

8.1Training Feedback Form (TF01)

8.2Training Attendance Sheet (TAS01)

8.3 Training Plan/Actual (TPA01)

Prepared by : Mr. M.Sivakumar, AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STAFF SEMINAR**

1.0. Purpose:

1.1 To improve the presentation skills and share their research work to other faculty members

2.0. Objectives:

2.1 To provide a platform to share the subject knowledge of a faculty with others and to help the faculty for improvise their communication and presentation skills.

3.0. Definition:

3.1 HOD – Head of the Department

3.2 FDC – Faculty Development Coordinator

3.0 Responsibility :

    3.1   Principal

    3.2   HOD

    3.3   FDC Coordinator

    3.4   Department Staff Seminar In charge

5.0 Procedure:

5.1 Department Staff Seminar in charge has to prepare staff seminar schedule two weeks before a semester begins in such a way that two faculty members per day in a week should present a topic related to their research for 30 minutes

5.2 Staff Seminar incharge will get the approval from the HOD and Principal at the first week of the semester.

5.3 Staff Seminar incharge will collect the interested presentation topic from the individual faculty at the beginning of the semester and get the approval from the HOD.

5.4 Based on the staff seminar schedule two faculty members per week will be identified by the HOD for the presentation.

5.5 Department staff seminar incharge should identify and arrange the venue and will send a circular to all the faculty members of the respective departments one day before the commencement of seminar day.

5.6 Identified faculties will present a topic for 30 minutes in front of other faculty members and HOD

5.7 The presentation must include the following:

➢   A descriptive abstract of their research indicating the specific methodology and the theoretical approach to be employed, the primary material to be addressed, and a detailed overview of the argument to be advanced.

5.8 Attendance and Comments will be recorded in the staff seminar note during the seminar session by the HOD.

5.9 A recorded note book will be submitted to the Principal at the first week of every month through the HOD and Staff Seminar incharge.

6.0 Quality Records: 6.1 Staff Seminar (KRCT/Dept/73)

7.0 Reference:

    7.1 College academic calendar and department academic calendar (05)

8.0 Format: SSR-01- Staff Seminar

Prepared by : Mr.Sivakumar,AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STAFF ATTENDING THE CONFERENCE/SYMPOSIUM/WORKSHOP**

1.0 Purpose:
 1.1This Procedure is currently under review and will be updated as soon as possible to reflect any new changes.

2.0 **Objectives:**
 2.1To provide a platform to share the subject knowledge of a faculty with others and to help the faculty for improvise their communication and presentation skills.

3.0 **Definition:**
 3.Academic Study Program (ASP)
 b. Research Conference:

4.0 Responsibility :
   3.5   Principal
   3.6   HOD
   3.7   FDC Coordinator
   3.8   Department Staff conference Incharges

5.0 Procedure:

5.1 Department Staff Conference incharge has to prepare staff conference schedule two weeks before a semester begins in such a way that two faculty members per day in a week should present a topic related to their research for 30 minutes

5.2 Staff Conference incharge will get the approval from the HOD and Principal at the first week of the semester.

5.3 Department staff conference incharge should identify and arrange the venue and will send a circular to all the faculty members of the respective departments one day before the commencement of conference day.

5.4 Identified faculties will present a topic for 30 minutes in front of other faculty members and HOD

5.5 The presentation must include the following:

 5.7.1 A descriptive abstract of their research indicating the specific methodology and the theoretical approach to be employed, the primary material to be addressed, and a detailed overview of the argument to be advanced.

5.6 Attendance and Comments will be recorded in the staff conference note during the conference session by the HOD.

5.7 A recorded note book will be submitted to the Principal at the first week of every month through the HOD and Staff Conference incharge.

6.0 Quality Records: 6.1 Staff Conference (KRCT/Dept/73)

7.0 Reference:
   3.1 College academic calendar and department academic calendar (05)

8.0 Format: Staff Conference (SSR-01)

| Prepared by   : Mr.Sivakumar,AP/CSE | Approved by : Dr.S.Muruganandam, Principal |
| Signature   : | Signature   : |

Title:: **INDUCTION DAY FOR FIRST YEAR STUDENTS**

1.0 Purpose:

    1.1 Induction programme is an initiative to groom the overall personality of students and make them acquainted with the culture of the institution.

2. 0 Objectives:

    2.1 To ensure that every student feels welcomed, engaged and excited to begin this new important stage in their education

    1.1. To make the students aware of their prospective opportunities and to show them the path they have adopt in order to become successful engineers through our college education.

    1.2. Introduce the students to the respective college authorities.

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2.0. Definition

    2.1. IDFS- Induction day for first year students

    2.2. LO- Liaison officer

3.0. Responsibility :

    4.1. Executive Director

    4.2. Principal

    4.3. LO

    4.4. Dean

    4.5. First year coordinator

    4.6. Teaching staff

    4.7. Non teaching staff

4.0. Procedure:

    5.1 Principal has to identify the date of program and the chief-guest.

    5.2 Coordinator or Dean has to prepare the budget and get approval from ED through Principal.

    5.3 First year coordinator or Dean has to prepare the committee list and members for various committees with the concurrence of HODs.

| Prepared by : Mr.Dhandapani,AP/Physics | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **INDUCTION DAY FOR FIRST YEAR STUDENTS**

5.3.1   Stage decoration and banner

5.3.1.1 Committee members have to design the banner with the help of Brand building team and get approval from the Principal.

5.3.1.2 Stage decoration and stage arrangements should be completed one day before.

5.3.2 Seating arrangement

5.3.2.1 Seating arrangements for parents & students will be done as per the   count given by overall Coordinator and Principal.

5.3.3 Audio and video

5.3.3.1 With the discussion of ED, committee members should arrange audio visual systems.

5.3.4 Compeering committee

5.3.4.1 Committee has to prepare the agenda with the approval of Chairman, ED and Principal.

5.3.4.2 Committee should identify the students for compeering.

5.3.4.3 Practice will be carry on at-least 2 days before IDFS

5.3.5   VIP refreshment

5.3.5.1 Committee has to purchase the snacks and soft drinks as per the requirement given by the Principal.

5.3.5.2 Committee has to serve the VIPs, resource persons and guests in the appropriate time.

5.3.6 Refreshment committee

5.3.6.1 Snacks for students will be ordered with the approval of LO.

5.3.6.2 Committee has to distribute the Snacks to the student's at the day of IDFS.

5.3.7 Lunch committee

5.3.7.1 Committee has to Prepare the food menu list and get approval from the Principal and LO.

5.3.7.2 Committee has to serve the food to the students and parents day of IDFS.

5.3.8 Discipline committee

5.3.8.1 Committee has to identify the locations and form the MAP for discipline duty with the concurrence of Principal.

5.3.8.2 Committee has to maintain the discipline of the students during the function.

5.4   Committee meeting will be conducted two times by the Principal along with convener at-least one week before IFDS

5.5   Coordinator has to collect the student data base from Admission incharge.

5.6   Coordinator has to prepare the agenda with the approval of Principal and ED.

5.7   Section wise students name list is prepared by first year coordinator and students have to assemble in respective class room on the day of program.

Prepared by : Mr.Dhandapani,AP/Physics	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **INDUCTION DAY FOR FIRST YEAR STUDENTS**

5.8 The HOD's and Dean of first year have to instruct the rules and regulation of the college to the students.

5.9 The students and parents will attend the function in auditorium on the day of IDFS.

5.10 Conduct the programme will be conducted as per the agenda.

5.11 After the completion of program, coordinator has to submit the budget utilization with the proper bills.

6.0 Quality Records:

6.1 Induction day file (KRCT/Dept/84)

6.2 Admission details (KRCT/Dept/ 03).

7.0 References : NIL

8.0 Formats: NIL

Prepared by : Mr.Dhandapani,AP/Physics	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CO-CURRICULAR ACTIVITIES OF STUDENT**

1.0. Purpose: To enhance the Students on Co-Curricular activities with the spirit of healthy competition and decision making for the Organization and Students Growth.

2.0. Objectives: 2.1 To support students practically and professionally for the better future and gain benefits beyond the student's and parent's expectations.

2.2 To develop the student with holistic approach.

3.0. Definition: 3.1 HOD – Head Of the Department

3.2 OD – On Duty

4.0 Responsibility : 4.1 Principal

4.2 Dean

4.3 HODs

4.4 Class Advisors

4.5 Student's Co-curricular activities file In charge

5.0. Procedure:

5.1   The Principal receives information about the concern activity that is going to be held in other colleges through brochures.

5.2   After Principal's approval the brochures are distributed to the concern departments through HODs.

5.3   Department HODs will convey the information to all the class advisors

5.4   Brochure will be displayed on the department notice board.

5.5   Circular about the event will be prepared and circulated to all the classes of the concern departments.

5.6   Interested students will seek permission from the class advisors to attend the concern event.

5.7   Class advisors will filter the students to a limited count and forward to the HOD for approval.

5.8   On Duty (OD) will be provided for the selected students by the class advisors followed by the HOD.

5.9   After attending the concern event the students have to submit photocopies of their certificates along with attendance certificate to the concern class advisors.

5.10   The received photocopies of the certificates will be handed over to the student's co curricular activities file incharge by the class advisor and it will be filed.

6.0. Quality Records: Students outside participation & awards (KRCT/Dept/42)

Students outside participation (KRCT/Dept/43)

Students publication (KRCT/Dept/44)

7.0. Reference: Students performance appraisal (KRCT/Dept/55)

8.0. Formats: Certificate format for students participated in events (CSPE-01)

Prepared By : Mr.R.Ramkumar AP/EEE	Approved By :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **DEPARTMENT LIBRARY**

1.0 Purpose:

1.1 Department library is functioning in all Science and Engineering departments for the benefit of faculty members and students of the concern department.

1.2 It offers generous study space and open access to all journals.

2.0 Objectives:

2.1 To develop the self learning skills among the students & faculties

2.2 To develop the quality technical education to all students admitted in our department.

2.3 It also offers integrated and dynamic environment suited for academic pursuits, study and research for the students and staff**.**

3.0. Definition:

     3.1 DLSR-Department Library Stock Register

     3.2 BIR-Book Issue Register

     3.3 HOD- Head of Department

     3.4.DLI-Department Library Incharge

4.0 Responsibility :

4.1 HoD

4.2 Department library in charge

4.3 Central Librarian.

5.0 Procedure :

5.1 The books collected from the central library by DLI are identified as the reference book in the department library and list is maintained.

5.2 The journal is also displayed in the department library in a separate rack.

5.3 The complimentary copies of books issued by the publishers are also maintained in the department library for the student and faculties' utilization and the same is entered in the LSR.

5.4 DLI will allot the numbers for the books available in the department library.

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| Prepared by : Mr.Radhakrishnan,AP/Mech | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **DEPARTMENT LIBRARY**

5.5 Arrange the books as domain wise.

5.6 Maintain the department library BIR separately for staff.

5.7 Stock verification will be conducted at the end of every academic year and report is to be submitted to HOD and Principal.

5.8 Department library BIR should be approved by HOD at the end of each semester after stock verification

6.0 Quality Records: NIL

7.0 Reference:

8.1 Dept library (KRCT/Dept/16)

8.0 Formats: NIL

| Prepared by : Mr.Radhakrishnan,AP/Mech | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **ORGANIZING INDUSTRIAL VISIT FOR STUDENTS**

1.0 Purpose:

1.1 To enhance students skills in academics by gaining sound practical knowledge

2.0 **Objectives:**

2.1 To provide students an insight regarding internal working of companies.

3.0. Definition:

3.1 HOD – Head of the Department

4.0 Responsibility :

4.1 HODs

4.2 Principal

5.0. Procedure:-

5.1 Getting Permission from reputed industries for students visit and for the convenient day of visit.

5.2 Preparation of student's willingness list for industrial visit is carried out.

5.3 Agenda details, Bonafide Certificate, Students list and permission copy from industries are submitted to principal for getting approval for industrial visit by Department Industrial visit Coordinator.

5.4 The Undertaking form is collected from students before two days of industrial visit.

5.5 Instructions given to all students regarding the agenda, and do's and don'ts during the visit on the day of visit.

5.6 Copy of Students name list, phone number list, details of approval copy is handed over to all faculties accompanying them during visit.

5.7 Discipline will be ensured during the industrial visit and daily report is given to HOD.

5.8 During Industrial visit attendance is monitored.

5.9 After industrial visit all students must be taken back to college and from college they are made to disperse.

5.10 Next day after completing industrial visit from college the report of industrial visit is collected from students in the form of feedback.

5.11 The details of industrial visit is documented

Prepared by :Mr. D.Raghulnath, AP/MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title::   **ORGANIZING INDUSTRIAL VISIT FOR STUDENTS**

6.0 Quality Records:

In-plant training, industrial visits and signing MoUs (KRCT/Dept/46)
Industry – institution interaction (KRCT/Dept/52)

7.0. Reference:
College academic calendar and department academic calendar (KRCT/Dept/05)

8.0. Formats:

8.1 UT-01-Under Taking
8.2 IV-01- Industrial Visit

Prepared by : Mr. D.Raghulnath, AP/MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title::   **LAB INCHARGE ACTIVITIES**

1.0 Purpose

1.1 To Describe the roles and responsibility of a lab in-charge.

2.0 Objective

2.1 To make arrangements for purchasing new equipments as per requirements.

2.2 To maintain the lab equipment in proper working condition.

2.3 To prepare the lab manuals as per Anna University syllabus.

2.4 To conduct Inspection and periodic maintenance.

3.0 Definition

3.1 LI-Lab In-charge

4.0 Responsibility

4.1 Lab in-charge

4.2 HOD

4.3 Principal

5.0 Procedure

5.1 Extract the lab syllabus from Anna University web page as per latest regulations.

5.2 Check the availability of lab Equipment/Consumables with respect to the syllabus.

5.3 If Equipment/Consumables is deficient, the following steps to be carried:

   5.3.1 Request Quotation for the required equipment from the various vendors.

   5.3.2 Prepare a comparative statement using the quotations and forward the statement along with intend note for approval to HOD, Principal and Administrative Officer.

   5.3.3 Purchase order will be prepared by purchase department and send it to the supplier.

   5.3.4 Check delivery status of the equipment/consumables through phone calls with supplier.

   5.3.5 After receiving the equipment/consumables check the item specification with respect to purchase order before installation.

   5.3.6 Collect the purchased equipment/consumables invoice and equipment manual from the vendor and record the invoice in stock register.

   5.3.7 Stock register and invoice to be forwarded to HOD and Principal for approval.

   5.4 To maintain the lab equipment in proper working condition, Equipment shall be inspected every day to prevent the failure.

5.5 After completing the maintenance activity that details shall be entered into the preventive maintenance schedule for further reference.

| Prepared by : Mr.S.Karuppusamy AP/MECH | Approved by : Dr.S.Muruganandam, Principal |
| Signature   : | Signature   : |

Title:: **LAB INCHARGE ACTIVITIES**

5.6 If any sudden failure will occur, equipment needs to be serviced / calibrated.

　5.6.1 Machine failure details shall be entered into the Machine Breakdown History file.

　5.6.2 Study the equipment manual and try to service/calibrate the equipment.

　5.6.3 If service/calibration not possible by lab in charge, write the requisition letter and get approval from HOD, Principal and AO.

　5.6.4 Collect the service provider details from Machine information sheet for service request.

　5.6.5 Requisition to the service provider is made and appointment for the service needs to be confirmed.

5.6.6 Service provider submits the service expense before a visit, same shall be got approved from HOD, Principal and AO.

5.6.7 If corrective actions will be done the details shall be entered into the Machine Breakdown History file.

　5.6.8 Service invoice to be maintained in bill files.

　　5.7 Lab manual to be prepared with respect to syllabus before commencement of classes.

　　5.8 Master reading has to be taken and recorded in the master manual for reference and records.9 Lab manual has to be submitted to HOD for approval and same has to be forwarded to printing.

5.10 Prepare and display the lab schedule with respect to class time table.

5.11 A breakdown register is to be maintained for recording the service and purchase of components.

　5.12 Lab schedule shall be framed according to university time table and same to be approved by HOD.

　　5.13 Approved lab schedule can be forwarded to exam cell for perusal.

5.14 Sample records and manuals of the current semester collected for future reference.

6.0 Quality Records

　6.1 Research laboratories (KRCT/Dept/33)

　6.2 Laboratoeis detail (KRCT/Dept/13)

　6. Equipment details (KRCT/Dept/14)

　6.4 List of experiments and deficiency report (KRCT/Dept/15)

7.0 Reference

　7.1 Lab manuals, sample record & project reports (KRCT/Dept/17)

　7. Content beyond the syllabus (KRCT/Dept/18)

　7.3 Curriculum & syllabus(KRCT/Dept/06)

8.0 Format: Internal Calibration Record (ICR – 01)

Equipment Information Sheet (EIS – 01)

Preventive Maintenance Schedule (PMS – 01)

Calibration Status Report of the Equipments (CSR – 01)

Machine Breakdown History (MBH – 01)

List of Machinery/Equipments (LOM-01)

Purchase indent (PI-01)

Prepared by : Mr.S.Karuppusamy AP/MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ALUMNI ASSOCIATION ACTIVITIES**

1.0 **Purpose**: 1.1To provide an organization to serve and to promote the mutual interests of College and its alumni through and in collaboration with the Office of Alumni Relations & Annual Giving.

   1.2 To extend financial help to economically backward and deserving students in the form of scholarship for UG, PG and higher studies abroad.

2.0. Objectives: To act as a bridge between college and the industries for interaction on new developments in different disciplines of engineering and help the existing students to create an awareness of the industry.

3.0. Responsibility : 3.1 AC & AI

   3.2 Principal

   34.3 Executive Director

4.0. Definition: AC- Alumni Coordinator, AI- Department Alumni in charge, AM- Alumni Meet.

5.0. Procedure:-

5.1 Alumni coordinator informs all department alumni incharge to arrange for meeting in a common place.

5.2 Discuss about the alumni meet to accept the meeting according to the convenience of alumni based on calendar and confirm 2 or 3 dates to conduct in next month from meeting date.

5.3 Coordinator informs the alumni regarding the dates through face book and e-mail account via AI which is finalized as per the point 5.2.

5.4 After 2 weeks, AM date is finalized based on the majority of alumni choice.

5.5 The coordinator identifies chief guest of alumni to educate the alumni about career development and responsibilities of alumni's.

5.6 Prepare invitation and budget regarding the meet and to get approval from principal and ED.

5.7 Send invitation through e-mail and all social media like face book, twitter and ask them to register before 3 days of AM.

5.8 Chairman, ED, Principal and alumni's assemble in identified conference hall and function inaugurate by Chairman and Principal at morning between 9:30 am and 10:30 am on AM day.

5.9 Chief Guest facilitates regarding career development and social responsibilities of alumni's.

5.10 Alumni's are asked to share their view regarding career development and social responsibility.

5.11 Conduct various events for the alumni's for their active participation.

5.12 Photos are collected as proof and recorded in the respective file.

6.0. Quality Records:

   6.1   Graduation detail (KRCT/Dept/38)

   6.2   Alumni file (KRCT/Dept/37)

9.0 Reference:

   7.1 Students higher studies (KRCT/Dept/39)

8.0 Formats: Alumni Registration form (ALR-01)

Alumni Feedback form (ALFB-01)

Prepared by : Mr.I.PonArul, AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CLUB ACTIVITIES**

1.0 **Purpose**: 1.1To create the leadership skills and motivate the students towards extra-curricular Activities.

1.0 **Objectives:** 2.1 To promote student development through activities which focus on positive social interactions, culture and artistic empowerment.

3.0. Responsibility :
3.1 Principal
3.2 ED
3.3 OCC
3.4 RCC

4.0 Definition:
4.1 WNN – What's New in Newspaper
4.2 AMCAT-Aspiring Minds Computer Adaptive test
4.3 ED- Executive Director
4.4 OCC – Overall club Coordinator
4.5 RCC – Respective club coordinator

5.0. Procedure:-
5.1. The list of clubs is prepared by the OCC and sent for approval to ED through Principal.
5.1.1Environmental Club
5.1.2 Tamil Club
51.3 Toast Master Club
5.1.4 WNN Club
5.1.6 English Club
5.1.7 Maths Club
5.1.8 Coding Club
5.1.9 Circuits Club
   5.1.10 AMCAT Club

| Prepared by : Mr. S.Karuppusamy AP/MECH | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **CLUB ACTIVITIES**

5.2 OCC will identify the RCC for each club and the meeting will be conducted to discuss about the various activities to be organized in the particular academic year.

5.3 Progress of club will be monitored and reviewed by OCC twice in a semester and each club should organize at least three events per semester.

5.4 Circular will be circulated among the students by RCC for student registration for respective club.

5.5. RCC will identify the President, Vice President and committee members based on the Seniority and interest of the students for each club.

5.6. RCC has to get the approval for the club inauguration from the ED through Principal for the followings

5.6.1 Budget

    5.6.1.   Chief-guest

    5.6.2.   Date of Inauguration

5.7. The RCC and president of various clubs has to prepare the list of events to be organized in the particular semester.

5.8. With the approval of RCC the president has to prepare the circular and circulate among the students about the event, venue and date.

5.9. The president and vice-president will organize the events with the support of RCC.

5.10. Internal Juries for various events are identified by president to evaluate the performance of the participants.

5.11. OCC has to get the approval for the all club Valedictory function from the ED through Principal for the following

    5.11.1. Budget, Chief-guest

    5.11.2. Date of Valedictory function

5.12. Annual report is to be prepared by RCC for each club.

5.13. OCC will consolidate and delivered the Annual report in the Valedictory function with prior approval of the Principal.

5.14. Certificate distribution is done on Valedictory function.

5.15. After the completion of Inauguration and valedictory function, the budget utilization report will be submitted with proper bills.

6.0. Quality Records

6.1 College academic calendar and department academic calendar (KRCT/Dept/05)

7.0. Reference:

7.1 Memberships in professional bodies (KRCT/Dept/32)

7.2 Intra & inter departmental technical and non-technical activities (KRCT/Dept/69)

8.0. Formats: Financial Budget Proposal Forma (FBP-01)

Club activities scoring sheet (CASS-01)

Prepared by : Mr. S.Karuppusamy AP/MECH	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **NSS/RRC/YRC ACTIVITIES**

1.0 Purpose: To motivate and develop social responsibility among the students.

2.0 Objectives: 2.1To give awareness among themselves a sense of social issues and civic responsibilities. To develop competence required for group living and sharing of responsibilities

3.0 Responsibility:

    3.1 YRC program officer

    3.2 RRC program officer

    3.3 NSS program officer

    3.4 Student volunteers

4.0 Definition:

    4.1 YRC-Youth Red Cross officer

    4.2 IRCS-Indian Red Cross Society

    4.3 NSS-National Service Scheme

    4.4 NCC-National Cadet Corps

    4.5 NSSO National Service Scheme officer

    4.6 RRCO Red Ribbon Club officer

    4.7 YRCO Youth Red Cross officer

    4.8 RRC Red Ribbon Club

5.0 Procedure:

5.1 The NSS/YRC/RRC officer will send circular to all first year classes to collect the names of the interested students in the beginning of the academic year

5.2 NSS/YRC/RRC officer will prepare the consolidated volunteers list and get approval from the Principal.

5.3 NSS/YRC/RRC officer will prepare the NSS activity plan for the year and get approval from the Principal.

5.4 The activities like blood donation camps, social events, road safety awareness and polio drop, Tree plantation will be conducted as per the approved plan with the help of NSS /RRC/YRC volunteers.

5.5 Annual Membership Registration fee will be circulated for IRCS members

    ➢ Every academic year certain amount will be collected from the student of the college (UG & PG) and it will be remitted to the IRCS..

5.6 YRCO for conducting blood donation camp will be planned and confirmed with the Principal

    5.6.1 The circular for conducting blood donation will be sent to each class

    5.6.2 Get approval for releasing advance amount with the Principal and AO

5.6.3 The details of students who are donating the blood /participating in the blood donation camp have to enroll their name during camp

5.6.4 After the completion of the camp, the report will be submitted to the Principal. The certificate for the participated candidates will be distributed to the concern students through the class advisor.

| Prepared by : Mr.Kalaivanan, AP/Physics | Approved by : Dr.S.Muruganandam, Principal |
| Signature   : | Signature   : |

Title:: **NSS/RRC/YRC ACTIVITIES**

5.7 NSSO for conducting Road safety awareness programme will be planned and confirmed with the Principal

5.7.1 The circular for conducting Road safety awareness programme will be sent to each class

5.7.2 Get approval for releasing advance amount with the principal and AO

5.7.3 The details of students who are the participating in the Road safety awareness programme have to enroll their name during camp

5.7.4 After the completion of camp the report will be submitted to the Principal

5.7.5 The certificate for the participated candidates will be distributed to the concern student through the class advisor.

5.8 RRCO for conducting AIDS awareness programme will be planned and confirmed with Principal

5.8.1 The circular for conducting AIDS awareness programme will be sent to each class

5.8.2 Get approval for releasing advance amount with the principal and AO

5.8.3 The details of students who are participating in the AIDS awareness programme have to enroll their name during camp

5.8.4 After the completion of camp the report will be submitted to the Principal

5.8.5The certificate for the participated candidates will be distributed to the concern student through the class advisor.

5.9 NSSO for conducting Polio drops programme will be planned and confirmed with principal

5.9.1 The circular for conducting Polio drops programme will be sent to each class

5.9.2 Get approval for releasing advance amount with the principal and AO

5.9.3 The details of students who are the participating in the Polio drops programme have to enroll their name during camp

5.9.4 After the completion of camp the report will be submitted to the principal

5.9.5 The certificate for the participated candidates will be distributed to the concern student through the class advisor.

6.0Quality Records:
6.1 NSS/YRC/RRC file (CF-10)
7.0 Reference
7.1 Students outside participation & awards (KRCT/Dept/42)
7.2 Students outside participation (KRCT/Dept/43)
8.0. Formats: Nil

| Prepared by : Mr.Kalaivanan, AP/Physics | Approved by : Dr.S.Muruganandam, Principal |
| Signature | Signature   : |

Title:: **TECH-EXPO ACTIVITIES**

1.0 **Purpose:**

1.1 To provide a platform to ignite the best of minds in Science & Technology and to demonstrate their knowledge, skills and ability.

2.0. Objectives:

2.1 To engage these students in the interesting events which showcase the engineering and technology.

2.2 To improve the standard of the students through group learning.

2.3 To trigger the technical knowledge and skills of the student and to create awareness among the Socio-economic classes.

3.0.Definition:

3.1 ED Executive Director

3.2 H.O.D Head of the Department.

3.3 T.E TECH EXPO

3.4 AO Administrative Officer

4.0 Responsibility :

4.1 ED

4.2 Principal

4.3 Tech-Expo Coordinator

4.4 Dept Tech Expo Coordinator

4.5 Committee members

4.6 HOD

4.7 AO.

4.8 Staff members

4.9 Non-teaching staff members

5.0. Procedure:-

5.1 Identify the Tech Expo coordinator for conducting TECH EXPO by the principal.

5.2 TECH EXPO to be planned by Tech Expo coordinator before the preparation of academic schedule.

5.3 TECH EXPO includes the display of projects done by the students of our college.

5.4 Proposal with budget is prepared by Tech Expo coordinator for organizing TECH EXPO and get approval from ED through principal by explaining the activities to be carried out before a month.

| Prepared by : Mr.Dhandapani, AP/Physics | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **TECH-EXPO ACTIVITIES**

5.4   Proposal with budget is prepared by Tech Expo coordinator for organizing TECH EXPO and approval from ED through principal by explaining the activities to be carried out before a month.

5.5   Tech-Expo coordinator will frame committees with faculty members and get approval from Principal.

5.6   The prepared Committee list will be circulated among the faculty member's staff by Tech-Expo coordinator.

5.7   Allocate the duty for committee members and inform them what task they need to be Performed in the meeting with principal.

5.7.1 Invitation and banner committee

5.7.1.1   Committee members prepare the invitation with the approval of Principal.

5.7.1.2 Invitations should be sent to schools, colleges and VIPs.

5.7.1.3 Committee members have to design the banner with the help of Brand building team and approval from principal.

5.7.2 Hall arrangement committee

5.7.2.1 Committee members have to allot the Hall for displaying the project for each department.

5.7.2.2 After the arrangement of hall the committee members has inform to the project coordinator

5.7.3 Certificate committee

5.7.3.1 With the approval of Principal, certificate will be designed by brand building team and printed per the requirement given by Coordinator.

5.7.4. Refreshment committee

5.7.4.1 Snacks for Judges will be ordered with the approval of LO.

5.7.4.2 Committee has to distribute the Snacks to the Judges of Tech-Expo.

5.7.5 Discipline committee

5.7.5.1 Committee has to identify the staff and student volunteers

5.7.5.2. The volunteers have to maintain the discipline of the students in the hall.

5.7.6. Transport committee

5.7.6.1. The committee members have to identify the number of schools and colleges who are to be invited to the Tech Expo.

5.7.6.2. Identify the student count from each and every school and college.

5.7.6.3. The Committee member has to send the bus for each and every college and school with faculty to pick up the students.

| Prepared by :Mr.Dhandapani, AP/Physics | Approved by : Dr.S.Muruganandam, Principal |
| Signature   : | Signature   : |

Title:: **TECH-EXPO ACTIVITIES**

5.7.7. Dept Tech Expo Coordinator

5.4.7.1. Collect the department wise student name list with project Title:.

5.4.7.2. Evaluate the best projects to display in Tech EXPO.

5.4.7.3. The project co-coordinator has to inform all the students about the respective venue to display the projects.

5.8 As per academic schedule circular will be sent to all the students with date, venue and time through the TECH EXPO coordinator.

5.9 Score sheet is prepared by the TECH EXPO coordinator to evaluate the projects with the judges.

5.10 On the day of the event the guest will allocate scores and endow the deserved participants.

5.11 Collect feedback from the visitors and the guest in order to improve the future events.

5.12 After the completion of Tech-Expo, the budget utilization report will be submitted with proper bills to the AO.

5.12 Create the record for all events and file it.

6.0. Quality Records:

6.1 TECH EXPO File (CF-11)

7.0 Reference:

 7.1 Students outside participation (KRCT/Dept/43)

7.2 Students outside participation & awards (KRCT/DEPT/42)

8.0 Format:

SPBL-01- Students project batch list
SPSS-01- Students project review schedule
SPRS-01- Students project score sheet

Prepared by :Mr.Dhandapani, AP/Physics	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **NPTEL COURSES (Semester wise)**

1.0 Purpose: To establish e-learning method in our Institution to enhance the knowledge of the student & faculty members.

2.0. Objectives:

2.1 Self-learning by students and staff members.

2.2 To improve the confidence level of the students to face competitive exams by attending online courses and submitting assignments.

3.0. Responsibility :

3.1 SPOC

3.2 Department NPTEL Coordinator

3.3 Mentors

4.0. Definition:

4.1 NPTEL- National Programming on Technology Enhanced Learning

4.2. SPOC – Single Point Of Contact

5.0. Procedure:-

5.1 SPOC is identified by the Principal during the establishment of local chapter in the college, only through the local chapter students and staff can avail the information's regarding the NPTEL online courses.

5.2 The lists of courses are displayed in the NPTEL website before the commencement of the odd and even semesters by NPTEL administrator (IITM).

5.2.1 For odd semester in June

5.2.2 For even semester in January

5.3 Every semester a meeting is conducted at IIT Madras for SPOC for the development of the course and registration procedure.

5.4 The details of the courses will be provided in the SPOC meeting, which will be displayed in the college notice board.

5.5 In the beginning of every semester a meeting is conducted between SPOC and Department NPTEL coordinator to discuss the status of previous semester courses and the list of courses offered for the current semester.

5.5.1 The information about the courses for the current semester offered by NPTEL will be informed to the faculties and students through the respective department NPTEL coordinator.

5.5.2 Department NPTEL coordinator motivates the students and faculties to register for NPTEL online courses based on their interest (www.nptel.ac.in).

| Prepared by : Mr.S.Syedakbar,AP/ECE | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **NPTEL COURSES (Semester wise)**

5.5.3 Based on the students and faculties registration for the particular subject, department NPTEL coordinator identifies the mentors.

5.5.4 The mentor will have a set of students to monitor their assignments and also help them to improve their performance and skill in the particular subject.

5.6 The details of the students those who are willing to appear for the exam, will be collected by the respective department NPTEL coordinator and send it to SPOC.

5.7 SPOC has to consolidate the details in the prescribed format provided by the NPTEL administrator and submit to the Principal for acknowledging.

5.8 The acknowledging details will be uploaded in the NPTEL website by SPOC through SPOC login for scholarship.

5.9 After getting the approval of the scholarship from NPTEL, students will be informed to register for the examinations through their registered mail id.

5.10 Examination will be conducted in two phases for every semester.

5.10.1 September and October for ODD semester.

5.10.2 March and April for EVEN semester.

5.11 The results will be published based on the assignment posted and the performance of the examinations during November for odd semester and May for even semester.

5.12 Mentors get rewards from the management based on the result produced by the student

5.12.1 If a student scores more than 90/100, he/she will be certified as Elite+ Gold Medal by NPTEL and the student is rewarded with a cash award of Rs.500/- by the management

5.12.2 If a student scores more than 60/100, he/she will be certified as Elite by NPTEL and the student is rewarded with a cash award of Rs.250/- by the Management (for top 25% of the registered students)

5.12.3 If a student score more than 40, he/she will be given certificate as "Successfully Completed the Course" by NPTEL

5.12.4 If a student scores less than 40, he/she will not be certified.

6.0. Quality Records: 6.1 NPTEL course record & Meeting Minutes file (KRCT/Dept/87)

7.0. Reference: 7.1 Students performance appraisal (KRCT/Dept/55)

7.2 Staff appraisal & welfare measures (KRCT/DEPT/76)

7.3 Continuing education (KRCT/Dept/77)

8.0. Formats: NPTELR-01- NPTEL Course Registration Form

NPTELC-01- NPTEL Claim Form

NPTELA-01- NPTEL Result Analysis Report

NPTELSF-01- NPTEL SCHOLAERSHIP FORM

| Prepared by : Mr.S.Syedakbar,AP/ECE | Verified by: Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: STAKEHOLDERS FEEDBACK COLLECTION AND ANALYSIS

1.0 Purpose:

1.1To get the feedback of stakeholders and analyze it for further development of the institution based on their expectation.

2.0 **Objectives:**

2.1   To find information about our environmental progress and opportunities to improve.

2.2   To support the long term sustainability of college.

2.3   Continue to foster a culture of all stakeholders to feel valued, supported and inspired.

3.0. Definition:

3.1HOD- Head Of the Department

3.2CA- Class Advisor.

4.0 Responsibility :

2.1Head Of the Department

2.2Class Advisor

2.3Placement Officer

2.4   Alumni coordinator.

5.0. Procedure:-

5.1   A feedback format has been prepared for various category of stakeholders by the respective in-charges and get approval from the Principal.

5.2   At the middle of every semester, online feedback has been registered by all the students of the respective class with the co-ordination of CA.

5.3   Parent's feedback will be collected at the time when they visit the department to take the performance of their ward.

5.4   The content of parent's feedback will be considered for institution development.

5.5   Alumni feedback will be collected at the time of alumni meeting which will be conducted once in a year at the time of graduation day.

5.6   The consolidation of alumni feedback will be considered for academic and non-academic improvement of institution.

Prepared by : Mr.R. Prathap, AP/MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STAKEHOLDERS FEEDBACK COLLECTION AND ANALYSIS**

5.1   For the development and newness in the extracurricular training given to students, the feedback has been collected from various standards corporate.

5.2   The skill updation that matches for the present technology advancement will be carried out through training and placement cell activities to fulfill the society expectation by our students.

5.3   Analysis for the feedback is done and the necessary corrective action will be carried out by the HOD in concern with the Principal.

6.0. Quality Records:

9.1 Feedback from stakeholders (KRCT/Dept/31)

7.0. Reference:
7.1Industry – institution interaction (KRCT/Dept/52)
7.2 In-plant training, industrial visits and signing MoUs (KRCT/Dept/46)

8.0. Formats:
Employer Feedback Form (EFB-01)
Employer Feedback Analysis (EFBA-01)
Alumni Feedback form (ALFB-01)
Employee Feedback Form (EFF-01)

Prepared by : Mr.R. Prathap, AP/MECH	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **NIGHT STUDY CLASS**

1.0 Purpose: Utilization of study hour for hostel students and to identify slow learners of day scholars during Examination period to score better marks in the university exams.

2.0 Objectives: To improve the performance of hostel students and identify slow learners of day scholars in the terminal and university examination.

3.0 Responsibility :
    Principal
    3.1 Head of the department
    3.2 Night study coordinator
    3.3 Teaching staff

4.0 Definition:
    4.1 HOD– Head of the department.
    4.2 NSC- Night study coordinator.
    4.3 ED- Executive Director.
    4.4 LO- Liaison officer.

5.0 Procedure:-
5.1   Night study is conducted for hostel students and identified slow learners of day scholar boys.
5.2   For boy's students, night study will be conducted in the college and for girls it will be conducted in the girls' hostel itself.
5.3   All the hostel students and identified slow learners must attend night study for the first terminal Examination.
5.4   Timing for night study is from 7:30pm to 10.00pm.
5.5.   HoDs have to send the list of students and faculty in-charge to NSC before the evening of night study.
5.6.   During the night study, NSC will take attendance and send it to Principal, LO and ED
    The NSC will maintain a record containing the details of faculty name, student count, absentees and staff signature.

Prepared by :Mr.K.SaravanaKumar,AP/Maths	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **NIGHT STUDY CLASS**

5.7. The NSC will prepare the remuneration statement at the end of every month and it will be sent to LO through principal for approval.

5.7.1. Remuneration will be given to teaching faculty.

5.7.2. Remuneration amount will be added in the salary account.

5.8. The students name list for second and forth coming terminal examination will be prepared based on the performance of previous terminal examination.

5.9. Students who scored 50 and above marks in the previous terminal exam shall be exempted from night coaching in the respective subjects for the current examination.

5.10. HoDs will take necessary corrective action for the absentees of night study in the next day.

6.0.Quality Records:

6.1 Rewind concepts, news paper reading, concept of the day, night coaching and presentation day (KRCT/Dept/48)

7.0 Reference:

    7.1 Internal assessment (KRCT/Dept/62)

    7.2 Terminal, model, coaching exam (KRCT/Dept/61)

    7.3 Internal exam result analysis (KRCT/Dept/63)

8.0 Formats: NIL

| Prepared by : Mr.K.SaravanaKumar,AP/Maths | Approved by :Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **STUDENT AWARDS ISSUE AND ACHIEVEMENT RECORD MAINTENANCE**

1.0 Purpose: 1.1 To recognize the students by distributing awards/cash prizes/tokens for their achievements in academic and non-academic activities and maintain the record for their achievements. .

2.0. Objectives:

2.1 To motivate the students for active participation in academic and non-academic activities

3.0. Definition: 3.1 CA - Class Advisor

3.2 HOD- Head of the Department

3.3 ED Executive Director

3.0 **Responsibility :**

4.1CA

4.2 HOD

4.3 Principal

5.0. Procedure:-

5.1 Class toppers and subject wise toppers in the internal assessment exam are identified based on the performance in Terminal-1, Terminal-2 and Model Exam andrecorded by CA.

5.2 Top three ranks in Terminal-1, Terminal-2 and Model Exam can be awarded only if average percentage is greater than 75%

5.3 Subject wise toppers in Terminal-1, Terminal-2 and Model Exam can be awarded only if average percentage is greater than 80%.

5.4 Analyze the student academic performance in the internal examination from the internal exam result review report and University Result analysis report. Identify the subject toppers and Rank holders in the University exam respectively.

5.5 To prepare the circular for issuing students award both in academics and non-academics activities.

5.6 The approved award list has been circulated to all the students for their knowledge.

5.7 Collect the information about the Best outgoing student from the department in the specific format and select a student of Best outgoing student award.

5.8 After preparing the list, get approval from HOD, Principal and ED for providing the awards/cash prizes.

5.9 Awards will be given to the students in the Achievers Day.

5.10 Collect the performance of the students in the presentation day through CA.

5.11 At the end of the day, HOD can announce the result of best performance of thepresentation day.

| Prepared by:Mr. A.Antony Amala Praveen, AP/EEE | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **STUDENT AWARDS ISSUE AND ACHIEVEMENT RECORD MAINTENANCE**

5.12 Get approval from the HOD, Principal and provide the tokens to the students in the class for best performance.

6.0.Quality Records:

6.1 Students outside participation & awards (KRCT/Dept/42)

6.2 Students outside participation (KRCT/Dept/43)

6.3 Students publication (KRCT/Dept/44)

7.0 Reference:

7.1Students prizes & best outgoing award (KRCT/Dept/54)

7.2 Students performance appraisal (KRCT/Dept/55)

7.3 Student portfolio

8.0 Format:

8.1 Best outgoing student format (BOS-01)

| Prepared by: Mr. A.Antony Amala Praveen,AP/EEE | Approved by :Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **IMPLEMENTATION OF 5S IN THE CAMPUS**

1.0 PURPOSE

To impart continuous improvement in various aspects of organizational functions.

2.0 OBJECTIVE

2.1 To impart the habit of cleanliness to everyone within campus

2.2 To organize the available resources and equipments

2.3 To identify the better practices and standardize them

2.4 To appreciate newer practices to solve noticeable problems

3.0 RESPONSIBILITY

3.1 Principal

3.2 5S Committee coordinator

3.3 5S Department coordinator

3.4 HOD

3.5 Faculty members

3.6 Staff members

3.7 Students

3.8 Floor In-charge & Sweepers

4.0 DEFINITION

4.1 5S Committee coordinator (5SC)

4.2 5S Department coordinator (5SDC)

4.3 HOD – Head of the Department

5.0 PROCEDURE

5.1 Identification of 5SC by Principal.

5.2 Identification of 5SDC by 5SC and HOD.

5.3 Creating awareness and educating the importance and advantages of implementing 5S to faculties, staffs and students by the 5SC at the beginning of every semester.

5.4 Scheduling of 5S audits for the individual departments and identifying 5S auditor by the 5SC.

5.5 Introduction of 5S Housekeeping checklist to improve cleanliness in classrooms and laboratories

.

| Prepared by :Mr.S. Dinesh,AP/MECH | Approved by :   Dr.S.Muruganandam, Principal |
| Signature   : | Signature   : |

Title:: **Implementation of 5S in the Campus**

5.6 Designing, Printing and Pasting of stickers, boards, banners etc for easy identification and accessing of resources leading to elimination of wastes.

5.7 Conduct of 5S audit and selection of best practice in post audit meeting with 5SC referring the audit report.

5.8 Placing of 5S best practice board to encourage and honor the contributors in successful implementation of 5S every month.

5.9 Issuing of certificates for honoring the best 5S activity implemented in the year on Annual day.

6.0 QUALITY RECORDS

6.1 5S Housekeeping Check list (KRCT/Dept/88)

6.2 5S Audit report (KRCT/Dept/89)

7.0 **REFERENCE:**

7.1 Environmental committee(CF-09)

7.2 5S' process among students and staff members (CF-33)

8.0 FORMAT:
5's Audit Check list (5'SCL-01)
5's Internal audit schedule (5'SAS-01)

Prepared by :Mr.S. Dinesh,AP/MECH	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **COLLEGE WEB SITE MAINTENANCE**

1.0 Purpose:

It is prepared to help Department Website Incharges for updating their department related page in the College Website

2.0 Objectives:

2.1 To update Department details and activities in the College Website and communicate to all interested parties

3.0 Responsibility:

3.1 Principal

3.2 HOD

3.3 Overall Website Incharge

3.4 Department Website Incharge

4.0 Definition:

4.1 HOD- Head of the Department

4.2 Interested Parties – Customer, Employees, Supplier, Management and Society

5.0 Procedure:

5.1 Overall website incharge will send a circular to all department to submit requisition for updating college first week of every academic year

5.2 Department Website incharges will prepare content in word document, it will be verified by HOD and finally it will be approved by Principal.

5.3 Department Website incharge will forward the approved content to overall Website incharge from department HOD email to display news in college website.

| Prepared by : Mr.M.Sivakumar, AP/CSE | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **COLLEGE WEB SITE MAINTENANCE**

5.4 College Website incharge will update the website based on the requisition frequently and it has to be conveyed to the Department Website incharge through email.

6.0 Quality Records:
6.1 Institution vision, mission and objective (goal to be formed) for college (CF-02)
6.2 Internet/ Wi- Fi & Server details- bill, records.(CF-16)

7.0 Reference:
7.1 Publicity made by the institution (CF-06)

8.0 Format: NIL

| Prepared by   :Mr. M.Sivakumar, AP/CSE | Approved by :   Dr.S.Muruganandam, Principal |
| Signature   : | Signature   : |

Title:: **WOMEN EMPOWERMENT CELL**

1.0:   Purpose:
1.1   To create awareness of the women's right and to empower them.
1.2 To empower women with decision making capability for personal and social challenges and for upliftments.

2.0 Objectives:
2.1 To promote the culture of respect and equality for female gender.
2.2 The provision of opportunities and programmes for women to be financially, mentally and emotionally empowered so as to promote their growth as individuals in their own right.
2.3 To create a progressive environment by providing training for professional and entrepreneurial development for women.
2.4   To create awareness about the struggles of women and to honor the achievements   made by them.

3.0. Definition: 3.1 WEC – Women Empowerment Cell
         3.3 WECI – Women Empowerment Cell Incharge

4.0 Responsibility :   4.1 Women empowerment cell Incharge
                4.2 Principal
        4.3 Executive Director

5.0. Procedure:-
   5.1 The WECI has to prepare the WEC activities for academic year and get approval from the Principal.
   5.2 The WECI has to prepare the budget for activities planned and get approval from the principal and implement all the activities planned for the year.
   5.3 The WECI identifies the chief guest for women's day celebration.
       5.3.1 Schedule a date in the first week of march for women's day celebration according to the convenience of the chief guest.
       5.3.2 The WECI plans the events for women's day celebration.
       5.3.3 Prepare budget according to the events planned and get approval from Principal and Executive Director.

Prepared by :Ms. L.Padmini, AP/ECE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **WOMEN EMPOWERMENT CELL**

5.3.4   The WECI communicate all the women in the college through a circular to participate in the events.

5.3.5   The WECI plans the agenda and get approval from the Principal.

5.3.6   The WECI will conduct the events in an efficient manner.

5.3.7   The bill should be settled within three days of the function.

5.4   All activities should be conducted as planned and schedules and record should be maintained in the activity file.

5.5 WECI will report the activity progress to Principal.

5.6 Principal will review the activities which are recorded by WECI in the file.

6.0. Quality Records: 6.1   Women Empowerment Cell (CF-21)

7.0. Reference:
 7.1 Discipline and welfare committee (CF-20)
7.2 POSH Committee (CF-19)
7.3 Redressal of grievances committee (CF-13)

 8.0. Formats: NIL

| Prepared by   :Ms. L.Padmini, AP/ECE | Approved by : Dr.S.Muruganandam, Principal |
| Signature   : | Signature   : |

Title::   **BRAND BUILDING ACTIVITIES**

1.0 **Purpose:**

   To make publicity and to give awareness about the facilities and educational services rendered to the society and to create impression in the minds of stakeholders.
.

2.0   **Objectives:**

2.1   To promote College to other districts, rural peoples and school students.

2.2   To bring the development of consistent, uniform visual images that make the college unique and distinctive.

3.0   **Definition:**

3.1   Brand Building (BB)

3.2   Executive Director (ED)

4.0 **Responsibility :**

   Chairman

4.1   Executive director

4.2   Brand building Head

4.3   Brand building Coordinator

5.0. Procedure:-

5.1   Branding activities for the academic year is planned and scheduled in the month of February every year by the Brand Building Head.

5.2   Planned branding activities are submitted to ED for review and approval.

5.3   Budget for the approved planned activities to be prepared and submitted to ED for review and approval.

Prepared by :Mr.K. Velmurugan, AP/ECE	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title::   **BRAND BUILDING ACTIVITIES**

5.4   Promotions Activities like interschool cultural competitions, inter school sport competitions, Blood donation camps and formula booklet distribution to schools are scheduled with reference to the school holidays and school exam dates.

5.5   The Brand Building Head forms the committee to implement the approved activities.

5.6   Activity invitation is designed and distributed to all the schools in and around Trichy.

5.7   All activities should be conducted as planned and schedules and record should be maintained in the activity file.

5.8   Activity progress shall be reported to ED by Brand Building Head every month.

5.9   ED shall review the activities progress and same shall be recorded by Brand Building Head in activity file and takes the necessary corrective action.

6.0. Quality Records:

6.1 Publicity made by the institution (CF-06)

6.2 Institution vision, mission and objective (goal to be formed) for college (CF-02)

6.3 Advisory committee (CF-03)

7.0. Reference:

7.1 7 C Committee (CF-22)

8.0. Formats:

Material Requisition Indent - 7C Brand Building (MRI-01)

Prepared by :Mr. K. Velmurugan, AP/ECE	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CAREER GUIDANCE ACTIVITIES**

1.0 PURPOSE

1.1 To ensure employability and employment through continuous mentoring and appropriate professional training and imparts career guidance to all eligible aspirants.

2.0 OBJECTIVE

2.1 To provide guidance and assistance for the students to achieve their career goals.

2.2 To motivate and guide the students to succeed in qualifying examination like GATE and CAT and to join post graduate courses.

2.3 To provide information and assistance to students regarding self employment.

2.4 To assist for job opportunities and higher education in India and abroad.

3.0 RESPONSIBILITY

3.1 Executive Director

3.2 Principal

3.3 7c – Career Guidance And Placement team head

3.4 Training and Placement officer

3.5 Department of training and placement

4.0 DEFINITION

4.1 Career Guidance And Placement (CGP)

4.2 Entrepreneurship Development Cell (EDC)

4.3 Training and Placement (T & P)

Prepared by : Mr.Arunkumar, AP/Mech	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CAREER GUIDANCE ACTIVITIES**

5.0 PROCEDURE:

5.1 Categorizing the students based on their interest either in career, placement and entrepreneurship.

Career:

5.1.1 Identifying the students who are interested to clear the competitive examination courses like GATE, GRE, TOEFL, IELTS and foreign language courses like German, French and Japanese through awareness programme by the reputed institutes and through introductory conferences.

5.1.2 Proposal has to be prepared with budget for the selected career programme learning based on student's feedback.

5.1.3 Forwarding proposal to Executive Director through Principal and getting approval.

5.1.4 After the proposal approval, the MOU has to be signed between institution and training institutes.

5.1.5 The planned approved programme has to be conducted as per schedule and the feedback to be collected from the attended students.

5.1.6 The course completion certificate has to be issued to the participated students.

Placement:

5.1.7 Identifying students who are interested in placement.

5.1.8 Suggesting communication activities to placement department.

5.1.9 Indentifying the trainees pertaining to skill trainings.

5.1.10 Submission of proposals as received from the trainers to Principal and Executive Director for approval.

5.1.11 Scheduling the training programme based on academic schedule.

5.1.12 Submission of budget for approval pertaining to the conduction of programme to Principal and Executive Director.

5.1.13 Organizing the programme with respect to the approval received from Principal and Executive Director.

Prepared by : Mr.Arunkumar, AP/Mech	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CAREER GUIDANCE ACTIVITIES**

Entrepreneurship:

5.1.14 Identifying students who are interested in Entrepreneurship.

5.1.15 Indentifying Entrepreneurs, Banking personals, Administrative personals to deliver guest lecture, training sessions and motivation to the interested students.

5.1.16 Submission of proposals as received from personals to Principal and Executive Director for approval.

5.1.17 Scheduling the training programme based on academic schedule.

5.1.18 Submission of budget for approval for the conduction of awareness programmeto Principal and Executive Director.

5.1.19 Conducting of programme with respect to the approval from Principal and Executive Director.

5.1.20 Motivating student members to submit start-up ideas.

5.1.21 Encouraging students to participate in business idea events.

5.2 Reports pertaining to planned and competed activities of career, placement and Entrepreneurship are submitted to ED for review through Principal by the end of every semester and corrective actions are taken.

5.3 Completed activity reports to be recorded in CGP file and EDC file by the 7c – Career Guidance and Placement team head.

6.0 QUALITY RECORDS
    4.11 Counseling and Guidance Cell (CF-35)

7.0 REFERENCE
    4.11 College academic calendar and department academic calendar (KRCT/Dept/05)
    4.12 Training and placement cell (KRCT/Dept/78)
8.0 FORMAT
Training Plan / Actual (TPA-01)
Career Counselling Program Feedback Form (CCPFB-01)
Training Feedback Form(TF-01)
Training Attendance Sheet(TAS-01)
Training Plan/Actual(TPA-01)

Prepared by : Mr.Arunkumar, AP/Mech	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **FACULTY DEVELOPMENT ACTIVITIES**

0.0 Purpose:
To improve the quality of each faculty by providing various training

1.0 Objectives:
To improve the quality the Teaching Faculty members by giving Technical and Soft Skill Training

2.0 Responsibility :
3.1 ED
3.2 Principal
3.3 HOD
3.4 FDC Overall Coordinator
3.5 FDC Department Coordinator

3.0 Definition:
3.1 FDC- Faculty Development Committee
3.2 7C- 7 Changes Committee
3.3 FDP- Faculty Development Program
3.4 ED-Executive Director
3.5 AO – Administrative Officer
3.6 OD –On Duty
3.7 Training Records – It includes Annual Training Plan/Circular, Training Attendance Proof, Training Material, Evaluation and Effectiveness of the Training

4.0 Procedure
5.1 HOD will prepare teaching faculty name list for induction training and soft skill trainings based on Competency Matrix, Skill Matrix, Performance Appraisal Rating, Interviews, Student Feedback, etc.
5.2 Newly joined teaching faculty members will be identified for Induction Training Programme and rest of the faculty members will be identified for various soft skill and technical training.
5.5 FDC coordinator will prepare Annual training plan for induction training and soft skill trainings based on teaching faculty members name list collected from each HOD/Dean.
5.4 This training plan will be verified by 7C coordinator and then it will be approved by Principal.

Prepared by : Mr.S.Sivakumar,AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **FACULTY DEVELOPMENT ACTIVITIES**

5.5 Induction Training Programme will be organized as follows:

5.5.1 Two weeks before the beginning of academic year, the Agenda will be prepared by faculty development coordinator and it will be approved along with date of the programme by Principal

5.5.2 Based on the agenda, resource persons(internal/external) will be identified by Principal immediately and it will be communicated to all resource persons

5.5.3 Two weeks before the Schedule will be prepared by FDC coordinator and it will be verified by 7C coordinator. Then it will be approved by the Principal.

5.5.4 Two weeks before, the Faculty Development Coordinator will prepare budget and it will be verified by Principal. Then it will be approved by ED.

5.5.5 Circular to be sent to the participants and resource persons.

5.5.6 Hall, Electrical, refreshment(FN&AN) will be arranged by the FDC team

5.5.7 FDC Coordinator will verify the arrangements made by assistant FDC coordinators on the previous day evening.

5.5.8 Participant's attendance to be recorded on the day of training

5.5.9 Get feedback from Resource person and participants for further improvements

5.5.10 Remuneration to be given to the resource person as per the management norms.**5.6 Soft Skill Training will be organized as follows:**

5.6.1 FDC Coordinator will identify resource person for soft skill training programme and the resource person, budget and number of days will be confirmed by ED

5.6.2 FDC coordinator will communicate the resource persons and will prepare training schedule

5.6.3 The training schedule will be verified by 7C coordinator and it will be approved by the Principal.

5.6.4 FDC Assistant coordinators will make arrangements for hall, mike and refreshment(FN/AN)

5.6.5 Number of participants will be finalized by principal with all departments.

5.6.5 Circular to be sent to all departments along with participants name list.

5.6.6 Participant's attendance to be recorded for both FN and AN on the day on training

5.6.7 FDC Assistant coordinators will collect feedback from the resource person and participants

5.6.8 Remuneration will be given to the resource person as per the management norms

5.7. Technical Training will be given as follows:

5.7.1 HOD will identify Conference / Workshops / FDPs organized by other reputed institutions through brochure or college website every month.

Prepared by : Mr.S.Sivakumar,AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **FACULTY DEVELOPMENT ACTIVITIES**

5.7.2 HOD will ask the identified faculty members for technical training to attend workshop/conference/FDP

5.7.3 Concern faculty has to write the letter for permission and advance amount from Principal through HOD for attending training programme.

5.7.4 The Principal may approve the letter and forward it to AO for getting advance amount

5.7.5 After getting advance amount from account section, the faculty member will be allowed to attend training program by submitting OD form.

5.7.6 After reporting to college from training, the faculty will submit bill settlement form to account section which will be duly verified by FDC coordinator for eligible amount within 3 days.

5.7.7 FDC Coordinator will record the concerned faculty participation and claim amount detail.

5.8 The faculty member who has completed technical training will share the knowledge through staff seminar.

5.9 FDC Coordinator will prepare the consolidated faculty participation and claim amount detail for every academic year.

5.10 FDC coordinator will give the presentation about faculty's participation in other colleges and the amount spent by the management for participation at 7C appraisal meeting.

5.11 The plan for next year will be executed from procedure no 5.2.1 to 5.2.8, modification may be done on forthcoming academic year FDC activities plan based on the feedback from chairman, ED, Principal,7C Coordinator

6.0.Quality Records:

6.1 Subject allocation & workload (10)

6.2 Faculty on-duty (35)

6.3 Faculty duty (36)

6.4 Guest lectures, seminars, conferences and workshops, faculty development training programmes attended – faculty (72)

6.5 Faculty seminar detail (73)

7.0 Reference:

7.1 Faculty research publication & research project (74)

7.2 Faculty interaction with outside world (75)

8.0. Formats:

8.1 Training Feedback Form (TF-01)

8.2 Training Attendance Sheet (TAS-01)

8.3 Training Plan/Actual (TPA-01)

Prepared by : Mr.S.Sivakumar,AP/CSE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **HUMAN RESOURCE MANAGEMENT**

1.0 Purpose : To Monitor of control the Manpower Resources

2.0 Objectives: 2.1 To understand the individual employee presence in the Organization

2.2 To Utilize the Human Resources effectively and efficiency

3.0. Responsibility: 3.1 Office Superintendent

3.2 Office Clerk

3.3 Principal

4.0 Definition : Nil

5.0. Procedure:

5.1 The Attendance of the employee are controlled by Bio-Metric System

5.2 All the employee are requested to record the Bio-Metric Thumb impression in the Morning Entry and Evening Exit of the Daily Attending the college

5.3 The Everyday Daily Attendance Report print out from the software, Which is linked with the Bio-Metric Machine, will be taken in the Morning before 9.30AM

5.4 The Print out Daily Attendance Report shall be done in the prescribed format of the software with all Time Office details

5.5 The Daily Attendance Report will be verified for the Leave, Absent and OD-On Duty, Medical Leave, Vacation, Permission etc.., will be recorded in the report by the Office clerk and verified by the Office Superintendent

5.6 The Daily Attendance Report shall be duly signed by the Principal after the Office Superintendent submission.

5.7 The Daily Attendance Report is then filed with the Office Clerk.

5.8 The Employees application for their Leave/Absence is given through software

5.9 Subsequently the salary is calculated in end of the month and approved by the Top Management for further actions.

6.0 Quality Records: Daily Attendance Report File

7.0 Reference: 7.1 Employee Appointment Order

7.2 Employee Bio-Data

8.0 Format: Nil

Prepared by : Mr.Karrupusamy, AP/Mech	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **INFRASTRUCTURE MAINTENANCE**

1.0 PURPOSE

1.1 To provide wholly self contained campus comprising of all facilities ideally suited for technical education.

2.0 OBJECTIVE

2.1 To ensure a uniform and balanced distribution of space and resources to all departments.

2.2 To provide and maintain necessary amenities to staff and students in time bound manner.

3.0 RESPONSIBILITY

3.1 Executive Director

3.2 Principal

3.2 Manager

3.3 7C - Infrastructure Team Head

3.4 HOD

3.5 Civil engineering section

4.0 DEFINITION

4.1 Development of Infrastructure in the Campus (DIC)

4.2 7c – 7 Committees

4.3 Civil Engineering section (CES)

5.0 PROCEDURE

5.1 HODs will prepare requirement of required infrastructural facilities for the department at the beginning of every academic year.

5.2 7C – Infrastructure team will prepare the consolidated list of the college requirement and forward it for approval to the top management through Principal.

5.3 The approved infrastructure list is forwarded to CES for taking necessary steps.

The CES will initiate the steps to complete the approved infrastructure facility within the agreed period.

Prepared by : Dr.V.Vijayan, Professor/Mech	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **INFRASTRUCTURE MAINTENANCE**

5.4   The ongoing civil and other infrastructure updation work will be reviewed by infrastructure team head and report to the top management.

5.5   After the completion, the new establishment will be assigned to the concerned department for their utilization.

6.0   QUALITY RECORDS:

6.1 Estate maintenance (CF-27)

7.0   REFERENCE:

7.1   Rain water harvesting, Bio-gas plant, Solar water heater, Plantations & e-waste management (CF-26)

8.0   FORMAT:

Material Requisition Form (MRF-01)
Material Requisition Issue Slip(MRIS-0)

Prepared by : Dr.V.Vijayan, Professor/Mech	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **RESEARCH AND DEVELOPMENT ACTIVITIES**

1.0 Purpose:

1.1 To motivate the faculties and students to carry out research papers and enhance their technical knowledge in their respective domain.

2.0. Objectives:

2.1 To provide the faculty with a valuable opportunity to expose the student's research interest.

2. 2 To motivate the faculties and to motivate to involve in research activities.

2.3 To encourage the faculties for in Conference, to get patent and to publish Journal.

3.0. Definition:

3.1 ED – Executive Director

4.0 Responsibility :

4.1 Research Coordinator

4.2 R&D member

4.3 Faculty

5.0. Procedure:-

5.1 Conducting research seminar

5.1.1 Getting approval from ED with proper plan and budget.

5.1.2 Getting approval from the chief guest through mail with date of program

5.1.3 Preparing invitation and collecting list of faculties from the Principal

5.1.4 Collecting feedback at the end of program from participants and chief guest for future improvements

5.1.5 Preparing a report and documenting the files at the end of program.

5.2 Applying for incentives

5.2.1 The published paper should be submitted to R&D member with journal details.

5.2.2 Journal paper will checked for impact factor and H index for allocating incentive.

5.2.3 Prepared documents will be verified by ED and amount will be sanctioned.

5.2.4 The staff will be recognized by the Principal with sanctioned incentive.

Prepared by : Mr.T.Ramkumar, AP/EEE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title::   **RESEARCH AND DEVELOPMENT ACTIVITIES**

6.0.Quality Records:

6.1 Guest lectures, seminars, workshops, faculty development training programmes –organized (KRCT/Dept/68)

6.2   Intra & inter departmental technical and non-technical activities (KRCT/Dept/69)

6.3 Association file(KRCT/Dept/70)

6.4 Symposium and National conferences (KRCT/Dept/71)

7.0 Reference:

7.1 Research laboratories (KRCT/Dept/33)

7.2 Faculty on-duty (KRCT/Dept/35)

7.3 Faculty duty (KRCT/Dept/36)

7.4 Research and Development Committee (CF-24)

8.0 Formats: NIL

Prepared by : Mr.T.Ramkumar, AP/EEE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENT DEVELOPMENT ACTIVITIES**

1.0 Purpose: 1.1 To motivate the students to actively participate in co-curricular and extra-curricular activates
.

2.0 Objectives: 2.1 To improve student's technical knowledge in the respective domain
2.2 To identify the students problem and give counseling by psychologist.
2.3 To Improve the communication skill of our students.
2.4 To organize various camp like Pan card, Vote ID and Passport for student to improve verbal communication.

3.0 Definition: SDC- STUDENT DEVELOPMENT COMMITEE
HOD- HEAD OF THE DEPARTMENT

4.0 Responsibility :
4.1 SDC- Coordinator
4.2 HOD of respective department
4.3 Department Co-ordinator

5.0. Procedure:-
5.1 The enlisted co-curricular activities can be organized by the department for enriching the student's knowledge per academic year. These activities were suggested by the 7C/SDC and approved by the management {Chairman, Executive Director, Principal and Heads of various departments}.

Workshop - 4 (atleast 2 per semester)
Value added course – 2 (atleast 1 per semester)
Guest Lecture – 12 (6 per semester (2 Guest Lectures for I, II,III,IV Year each)

5.1.1 The above enlisted co-curricular activities after conducted by department coordinator and report has submitted to SDC coordinator.

5.1.2 The above enlisted co-curricular activities may not be conducted by the department co-ordinator due to shortage of time in a semester that can be conducted in the following semester and report has submitted to SDC coordinator however it's the duty of the department to take care that the activity is planned and organized. .

5.1.3 The above enlisted co-curricular activities count is not restricted to the numbers mentioned above

5.2 "Concept of the Day" implemented in all the classes to make the students to know new information and to strengthen their technical and communication skills.

Prepared by: Mr.Nazar Ali, AP/EEE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENT DEVELOPMENT ACTIVITIES**

5.2.1 - A Student has to perform the activity during morning first hour for 5 minutes as per the timetable of the respective semester by narrating a new concept or technology of his/her own interest in ascending order of his/her ROLL NUMBER.

5.3 "Newspaper Reading" implemented in all the classes to improve student's way of speaking and communication and to get the knowledge about day-to-day life.

5.3.1 The above activity is conducted by Assistant Class advisor and report is maintained in the department and reviewed twice in a semester by the SDC coordinator.

5.3.2 Assistant Class advisor can appoint a student incharge to maintain the record of the students performing the activity in the prescribed format.

5.3.3 A Student has to perform the activity during afternoon first hour for 5 minutes as per the timetable of the respective semester by reading a passage of news of his/her own interest from that day`s news paper in descending order of his/her ROLL NUMBER.

5.4 Motivational seminar and counseling has to be given by a Psychologist for all years students as per the requirements.

  ➢ The above activity is conducted by Class advisor and report is maintained in the department and reviewed twice in a semester by the SDC coordinator

5.5 Presentation day for all the classes should be conducted in a very effective manner to improve Student's subject knowledge and communication skills once in every semester.

  ➢ Class advisor refers academic schedule, prepare a list and allocate faculty for stude.

  ➢ The above activity conducted by Class advisor and Report submitted to SDC coordinator.

5.5 Passport camp, Pan card camp and voter ID are organized periodically for students to enable them a easier way to avail the ID cards at a nominal cost.

5.6.1 Getting approval from ED through The Principal

5.6.2 Discuss with the agency and fix the date for conduct the above camp activity

5.6.3 Prepare circular and get approval from The Principal

5.6.4 Inform to the student through circular and display the same in the notice board

5.6.5 The above mentioned camp may not be organized due to insufficient working days in a semester or unavailability of agency people.

Prepared by : Mr. Mr.Nazar Ali, AP/EE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENT DEVELOPMENT ACTIVITIES**

6.0.Quality Records:

6.1Student portfolio (KRCT/Dept/56)

6.2 Students prizes & best outgoing award (KRCT/Dept/54)

7.0 Reference:

   7.1 Academic Calendar (KRCT/Dept/05)

8.0 Formats: NIL

.

| Prepared by : Mr.Nazar Ali, AP/EEE | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **PURCHASE OF LIBRARY BOOKS**

1.0. Purpose: Purchase of prescribed text and reference books as per the syllabus (AICTE & Anna university) and Staff Recommended books for the Library**.**

2.0. Objective:

    2.1   To facilitate the students to maximize the use of Library materials.

3.0. Responsibility: Chief librarian, Librarian

4.0 Definition : DDC – Deway Decimal Classification

                  HOD – Head Of Department

5.0 **Procedure:-**

    5.1 **Book purchasing**

5.1.1 HOD prefers the books required as per the AICTE & Anna University Norms requirement and get the Principal approval before sending to Library

5.1.2 After getting the book list from the department HODs, the librarian has to get the quotation from the publishers. (Approved vendors only).

5.1.3 Title:s of books, which are not available in the library and insufficient Title:s are to be added in the list are checked through the library software.

5.1.4 Based on the obtained quotation, the librarian has to get approval for the final books from the Principal.

5.1.5 Then the librarian submits the approved quotation to administrative office for final approval to purchase the books through purchase indent.

5.2 **Book processing**

5.2.1 The books must be checked whether the books are damaged, torn, page mistake or print mistake by the library staff after receiving books from the vendor.

5.2.2 Then the books are arranged according to bill wise.

5.2.3 If any book is found without Bill or any kind of damage from the list, the book will be returned to vendor and get fresh bill for that, or we request the vendor to get fresh book instead of old book.

Prepared by :Mr.R. Raja Sekaran, Librarian	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **PURCHASE OF LIBRARY BOOKS**

5.2.4 The Library staff prints Accession Number with the help of numbering machine.

Assigning unique number to each and every book and also as per bill and the book details will be recorded in the Accession Register.(The Register contains details like Accession No, Date of Accession, Call No, Authors, Title:, Edition/ Year, Publisher, Series, No. of pages, Vendor, Invoice No & Date, Price, Special Id if, ISBN and Remarks).

5.2.5 The Librarian gives the Call no to every book per DDC norms.

5.2.6 Then the book details as per Accession Register are entered in the Library software by Librarian.

5.2.7 Then the staff writes call number and accession number in the books; also write Bill details in the books.

5.2.8 The books sealed in Title: page, secret page, by staff and paste the due date slip, Book card and book pocket. Also we put content seal (It contains Accession No. , Date, Call No, Rack / shelf, Price, and Bill no & date).

5.2.9 CD/ Floppy received along with the book are also the same accession number.

5.2.10 The book must be classified department wise to arrange the books in the shelves.

5.2.11 The librarian must get sign both Bills and accession register from Principal, at time principal will check every Bill thoroughly.

5.2.12 Librarian prepares Bill statement to pay the amount after completing all process.

5.2.13 The Bills and statement are submitted to Administrative officer to get approval for the Payment.

5.2.14 Finally the statements are given to college office (Account section) they arrange to pay the amount.

6.0 **Quality Records:**
6.1 HOD's Books recommandation file (LBLF -01)
6.2 Quotations and Publisher catalogue (LBLF-02)

7.0 References : Book Register

8.0 Formats :
BPI-01- Book purchase indents

Prepared by : Mr.R. Raja Sekaran, Librarian	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CIRCULATION SECTION**

1.0 Purpose: Lending of books to the users is a vital function of the Library. The Lending of books in the Library is known as book circulation

2.0 Objective:

     2.1 To facilitate the students to receive and study the books.

     2.2 To facilitate the availability of books in library.

3.0. Responsibility: Librarian and Library staff

4.0 Definition : HOD – Head of Department

               RFID –Radio Frequency Identity Card

5.0 Procedure:- Charging Systems: Issues :

5.1 Student Membership The Librarian will get the student list from all the departments with the knowledge of HOD and Principal Signature.

5.1.1 **Staff membership** For Staff members to get membership in the library, they get library membership form from the librarian. The staff members have to fill the form and get sign from the Principal, the staff ID Number will be provided by Principal Office then they submit to librarian.

5.2 Before the issue of the books for students and staff members, the data should be entered in software. The details contain Roll no, Name, DOB, Address, Phone no, blood group, E-mail and Photo)

5.3 For Ist year UG students 3 books and 5 books for UG II, III, IV Year Students, 6 Books will be issued for All PG students. 4 Books for Non –Teaching staff and 10 books for Teaching- Staff.

5.4 The books must be returned within 14 days for all students, One month for Non –Teaching and five months for teaching staff.

5.5 The Users have to submit the identity card along with the library ticket at the time of issue of Book. Users can renew for one time (another 14days.) In the case of late return, the fine amount will be charged Rs.1/day (not applicable for Staff).

5.6 Loss of the library ticket will be charged Rs. 25 /-.as fine for each card.

5.7 In case the book is lost by student or staff they should report to librarian immediately and it should be replaced with a new copy along with a levy of overdue charges if any.

5.8 If the borrower is unable to replace the books that are lost, She/he will be levied a penalty two times the cost of the book, plus overdue charges if any. Users/ members have to surrender the library tickets when they leave the institute. Non-liability Certificate' will be issued to a user, only after the tickets are returned.

6.0 Quality Records : Entry at library software

7.0 **References:**

     7.1 Students Enrolment File(LBLF-03)

     7.2 Staff Membership File.(LBLF-04)

8.0 **Formats :**Nil

Prepared by : Mr.R. Raja Sekaran, Librarian	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **PERIODICAL SECTION**

1.0 Purpose: The main purpose of periodical is to provide the latest and authenticated information to the Client.

2.0 Objective:

2.1 To provide quick tool for dissemination of information.

2.2 Latest information about recent researchers is available.

3.0. Responsibility: Librarian.

4.0 Definition : HOD – Head of Department

DD – Demand draft

5.0 Procedure:-

5.1 The Librarian will receive the catalogue from the publishers or vendo The catalogue is sent to all the departments and they select the journals and books (As per AICTE norms)

5.2 Then the selected list will be submitted to the librarian with the knowledge of the HOD

5.3 Librarian gets quotation of the selected journal's list and book list from the publisher or Vendor

5.4 Then the librarian prepares letter to get approval from the principal and he forwards to the Administrative office with his permission D.D will be taken.

5.5 The document should be submitted in college main office then they make arrangements for D.D.

5.6 Letter is prepared to publisher for journals with D.D attachment. After that librarian gets Signature from the Principal with seal.

5.7 The letter and D.D will be posted to the particular publisher or vendors then they send Journals or magazine from the publisher to our college address.

5.8 The journals must be in entered both in register and library software. Finally it will be Sealed with a stamp on the materials. Then the journals and magazine will be displayed at journal's shelves.

  Renewal of Periodical:

5.9 The periodicals that are already subscribed will be renewed every year. The renewal Notice along with payment is sent to the Supplier.

Prepared by : Mr.R. Raja Sekaran, Librarian	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **Periodical Section**

Reminder of periodical:
5.10 Reminder letter will be sent to the publisher or vendor for in case of missing.
Online E-Journals:
5.11 Online E-Journals are subscribed through the Global information system Consortium,
        DELNET directly purchase.

6.0 Quality Records :
6.1 Periodical Quotation& approval file .   (LBLF-05)
6.2 Periodical subscription & renewal file.   (LBLF-06, 07 & 08)
6.3 Periodical reminder file.   (LBLF-09)
6.4 Periodical Register.

7.0 References :

8.0 Formats :
LOJ- List of Journal's

Prepared by: Mr.R. Raja Sekaran, Librarian	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **Reference Section**

1.0 Purpose: It is used to provide information services on demand.

2.0 Objective:
To provide advanced information

3.0 Responsibility:
Librarian

4.0 Definition:
OPAC - Online Public Access Catalogue

5.0 Procedure:

5.1 Important documents like Handbooks, Manuals, Yearbooks and rare books Encyclopedias standards Reports are kept as reference.

5.2 Any information needed by the user will be provided by the Library staff on demand.

6.0 **Quality Records:**
  OPAC,SEARCH

7.0References : NIL

8.0 Formats: NIL

Prepared by : Mr.R. Raja Sekaran, Librarian	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CLASSIFICATION OF CATALOGUING SECTION**

1.0Purpose: The basic purpose of classification and cataloguing is for easy retrieval of books.

2.0Objective:
  2.1 To determine the specific subject.
2.2 To retrieve the materials without much time

3.0 Responsibility: Librarian

4.0 Definition:
DDC –Dewey Decimal Classification
OPAC – Online Public Access Catalogue

5.0Procedure:
  5.1 We follow DDC (Dewey decimal classification) for the subject arrangement of books.

  5.2 New books are classified as per the DDC.

  5.3 After classification it should be entered in the system along with the data entry.

  5.4 The call number should be written on the Content page, due date slip.

  5.5 OPAC is used as a tool to retrieve the online information of the library.

Classification File, OPAC

6.0 **Quality Records:**
    DDC (DDC software)

7.0References : NIL

8.0 Formats: NIL

Prepared by : Mr.R. Raja Sekaran, Librarian	Approved by : Dr.S.Muruganandam, Principal
Signature : Signature :	Signature :

Title:: **STOCKING SECTION**

1.0 Purpose: The books are arranged as per classified order by department wise.

2.0 Objective The basic objective of the stack section is easy retrieval of books, avoid damaged and pilferage

3.0 Responsibility Librarian

DDC : Dewey Decimal Classification

4.0 Definition:

5.0 procedures:

Arrangement of Books:

5.1 Books arranged on the shelves as per the classified order of the subject wise.

Shelf Rectification:

5.2 The discharged books are replaced at regular interval.

Vigilance Work:

5.3 The staff members should be vigilant to avoid misuse of books

6.0 **Quality Records:**
DDC (DDC software)

7.0 References : OPAC

8.0 Formats: NIL

Prepared by : Mr.R. Raja Sekaran, Librarian	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **BINDING SECTION**

1.0 Purpose: Damaged books are sent periodically for binding

2.0 Objective: To keep the books in presentable condition.

3.0 Responsibility: Binder & Librarian

4.0 Definition : Nil

5.0 Procedure:

5.1 The damaged books are collected from the stock periodically.

5.2 All the books, which are collected for binding, are physically verified by one of the Assistants of the maintenance section.

5.3 The damaged books are listed in the File and sent for the binding section.

5.4 Binding back volume Register, Binding file.

6.0 Quality Records: NIL

7.0 Reference: NIL

8.0 Formats: NIL

Prepared by : Mr.R. Raja Sekaran, Librarian	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **DIGITAL LIBRARY MAINTENANCE**

1.0 Purpose: To Know the information from the world wide web get their additional subject Knowledge.

2.0 Objective: To know the availability of books earlier through the digital facility. And to develop the current affairs knowledge to student in their subject.

3.0. Responsibility: librarian

4.0 Definition :

5.0 Procedure:-

5.1 Library has computer systems with internet facility for accessing of E-Journals and other academic related activities.

5.2 Separate register for Digital library is maintained.

5.3 Maintaining free e-books and magazine CD's

5.4 If users need magazines and contents of CD, they are allowed to bring their bring Lab tap and can copy the content from CD. But it is not issuable for any one.

5.5 The computer support in charge of the college will maintain the computer in library.

6.0 Quality Records : Digital library register

7.0 References : NIL

9.0 **Formats : NIL**
10.0

Prepared by: Mr.R.Raja Sekaran, Librarian	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **LIBRARY STOCK VERIFICATION**

1.0 Purpose: To describe the Verification procedure of library stock register

2.0 Objective:

2.1 To ensure the stock of books in library.

3.0. Responsibility: librarian

4.0 Definition : HOD – Head of Department

5.0 Procedure:-

5.1 The stock verification is done once in a year by the Faculties (committee members), who are selected by Principal

5.2 The committee will verify by Barcode Reader using Library software.

5.3 The committee will give list of missing books to librarian after verification

5.4 Then the Librarian and staff search and in the missing books.

5.5 The committee head will review the found books and give final report to librarian

5.6 The committee head and Librarian will submit to Principal to get sign and submit to Principal Office.

5.7 When staff and student Lose the books, It should be reported to librarian immediately and it should be replaced with a new copy along with a levy of overdue charges if any.

5.8 If the borrower is unable to replace the books that are lost, he/She will be levied a penalty two times the cost of the book, plus overdue charges if any

6.0 Quality Records :

6.1 Stock verification File

6.2 Student missing books file

7.0 References :

7.1 Previous year stock verification report.

8.0 Formats :

NIL

Prepared by : Mr.R. Raja Sekaran, Librarian	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **PRESERVATION AND MAINTENANCE OF LIBRARY**

1.0Purpose: To describe the procedure for Preservation and maintenance of Books

2.0Objective:
     2.1

3.0. Responsibility: Librarian

4.0Definition :

5.0 Procedure:-
5.1The Library attender and Library Assistant clean the racks every day and rearrange the Books.
5.2 The damaged books are binding every year. And also we bind the back volume journals and Magazines.
5.3 The library have power existing box to safe from fire.
5.4 Fire extinguisher should be checked every year for the validity (Expiry / Refilling date)
5.0 Quality Records :
6.1 Cleaning records sheet.

6.0 References :

7.0 Formats :

| Prepared by   : Mr.R.Raja Sekaran, Librarian | Approved by : Dr.S.Muruganandam, Principal |
| Signature   : | Signature   : |

Title:: **MAINTENANCE OF ANNA UNIVERSITY QUESTION BANK**

1.0 Purpose: 1.1 To describe the procedure for Maintenance of Anna University Question Bank
   1.2It is to refer the questions for Anna University Exams.

2.0 Objective:
   2.1 To Ensure the availability of previous years AU question papers in library for students & Staff reference.

3.0. Responsibility: Library Assistant

4.0 Definition : HOD – Head of Department

5.0Procedure:-
 5.1 Exam cell will give a copy of Anna University Questions for each semester to Library.
5.2 The Library staff arranges the questions by semester wise.
5.3Then the staff binds the questions by semester wise.
5.4 Put the library Seal by staff for each question paper.

6.0Quality Records :NIL

7.0References :
   9.2 Question Bank (Semester wise)
8.0Formats :
   8.1   Nil

Prepared by : Mr.R. Raja Sekaran, Librarian	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CENTRAL LIBRARY AND OTHER ACTIVITIES**

1.0 Purpose: To describe the procedure for Central Library Activities

2.0 **Objective:**
2.1 To work for Anna university committee for college Renewals
3.0. Responsibility: librarian

4.0 Definition :

5.0 Procedure:-
    5.1 Preparation of committee reports for Anna University, AICTE and NACC inspections
    5.2 The library attended committees like Anna University, AICTE and NACC.
    5.3 Xerox facility available in the library for staff only.
    5.4 Monitoring and maintaining silence at the library.
    5.5 Monitoring the department's library by librarian.
    5.6 Librarian assist the students to access the E –journals and other E- contents
    5.7 Library creates awareness to user on current issues. (Daily papers and magazines)

6.0 Quality Records :
    5.8 AICTE Norms for library, Xerox note, News Paper

7.0 References : AICTE Norms

8.0 Formats :

Prepared by : Mr.R. Raja Sekaran, Librarian	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENTS NEWSPAPER SUBSCRIPTION**

1.0 Purpose: To disseminate the current awareness to students and

2.0 Objective: To develop their Communication skill.

3.0. Responsibility: Librarian

4.0 Definition : HOD – Head of Department

5.0 Procedure:-
5.1 The department HOD give total number student's strength for paper subscription with Principal sign.
5.2 The List came to Librarian to proceed to purchase new paper
5.3 Librarian prepare letter for get approval from principal
5.4 Then get approval from Administrative office for make Order.
5.5 The list given to College Office to make order, the copy sent to publisher and Library.
5.5 The News paper come to our college then the paper will be issued to students.
5.6 The payment invoice comes every month from publisher.
5.7 The payment will be paid for every month after getting sign from Principal and Administrative office

6.0 Quality Records :
6.1 Order copy and Paper issue note

7.0 References : Nil

8.0 Formats :Nil

| Prepared by : Mr.R. Raja Sekaran, Librarian | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **FEEDBACK COLLECTION AND ANALYSIS FOR LIBRARY**

1.0 Purpose: To describe the procedure for Students and Staff Feedback Collection and Analysis on the library.

2.0 Objective:
  2.1 To ensure effective function of library activities
  2.2 To improve the library activities.

3.0. Responsibility: librarian

4.0 Definition : HOD – Head of Department

5.0 Procedure:-
  5.1 Library has questionnaire format to get feedback from users.
  5.2 The feedback form is issued to staff and student by the librarian in the month of December.
  5.3 They fill their feedback.
  5.4 The feedback will be discussed in the library advisory committee meeting and take Necessary Corrective action.
  5.5The meeting will be held every year in the month of December.

6.0 Quality Records :
6.1 Syllabus (KRCT/Dept/06)

7.0 References :

8.0 Formats :
Student's & Staff's Feedback Form (SSFB-01)

| Prepared by : Mr.R. Raja Sekaran, Librarian | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **BUDGET (Semester wise/ Year wise)**

1.0. Purpose: To establish a System on Financial disbursement for the Organization Growth

2.0. Objectives: To utilize all resources effectively and efficiently at right time, right manner to right

activity in the organization

3.0. Definition: 3.1 Budget – Financial Budget

3.2 Budget Committee – It constitutes E.D, L.O, Principal, on rotation) & Any Special Invitee

4.0 Responsibility : 4.1 Principal

4.2 HODs

4.3 ED

4.4 Head of Finance

5.0. Procedure:-

5.1 The Budget (Financial Budget) is prepared by the HODs in a specified format before the Semester/ Academic year beginning

5.1.1 For odd semester before 30th day of November

5. 1.2 For even semester before 30th day of April

5.2 The prepared Budget has to be submitted to the Principal by the HOD for the inputs and thereof

5.3 After the perusal of the Budget activities by HODs in the format, it has to be submitted to Principal for authorization

5.4 Principal authorization should be completed and submitted to the Budget Committee before 10th day of December/ 10th day of May every year

5.5 The Budget committee constitutes for the Department Budget recommendation on specified dates to meet and send the final Budget to Chairman, which will be decided by the ED

5.5.1 The Budget committee has to scrutinize every category of the Budget Format and analyze for Need, Objective, and Probable Outcomes

5.5.2 The constituted elements in the Budget has to be thoroughly discussed in the Budget Committee for further proceedings

5.5.3 If necessary, clarification may be solicited from the person prepared the Budget or concerned employee of the activity mentioned in the Budget

5.5.4 A consensus has to be sought from the Budget Committee before recommending the Budget activities in the format.

Prepared by : Ms.Anusiya, AP/ECE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **BUDGET (Semester wise/ Year wise)**

5.6 The Recommended Budget has to be submitted to the Chairman for Approval

5.7 The Chairman has to approve the Budget before 24th of December/ 24th of May

5.8 The approved Budget will be handed over to the Finance Department for their Financial Planning

5.9 The approved Budget shall be the pre-requisite information for the submitted Bills to the proceeds for necessary actions

5.10 The Budget Committee Meetings

    5.10.1 The Budget Committee meetings has to be conducted with Agenda and Minutes of the meeting shall be recorded for further references

    5.10.2 The Budget Committee review meetings shall be conducted on first Saturday of every month

5.11 Any Amendments may be done in the Approved Budget after the discretion of the Budget Committee

5.12 Note:

    5.12.1 Budget is a plan, it may occur or not occur

    5.12.2 Approved budgets are only an essential documents for future proceedings

        5.12.3 The Approved activities in the Budget may be changed at the Top Management discretion, whenever required without notice

6.0. Quality Records: 6.1 Department Budget File (KRCT/Dept/21)

7.0. Reference: NIL

 8.0. Formats: Financial Budget Proposal Format (FBP-01)

Prepared by : Ms.Anusiya, AP/ECE	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENT ADMISSION PROCESS**

1.0. Purpose :   1.1 Effectively make the student admission process hassle free to the student during his / her admission.

2.0   Objectives: 2.1 To admit the student as per the Anna University norms for the enTitle: courses in the college based on the student eligibility

3.0 Responsibility :   Admission Incharge

4.0. Definition:

5.0. Procedure:-

5.1   Admission of the students in the college are in following categories

5.1.1 Government allotment by the Tamil Nadu Engineering Admission (TNEA) through Provisional Allotment order for B.E. / B.TECH./ B.ARCH.

5.1.2 Government allotment by the Tamil Nadu Common Admission (TANCA) through provisional allotment order for M.E. / M.TECH / M.ARCH.

5.1.3Government allotment by the Directorate of Technical Education and Directorate of Collegiate Education, Tamil Nadu MBA admission through Provisional Allotment order.

5.1.4Government Allotment by the Directorate of Technical Educational admission to second year B.E. / B.TECH course through Intimation of Allotment.

5.1   Management Quota shall be filled as per the Anna University Quota norms through Consortium of Self-Financing professional Arts and Science Colleges in Tamil Nadu.

5.2   Initially the probable students visit the college with the parents / Guardian and meet the Admission staff.

5.3   Then the probable students shall do the only in the college software regarding ' Enquiry Form' for Admission in a specified format in the designated admission office of the college.

5.4.1After announcement of Higher Secondary course results by the state board and CBSE (or equivalent), The Admission will start as per point No.5.1.

Prepared by: Mr.Velmurugan,AP/ECE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENT ADMISSION PROCESS**

5.5 Government allotment (as per 5.1 (i), (ii), (iii) and (iv).

5.5.1 The student approaches our college with the 'Allotment Order' as per the issued authority.

5.5.2 After the verification of 'Allotment Order' by the Admission office of run college, the admission office shall issue the Registration form for admission and subsequently fill in the form with entry in Admission software of the college the 'Admitted Seal' will be given with duly approved by the Principal.

5.5.1 Government allotted seat student shall pay the Admission fees and other fees as applicable to the casher after point No.5.5.2.

5.5.2 The list of students who paid the Admission fees will be given to the first year Co-ordinator.

5.5.3 The first year co-ordinator shall inform the Admitted students to report the college as per the instructions of the principal

5.6   Management Quota allotment, (as per 5.5, (v)):

5.6.1 The students approaches our college and discuss with the Admission office, based on their discussion, the management allots the admission to the student at their discrete.

5.6.2 The management quota student has to pay the admission fees and other fees as applicable to the casher.

5.6.3 (As per 5.5.4 and 5.5.5)

Prepared by: Mr.Velmurugan,AP/ECE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENT ADMISSION PROCESS**

5.5 The First year Co-ordinator takes responsible of the First year Admitted students and their attendance register is updated with the student norms.

5.6 The Top management at their discrete will decide on the first year 'Induction program' where the student and parents will attend the Inaugural function.

5.7 The college management ensures 'No Ragging' premises and ensure a cordial environment for all the students.

5.8 The first year students documents which is submitted by the student will be sent to the DOTE for verification of the Norms, The DOTE will in turn send the 'Student Allotment List' departmentalize to the college (Admission Approval)

6.0. **Quality Records:**

6.1. AICTE approval letter for intake (KRCT/Dept/02)

6.2 Admission details (KRCT/Dept/03)

7.0 Reference:

7.1 List of students (KRCT/Dept/04)

8.0Formats:

Registration form for Admission (RFA-01)
Enquiry form for Admission (EFA-01)

| Prepared by: Mr.Velmurugan,AP/ECE | Approved by :
Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **CASH RECEIPT COLLECTION PROCESS**

1.0. Purpose : To establish a procedure for colleting student / Others fees.

2.0 Objectives: To establish the collection of fees and utilize the reference effectively and efficiently for the college resources.

3.0. Responsibility:

　　　3.1 Accounts Clerk

　　　3.2 Cashier

4.0 Definition :

4.1 Fees

5.0. Procedure:-

5.1 All Fees collection from the students / others are paid in the Cash Counter' which in collected by the 'Cashier'.

5.2 For every fee collected, cashier issues the 'Receipt' to the student/ others specifying the 'Fees Details'.

5.3 The Cashier is authorized to collect only 'Cash' or 'Demand Draft'.

5.4 The Fees details are given in the Cashier Daily Report along with the 'Cashier Payment' details.

5.5 The Cashier Daily Report is verified by the Accountant and sent to theAdministrative Officer for Review.

5.6 After the Administrative Officer perusal the Daily Report of the Cashier is given to the Accounts Department for Tally entry.

5.7 Tally Entry is done and authorize with 'Tally Entry' Seal.

6.0 Quality Records:

6.1.Cashier Daily Report

7.0 Reference : Nil

8.0 Formats :
Cash Receipt Voucher (CRV-01)
Cash Payment Voucher (CPV-01)

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: REFUND / TRANSFER / ADJUSTMENTS OF THE STUDENT PAYMENTS

1.0. Purpose: Purpose: Refund of students fees during his/her break in admission/excess fees Paid/revaluation fees/transport & Hostel fee- Refund or adjustments.

2.0. Objectives: Help the students to get back their excess or unused amount if any and amount to be adjusted from the college Accounts to the students

3.0. Responsibility: 3.1 Accountant
3.2 Administrative Manger
2.1 Principal

4.0 Definition : Nil

5.0. Procedure:-

5.1 Any refund/Transfer/Adjustments are requested by the student in the specified format.

- Fees Transfer requisition form

-Fees Refund requisition form

5.2 The Requisition forms are scrutinized by the Accountant after checking the authenticity of the request details. The details are checked in respective Accounting details.

5.3 If the request is genuine and authentic, the Accountant authorizes the payments after filling up the office use details in the requisition form.

5.4 The Requisition form is given to the Manger for Authorization.

5.5 Finally, Principal approves the Refund/Transfer Requisition form and sent to the Accountant.

5.6 Based on Accountant the adjustments are done in the Accounting details/Software and the payment in processed for the students as per request.

5.7 If the Request is not genuine and authentic the requisition form is denied and informed to the student.

5.8 The students gets his/her refund through cheque/RTGS form the Chairman/Payment office.

6.0 Quality Records:
6.1 Fees Transfer Requisition file
6.2 Fees Refund Requisition file

7.0 Reference: Accounts Details

8.0 Format:
Fees Transfer Requisition Form (FTR-01)
Fees Refund Requisition Form (FRR-01)

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

T Title:: **STUDENTS SCHOLARSHIP ASSISTANCE**

1.0. Purpose: Assisting the students in getting the scholarship from Government Bodies / NGO's / Private Bodies/ from the College.

2.0.Objectives: Provide the students to get the scholarship according to the eligibility and make use of their reimbursements in their studies at our College

3.0. Responsibility: 3.1 Scholarship In charge clerk

      3.2 Administration Manager

4.0 Definition: Fees

5.0. Procedure:

4.1   Applying for scholarship by way of issuing circular about the scheme to be displayed in the college notice board and Dept Notice board during the intimation further concerned students have to collect the application form from the scholarship in charge in office.

5.2   Students have to collect the application form from the scholarship in charge in office.

5.3   After proper scrutiny the relevant application and relevant documents to be entered in software given by the government scholarship department/ other Bodies.

5.4   After completing the process the list to be put up to Principal through Assistant Manager for approval.

5.5   After Principal approval the list to be hand over to concern department / other Bodies for sanctioning scholarship.

5.6 Follow up actions is done for receiving scholarship from the issuing authorities by sending reminders/ clarifications.

5.7   The Scholarship issuing Authorities shall issue the funds to the students / college for further disbursements.

5.8   The Scholarship In charge clerk shall disburse the allotted funds to the respective students with duly signed in the specified Receipt format.

5.9   Collected application forms and relevant documents are filed for the audit of the scholarship issuing authorities.

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENTS SCHOLARSHIP ASSISTANCE**

6.0 Quality Records:

6.1 Scholarship Circular File.

6.2 Student approved scholarship File.

6.3 Students application File.

7.0 Reference : Nil

8.0 Formats:

Fresh Application for Government scholarship scheme (FAGS-01)
Renewal Application for Government scholarship scheme (RAGS-01)
SC/ST/SCC Scholarship form Fresh / Renewal (CCFR-01)
MEGA Scholarship (Management) (MSM-01)

| Prepared by: Mr.V.Chandrasekaren, (Administrative Officer) | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **TAPALS MAINTENANCE**

1.0.Purpose: To receive and dispatch Letter's and others of the organization

2.0 Objectives: To effectively control the communication between within organization with the other outsiders

3.0. Responsibility: 3.1 Office Superintendent
      3.2 Office Clerk

4.0 Definition : Nil

5.0. Procedure:-

5.1. Receipt

5.1.1 The receiving of tapals from outside the organization, will be received in the office by the designated Office Clerk

5.1.2 The office Clerk shall record the tapals in the Inward Register and shown to Principal for his perusal on weekly basis

5.1.3 The office Clerk will seal the tapal and allot a number from the Register

5.1.4 After the Principal authorization the Register concerned Tapals will be handover to respective Employee.

5.1.5 The Employee who receives shall duly sign in the Inward Register to Acknowledge the Receipt.

5.2. Dispatch

5.2.1 All the Tapals which are to be sent outside the college from the office/Departments will be given to the Office Clerk

5.2.2 The Office Clerk shall record the tapals for dispatch will package them and make entry in the Dispatch Register.

5.2.3 The Courier Office shall do the necessary and give the LR copy to the Office Clerk

5.2.4 The Office Clerk makes the entry in the Register and files the LR copy.

5.2.5 The Dispatch Register will be shown to the Principal on weekly basis of the dispatches.

6.0 Quality Records: 6.1. Inward Register
                    6.2 Outward Register
                    6.3 LR copy file.

7.0 Reference: Nil

8.0 Format: Nil

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CONDUCT OF GRADUATION DAY**

1.0 Purpose:

1.1   To Issue degree certificates and to award the graduation certificate by the institution.

2.0 Objectives:

2.1   To Issue degree certificates and to award the students as per the university norms.

3.0 Responsibility:

3.1   Graduation Day Convener

3.2   Exam Cell coordinator

3.3   HOD

3.4   Principal

3.5   Executive Director

4.0 Definition:

4.1   Graduation Day (GD)

4.2   Master of Ceremony (MC)

5.0 Procedure:

5.1   Plan the tentative date for GD during preparation of academic schedule.

5.2   Principal has to identify the Convener for GD

5.3   ED will finalize the date and identify the Chief-guest for GD

5.4   Convener has to prepare the budget for GD and get approval from ED through the Principal.

5.5   The Principal has to decide the venue for conducting GD.

5.6   The convener has to prepare the committee list and members for various committees with the concurrence of HODs. The roles and responsibility of the committees are

5.6.1 Invitation

5.6.1.1 Committee members have to collect the details of Chief-guest from Principal and prepare the invitation through brand building team and finally approved by Principal.

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CONDUCT OF GRADUATION DAY**

5.6.1.2 Invitations should be sent to the Graduate students, other colleges and VIPs as per the list of people to be invited, given by convener.

5.6.2 Stage decoration and banner

5.6.2.1 Committee members have to design the banner with the help of Brand building team and get approval from the Principal.

5.6.2.2

5.6.2.3 Stage decoration and stage arrangements should be completed one day before.

5.6.3 Seating arrangement

5.6.3.1 Seating arrangements for graduates, parents, VIPs, Rank Holders and Press should be done at-least one day before the GD.

5.6.3.2 Seating arrangements will be done as per the count given by Convener and Principal.

5.6.4 Audio and video

5.6.4.1 With the conformation from ED, committee members should arrange audio video systems.

5.6.5 Purchase committee

5.6.5.1 As per the requirements, committee members should purchase the momento, gifts and prizes at least 3 days before the GD.

5.6.6 Registration

5.6.6.1 Committee member of the respective department will register the Graduates.

5.6.7 Master of Ceremony

5.6.7.1 Committee member will prepare MC as per the Principal's instruction.

5.6.7.2 Atleast one rehearsal will be conducted.

5.6.8 Certificate distribution

5.6.8.1 Committee should collect the graduation list and rank holders list from the Exam cell / convener.

5.6.8.2 Committee should arrange the degree certificates with respect to distribution order.

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CONDUCT OF GRADUATION DAY**

5.6.9 At least one rehearsal for certificate distribution shall be conducted Dress code

5.6.9.1 Committee member shall get list of graduates from the convener.

5.6.9.2 Graduants dress Gown to be arranged in advance for the graduation day with respect to the graduation list.

5.6.10   Refreshment

   5.6.10.1   Committee member shall make arrangements for the refreshment to chief guest, management personals, HODs, graduation students and parents.

5.7   Convener will prepare and submit graduation day Valedictory report to the Principal.

5.0   Quality Record:

   5.1 Valedictory report shall be recorded in graduation day file.

   6.2 Graduation detail (KRCT/Dept/38)

7.0 Reference:

7.1 Graduation Day conduction (CF-32)

8.0 Format:

RGD-01-Registration form for Graduation day

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ORGANIZING COLLEGE DAY**

1.0 Purpose:

    1.1 To describe procedure for conducting college day celebration.

2.0 Objectives:

    2.1 To recognize all the employees of the college for their contribution towards the college growth.

    2.2 To recognize the students for their achievement in the academics and placement.

3.0 Definition:

    3.1 ED – Executive Director

    3.2 LO – Liaison officer.

    3.3 HOD – Head of Department

    3.4 CDC – College day celebration

4.0 Responsibility :

    4.1 Chairman

    4.2 ED

    4.3 LO

    4.4 Principal

    4.5 CDC Convener

    4.6 HOD

    4.7 Class advisors

    4.8 Committee members

    4.9 Brand building team.

5.0 Procedure:-

    5.1 Plan the tentative date of CDC during preparation of academic schedule.

    5.2 Principal has to identify the Convener for CDC

    5.3 ED will finalize the date and identify the Chief-guest for CDC.

    5.4 Principal has to decide the place for conducting CDC.

    5.5 CDC Convener has to prepare the budget for CDC and get approval from ED through Principal.

Prepared by :Mr.S.Saravanakumar,AP/MATHS	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ORGANIZING COLLEGE DAY**

5.6   CDC Convener has to prepare the committee list and members for various committees with the concurrence of HODs.

5.6.1 Invitation and certificate committee

5.6.1.1 Committee members have to collect the details of Chief-guest from brand building team and prepare the invitation with the approval of Principal.

5.6.1.2 Invitations should be sent to parents, other colleges and VIPs.

5.6.1.3 With the approval of Principal, certificate will be designed by brand building team and printed as per the requirement given by Convener.

5.6.2   Stage decoration and banner committee

5.6.2.1 Committee members have to design the banner with the help of Brand building team and get approval from the Principal.

5.6.2.2 Stage decoration and stage arrangements should be completed one day before.

5.6.3   Seating arrangement committee

5.6.3.1 Seating arrangements for parents, VIPs, winners and students should be done at-least one day before the CDC.

5.6.3.2 Seating arrangements will be done as per the count given by Convener and Principal.

5.6.4   Audio and video committee

5.6.4.1 With the discussion of ED, committee members should arrange audio visual systems.

5.6.5   Purchase committee

5.6.5.1 As per the requirements, committee members should purchase the momento, gifts and prizes at least 3 days before the CDC.

5.6.6   Prize distribution committee

5.6.6.1 Committee should collect the prize list from the convener.

5.6.6.2 Committee should arrange the prizes for better distribution in the respective halls.

5.6.7   Fine arts

5.6.7.1 Committee should identify the events and get approval from the Principal with the time slot of each event.

5.6.7.2 Committee should identify the students for each event.

5.6.7.3 Two rehearsals will be conducted to show their performance in the better way.

5.6.8   Compeering committee

5.6.8.1 The committee has to prepare the agenda with the approval of Chairman, ED and Principal.

5.6.8.2 Committee should identify the students for compeering.

Prepared by :Mr.S.Saravanakumar,AP/MATHS	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ORGANIZING COLLEGE DAY**

5.6.8.3 Practice will be carried on at-least 2 days before CDC.

5.6.9 VIP refreshment committee

5.6.9.1 Committee has to purchase the snacks and soft drinks as per the requirement given by the Principal.

5.6.9.2 Committee has to serve the VIPs, resource persons and guests in the appropriate time.

5.6.10 Student Refreshment committee

5.6.10.1 Snacks for students will be ordered with the approval of LO.

5.6.10.2 Committee has to distribute the Snacks to the students one day before the CDC.

5.6.11 Discipline committee

5.6.11.1 Committee has to identify the locations and form the MAP for discipline duty with the concurrence of Principal.

5.6.11.2 Committee has to maintain the discipline of the students during the function.

5.6.12 Press & Media

5.6.12.1 Committee has to inform the Press about CDC through brand building team atleast a day before of CDC.

5.6.12.2 Committee has to prepare the report about CDC with the consultation of Principal and has to forward to Press through brand building team for publishing in the media.

5.7 Committee meeting will be conducted twice by the Principal along with CDC convener at-least one week before CDC.

5.8 Semester wise class toppers and subject toppers are identified by the concern class advisors and list is forwarded to CDC convener with the approval of concern HOD and Principal.

5.9 CDC Convener has to consolidate and identify the college toppers (semester wise) and get approval from Principal.

5.10 CDC Convener has to collect the list of faculty members who have produced 100% results in the university theory examinations semester wise.

5.11 CDC Convener has to collect the list of faculty members those who are receiving gold coin award for their class students who have secured state first in university examination semester wise with the approval of Principal and ED.

5.12 HODs have to identify the two best outgoing students of the department based on their academic performance, extracurricular, co-curricular activities and personal interview.

Principal and team of senior faculties have to identify the best outgoing student of the department by conducting interview.

5.13 ED will conduct the interview to identify the best outgoing student of the college from the best outgoing students of the department.

Prepared by : Mr.S. Saravanakumar,AP/MATHS	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ORGANIZING COLLEGE DAY**

5.14 HODs have to forward the details of respective department activities, faculty and student activities to the department of English for preparing Annual report which will be read in the CDC by the Principal.

5.15 CDC convener has to conduct the CDC as per the Agenda.

5.16 After the completion of CDC, the budget utilization report will be submitted with proper bills.

5.17 Create the record for all events and file it.

6.0 Quality Records:

6.1 Student topper file

6.2 100% result file

6.3 Gold coin award file

6.4 Best outgoing student file

6.5 Annual report

7.0 Reference:

7.1 Previous years College day celebration records.

8.0 Formats: Nil

Prepared by: Mr.S. Saravanakumar,AP/MATHS	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CASH / CHEQUE PAYMENT ISSUING PROCESS**

1.0.Purpose: To disburse the payment effectively to the right cause

2.0 Objectives: To utilize the resources effectively and efficiently.

3.0. Responsibility:

   3.1 Accountant

   3.2 Cashier

   3.3 Liaison Officer

   3.4 Executive Director

   3.5 Chairman

4.0 Definition:

4.1 Payment are done for products purchased for the college

   4.2 Payment are done for the services acquired for the college

5.0. Procedure:-

5.1 All the payments are done through cheque only unless specified the payments are done by cash after the approval of Liaison Officer and / or the Executive Director.

 5.2 The payments have to be budgeted; the budget is prepared semester-wise by the academic and non academic departments.

5.3 Based on the approved budget, the payment disbursement shall be carried out.

5.4 The salary of employees is disbursed after the verification of "Salary Statement".

 5.5 The salary statement is prepared by the Accountant and approved by the Principal before disbursement.

5.6 The salary statement is prepared with the details of - salary abstract

-Bus fees

-Mess bill

-PF statement

-Addition/Deletion Staff

-Staff Welfare fund

-Night Study Remuneration

-7C Remuneration

-Others Deduction/addition

-Tax adjustments, etc.,

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CASH / CHEQUE PAYMENT ISSUING PROCESS**

5.7 Payments of salary in done through bank after the approval of the Principal of the salary statement.

5.8 The other payments for purchases are done with the following scrutiny/verification.

- Purchase Indent
- Purchase order
- Quotation (if necessary) of the supplier
- Goods Receipt Note
- Bill/Invoice of the supplier

5.9 As per the 5.8 Necessary verifications are found perfectly matching, the Accountant shall prepare the cheque for payment, subsequently the cash payment voucher is prepared and the payment is disbursed after the approval of the Chairman.

5.10 Other payments for services are also done as per the 5.8 & 5.9, excepting the Purchase Indent.

5.11 The payments for staff for their reimbursement for OD are given through submission of their bills which are approved by the HOD/Principal.

5.12 For all payment the Cash/DD payment voucher is prepared and duly signed by the receiver and cashier.

5.13 All the payment details are given in "Cashier Daily Report" and payment details in 'Daily Activity Report' to the principal & Chairman by the Accountant/Administrative Officer.

5.14 The Payment details are then entered in the Tally package for accounting purposes

6.0 Quality Records

6.1 Daily Activity Report
6.2 Cashier Daily Report
6.3 Cashier Payment voucher file

7.0 Reference : Nil

8.0 Format **:** Cash payment Voucher (CPV-01)

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STAFF ATTENDANCE**

1.0 Purpose : To Monitor of control the Manpower Resources

2.0 Objectives: 2.1 To understand the individual employee presence in the Organization

2.2 To Utilize the Human Resources effectively and efficiency

3.0. Responsibility: 3.1 Office Superintendent

3.2 Office Clerk

3.3 Principal

4.0 Definition **:** Nil

5.0. Procedure:

5.1 The Attendance of the employee are controlled by Bio-Metric System

5.2 All the employee are requested to record the Bio-Metric Thumb impression in the Morning Entry and Evening Exit of the Daily Attending the college

5.3 The Everyday Daily Attendance Report print out from the software, Which is linked with the Bio-Metric Machine, will be taken in the Morning before 9.30AM

5.4 The Print out Daily Attendance Report shall be done in the prescribed format of the software with all Time Office details

5.5 The Daily Attendance Report will be verified for the Leave, Absent and OD-On Duty, Medical Leave, Vacation, Permission etc.., will be recorded in the report by the Office clerk and verified by the Office Superintendent

5.6 The Daily Attendance Report shall be duly signed by the Principal after the Office Superintendent submission.

5.7 The Daily Attendance Report is then filed with the Office Clerk.

5.8 The Employees application for their Leave/Absence is given through software

5.9 Subsequently the salary is calculated in end of the month and approved by the Top Management for further actions.

6.0 Quality Records: Daily Attendance Report File

7.0 Reference: 7.1 Employee Appointment Order

7.2 Employee Bio-Data

8.0 Format:

Leave Form (FL-01)

Permission Form (FP-01)

Compensation Form (FCM-01)

Claim Form (FCM-01)

Vacation Form (FV-01)

On Duty (OD-01)

List of Teaching / Non-Teaching faculty (LTNT-01)

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STAFF RECRUITMENT PROCESS**

1.0. Purpose: To describe the procedure for recruiting Teaching and Non-Teaching Staff

2.0. Objectives: 2.1 To conscript the right person for the right Department in order to achieve Institutional vision and mission

2.2 To ensure sufficient number of staff as per AU / AICTE norms.

3.0. Definition: Human Resource Management - HRM

4.0 Responsibility : 4.1 HOD
4.2 Principal
4.3 Administrative Officer

5.0. Procedure:-

5.1 Recruitment is done twice in a year during May and November to meet the AU / AICTE norms.

5.2 Number of vacancies are notified by the HOD to the Principal based on student strength, resignation of staff members and other requirements.

5.4 The Principal office shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:

5.4.1 Advertisement in the News papers

5.4.2 Files maintained for storing the applications

5.4.3 Campus recruitment

5.5 Vacancies can be advertised in leading newspapers- Tamil/English.

5.6 Screening of applications should be done by the respective screening committee of the departments.

5.7 Short listed candidates shall be informed through call letters and over telephones by respective Department HOD.

5.8 Interview Committee consists of Principal, HOD and subject experts. Selection is based upon the technical and depth in knowledge.

5.9 The Principal office deems it fit, may also conduct Walk in Interviews for the required candidate and shall finalize the short listed candidates and submit their recommendation along with the personal data sheets of the candidates to the Executive Director and the Chairman who in turn Interview the candidate and decide on the appointment.

5.10 Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairman as per the guidelines approved by the Principal.

5.11 Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Chairman/ Director/ Principal for the respective post based upon the qualification and experience of the candidate.

5.12 Higher pay packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Management.

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STAFF RECRUITMENT PROCESS**

5.13 An offer of appointment shall be released by the Chairman/ Director/ Principal.

5.14 Assistant professors/ Associate professor/ professor are appointed as per AICTE norms.

5.15 Appointed candidates shall submit their joining reports to the Principal at the time of their joining.

5.16 Induction training programme shall be organized by 7 change committee for the newly appointed faculty members.

Procedures for the Appointment of Non-Teaching Faculty Recruitment

5.1 Recruitment is normally done whenever requirement arises.

5.2 The selection committee shall prepare a job description and job specification for the candidate to be recruited.

5.3 Number of vacancies is notified by the HOD/ Principal/Designated Authority based on the requirement to the management for approval/ information.

5.4 The position to be filled, from any or all of the following sources:

    5.4.1 Advertisement in the News papers

    5.4.2 Receiving applications for all sections of non-teaching staff

    5.4.2 Files maintained for storing the applications

    5.4.3 Campus recruitment

5.5 Short listing the applications received as per the requirement.

5.6. The round of interview-

    5.6.1 The round of interview for lab technician is questioned by the Principal. The selected list is forwarded to the Manager and in turn to the Executive Director   for approval

    5.6.2 The round of interview for office staff is questioned by the Manager. The selected list is forwarded to the Executive Director

    5.6.3 The round of interview and selecting the post of Manager level is by the Chairman/Executive Director. An offer of appointment shall be released by the Chairman/ Director/ Principal

6.0 Quality Records:

6.1 Resume file

6.2 Interview file

7.0 Reference:

7.1 Resume

7.2 Original Certificates

7.3 Experience Certificates

8.0 Formats

Interview scoring sheet format (ICS-01)

Faculty Resume Format (FR-01)

Interview Form (Round-I) (FRIF01)

Interview Form (Round-II) (FRIF02)

Interview Form (Round-I Consolidation) (FRSF01)

Interview Form (Round-I Consolidation) (FRSF02)

Bio - Data (BD01)

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **NEWS LETTER PREPARATION AND UPDATION**

1.0 Purpose:

    1.1 In order to maintain the reputation of the institution in the society.

    1.2 It provides the news and upcoming events of the organization, as well as contact information.

    1.3 It delivers a message to share with others and helps spread the footprint of an organisation.

2.0. Objectives:

    2.1 To communicate the student and staff, community relevant issues surrounding the target system in operation.

3.0. Definition:

    NLC-Newsletter Coordinator

1.0 Responsibility:

    4.1 Principal

    4.2 Newsletter Coordinator

    4.3 Newsletter Designer

5.0. Procedure:-

    5.1   The Newsletter designer can make the template design for the newsletter.

    5.2   Getting approval for the template design from the NLC and Principal.

    5.3   Collecting messages from the Chairman, Executive Director and Principal.

    5.4   Gathering the information from placement coordinator, Research and Development coordinator and various event coordinators.

    5.5   Consolidate the placement records, journal publications list, Extracurricular and Co-Curricular activities.

    5.6   Entering the collected records in the corresponding template format.

    5.7   Making the rough draft of newsletter for verification from the NLC.

    5.8   After the verification by NLC, get Approval from the Principal.

    5.9   Publish the newsletter and file a copy

6.0.Quality Records:

6.1 Newsletter File

Prepared by : Mr.V.Chandrasekaren, Administrative ,Officer	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **NEWS LETTER PREPARATION AND UPDATION**

7.0 Reference:

7.1   Students performance appraisal (KRCT/Dept/55)

   7.2   Guest lectures, seminars, workshops, faculty development training programmes –organized (KRCT/Dept/68)

   7.3 Intra & inter departmental technical and non-technical activities(KRCT/Dept/69)

   7.4 Guest lectures, seminars, conferences and workshops, faculty development training programmes attended – faculty (KRCT/Dept/72)

   7.5 Staff appraisal & welfare measures (KRCT/Dept/76)

8.0 Format: NIL

Prepared by : Mr.V.Chandrasekaren, Administrative ,Officer	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **SPORTS GOODS REQUIREMENTS AND PURCHASE**

1.0 Purpose: To describe the procedure for purchasing sports goods requirements

2.0 Objective:

    2.1 To know the sports requirements of an academic year

    2.2 To maintain a stock register

3.0 Responsibility: Principal, Liason officer, Manager, Directress of physical education

4.0 Definition:

    4.1 DPE : Directress of physical education

5.0 Procedure:
    5.1 Prepare a list of sports materials requirements necessary for the academic year.
    5.2 The list prepared will be discussed for further approval by principal, Liason officer and Manager
    5.3 Quotations from the suppliers will be received
    5.4 A comparative statement will be prepared referring to the quotations.
    5.5 Liason officer and manager will finalize the comparative statement
    5.6 An order will be placed based on the approval.
    5.7 Purchased materials bill copy needs to be signed by DPE & Principal
    5.8 Signed and stocked bill copy will be submitted to the administrative office for payment.

5.0 Quality Records:

    6.1 Stock register

    6.2 Quotation file

    6.3 Invoice file

    6.4 Bill file

6.0 Reference: Previous records

7.0 Formats: Purchase order form

Prepared by : Mr.T.Suresh, Physical Director	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **SPORTS AND GAMES COMMITTEE FORMATION**

1.0 Purpose: To write the procedure for formation of sports and games committee

2.0 Objective:

    2.1 To frame a committee to look after the arrangements during annual sports meet, Inter –college, Intra-college, zonal and Inter-zonal, TIES and open tournaments

3.0 Responsibility: Principal, Manager, Directress of physical education

4.0 Definition:
    4.1 DPE : Directress of physical education

5.0 Procedure:
    5.1 Convener for conducting sports events in the college will be selected by the principal and DPE.
    5.2 Principal, DPE along with Convener will select house -in charges and committee members.
    5.3 House wise faculty and students list will be circulated among the faculties and students.
    5.4 House-incharges and committee members will look after the arrangements during annual sports meet, Inter –college, Intra-college, zonal and Inter-zonal, TIES and open tournaments.
    5.5 Committee meeting will be conducted periodically discussing the improvements need to be made.
    5.6 Points discussed will be recorded.

6.0 Quality Records:

    6.1 Annual sports meet file and Tournaments file

7.0 Reference:

7.1 Sports committee (CF-28)

8.0 Formats:

8.1House-incharges list (HIC-01)

8.2Committee members list (SCM-01)

8.3Housewise-students list (SHS-01)

8.4 House wise -Faculty list (SHF-01)

Prepared by : Mr.T.Suresh, Physical Director	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **COLLEGE TEAM SELECTION FOR SPORTS AND GAMES**

0.0 Purpose: To describe the procedure for selection of college teams for sports and games activities

1.0 Objective:

    2.1 To build a team to participate in various zonal ,inter-zone ,TIES ,open tournaments

2.0 Responsibility: Principal, Manager, Directress of physical education

4.0 Definition:

    4.1 DPE : Directress of physical education

5.0 Procedure:

    5.1 Teams for various sports and games activities should be identified at the beginning of the academic year.

    5.2 DPE has to prepare a circular mentioning the selection trial dates of various games and events

    5.3 According to the performance of the students in the games and events conducted, a team shall be formed .

    5.4 The team list needs to be get approved by the principal and the manager.

    5.5 The team list needs to be displayed on the department of physical education notice board for the notification of the students and the various departments of the college.

    5.6 The selected teams can participate in the zonal, inter-zonal, TIES, open tournaments, intra and inter college sports events.

6.0 Quality Records:

    6.1 Events files

    6.2 Circular file

7.0 Reference: Nil

8.0 Formats:

    8.1 Selection list form (SSL-01)

Prepared by : Mr.T.Suresh, Physical Director	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ANNA UNIVERSITY ZONAL AND INTER-ZONAL TEAM SELECTION**

1.0 Purpose: To write the procedure for Anna university zonal and Inter-zonal team selection.

2.0 Objective:

    2.1 To select a team to participate in zonal and Inter zonal tournaments based on announcements from Anna University.

3.0 Responsibility: Principal, Manager, Directress of physical education.

4.0 Definition:
    4.1 **DPE :** Directress of physical education.
    4.2 PDs : Physical Directors

5.0 Procedure:

    5.1 Team formed for various sports activities inside the college will be called for participating in the zonal and Inter zonal tournaments based on announcements from Anna University.
    5.2 The students of the team should produce the on-duty letter permitted by their respective department heads and principal to the physical education department.
    5.3 The students will represent in the above mentioned events on behalf of the college along with PDs.
    5.4 Finally the winners will be complemented with cash award.

6.0 Quality Records:
    6.1 Annual sports meet file.
    6.2 Cash award file.
    6.3 Performance file

7.0 Reference:
    7.1 Previous records

8.0 Formats:
    8.1 Selection list form (SSL-01)
    8.2 On-duty letters (SOD-01)

Prepared by : Mr.T.Suresh, Physical Director	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CONDUCTING UNIVERSITY ZONAL/ INTER ZONAL TOURNAMENT**

1.0 Purpose: To write the procedure for conducting Anna university zonal and inter zonal tournaments.

2.0 Objective:

2.1 To host the University zonal and Inter zonal tournament

2.2 To prepare an audit statement to be submitted to the university sports board forwarded by the zonal sports co-ordinate.

3.0 Responsibility: Principal, Liaison officer, Manager, Directress of physical education.

4.0 Definition:

4.1 DPE : Directress of physical education

5.0 Procedure:

5.1 DPE will arise the willingness regarding conduction of zonal/Inter zonal tournaments on sports board meeting at the beginning of the academic year.

5.2 The request will be discussed in the general body meeting of Anna University sports board.

5.3 Host institution principal will be intimated with the convenient dates.

5.4 Anna university sports board will send fund, prizes and trophies to the respective institution.

5.4 The principal of the concerned institution will act as local sports coordinator.

5.6 DPE of that particular institution will play the role of local sports secretary.

5.7 Both are responsible for the successful conduction of Anna university zonal and Inter zonal tournaments.

5.8 Various Committees will be formed to look after necessary arrangements such as accommodation of players, hospitality, food and medical facilities.

5.9 Winners will be awarded with the trophies and complemented with the certificates.

5.10 Audit statement and summarization of the tournament will be submitted to the zonal sports coordinator

5.11 Zonal sports coordinator will forward the same to the university sports board.

6.0 Quality Records:

6.1 Anna university sports board booklet

6.2 Tournaments file

7.0 Reference: NIL

8.0 Formats:

8.1 Committee members list (SCM-01)

Prepared by : Mr.T.Suresh, Physical Director	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **GYM ACTIVITIES AND PRACTICES**

1.0 Purpose: To describe the standards for regular gym activities.

2.0 Objective:

    2.1 To monitor the gym activities
    2.2 To maintain the students entry register
    2.3 To maintain the stock register
    2.4 To replace the breakages.
    2.5

2.0 Responsibility: Principal, Directress of physical education, Gym Instructor.

4.0 Definition:
    2.1 **DPE :** Directress of physical education
    2.2 **GI :** Gym instructor

5.0 Procedure:
    5.1 Regular monitoring of the instruments in order to check their proper working condition should be made daily.
    5.2 The students should be informed with the working hours of the gym activities for their usage.
    5.3 They should adhere to the following timing
        Morning:- 6.00-7.15 am
        Evening:- 5.00-7.00 pm
    5.4 Student entry register needs to be maintained by the GI and monitored by DPE.
    5.5 Instructor will instruct the practices to be followed.
    5.6 First aid kit should be availed in case of emergency.
    5.7 Drinking water facility should be made.
    5.8 In case of breakage the repaired instruments should be replaced.
    5.9 Instruments stock should be registered and maintained properly

6.0 Quality Records:

    6.1 Students entry register

    6.2 Instruments stock register

7.0 Reference: NIL

8.0 Formats: NIL

Prepared by : Mr.T.Suresh, Physical Director	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **PARTICIPATION OF INTER COLLEGE COMPETITIONS**

1.0 Purpose: To describe the standards for Participation of Inter College Competitions

2.0 Objective:

    2.1 To send the teams to participate in Inter collegiate ,State level & open tournaments

3.0 Responsibility: Executive Director, Principal, Manager, Directress of physical education.

4.0 Definition:

    4.1 ED : Executive Director

    4.2 DPE : Directress of physical education

    4.3 PD: Physical director

    4.4 EI : Event incharges

5.0 Procedure:

5.1 In view of the invitations received from other institutions selection committee will decide on sending the teams.

5.2 Selection committee will comprise of principal, Manager and DPE.

5.3 After concurrence from the selection committee teams will be allowed for participation.

5.4 The participants should get prior written permission from their respective heads approved by the principal.

5.5 Arrangements regarding journey, issue of bonafide certificates and id cards will be made by DPE.

5.6 ED will sanction the TA/DA to the students after discussing with principal and manager

5.7 The participants will be accompanied by PDs and EI.

5.8 DPE has to submit the summarized report along with the total expenditure report.

5.9 Winners/Runners are complemented with special awards.

5.10 Their achievement will be published in the newspapers and displayed in the department notice board.

6.0 Quality Records:

    8.1 On-duty file

   8.2 Notice board file

   8.3 Invitations/pamphlets file

7.0 Reference: NIL

8.0 Formats: NIL

Prepared by:Mr.T.Suresh, Physical Director	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ANNUAL SPORTS DAY CONDUCTION**

1.0 Purpose: To describe the standards for conducting Annual sports day.

2.0 Objective:

    2.1 To Conduct annual sports day meet

    2.2 To frame a committee to hold various responsibilities.

    2.3 To maintain the file

3.0 Responsibility: Principal, Directress of physical education, Manager, House-incharges, Committee in charges

4.0 Definition:

    4.1 **DPE** : Directress of physical education

    4.2 **HI** : House in charges

    4.3 **CI** : Committee in charges

5.0 Procedure:

    5.1 The sports meet will be decided to be conducted on every even semester in the month of February or March.

    5.2 House incharges will be selected for each house presided by a boy and a girl separately.

    5.3 Committees will be formed for various responsibilities.

    5.4 The members of different houses will be selected and list will be circulated and displayed.

    5.5 Fixtures list will be prepared by DPE and dates of different events will be displayed on the department notice board.

    5.6 Events will be conducted for faculties.

    5.7 DPE will present the Annual sports report during the sports day.

    5.8 The report consists of the sports achievements of the students for the whole academic year.

    5.9 Winners will be awarded with prizes, trophies and medals.

    5.10 Certificates will be provided for the participants.

    5.11 All the activities carried over will be filed.

6.0 Quality Records:

    Annual sports day file.

7.0 Reference: NIL

    Previous records

8.0 Formats: NIL

Prepared by : Mr.T.Suresh, Physical Director	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **PLAY FIELD MAINTENANCE AND NEW GROUND PREPARATION**

1.0 Purpose: To develop the college infrastructure to a standard level.

2.0 Objective:

2.1 To maintain the play field.

3.0 Responsibility: Executive Director, Principal, Manager, Directress of physical education

4.0 Definition:

DPE : Directress of physical education
ED : Executive Director

5.0 Procedure:

5.1 New play field area will be selected.

5.2 Necessary materials will be purchased.

5.3 Physical education department will give their requirements in the establishment of new play field.

5.4 After establishment, it should be properly maintained.

5.5 Periodically it should be leveled, trimmed, grassed, watered and painted.

5.6 Play field should be properly marked.

5.7 Gallery flood light should be fixed.

5.8 It should be fenced if necessary.

6.0 Quality Records:
Play field layout file

7.0 Reference: NIL
Previous records
8.0 Formats: NIL

| Prepared by : Mr.T.Suresh, Physical Director | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **CONDUCTING PLACEMENT TRAINING**

1.0 Purpose :

    1.1. To improve employability skills of students in order to face the campus interview assertively and also to meet the corporate expectations.

2.0 Objective :

    2.1. To Provide training for the students on Programming, Technical skills, Aptitude and Communication skills.

    2.2. To educate interview skills and corporate exposure to the students.

    2.3. To mould the students to meet the corporate expectations by training them.

3.0 Responsibility :

    3.1. The ED

    3.2. The Principal

    3.3. TPO

    3.4. Placement Coordinator

    3.5. Department Placement Coordinators

    3.6. Trainers

4.0 Definition :

    4.1. TPO – Training and Placement officer

    4.2. ED – Executive Director

5.0 Procedure :

  5.1. The Department placement coordinator will collect the willingness from the students in fifth semester to attend placement training and handover the list to the Placement coordinator.

  5.2. Planning the Syllabus or the area to be trained for the students as per Corporate Requirement.

  5.3. TPO will decide to have an Internal Training with the College Staff Members or External Training by using External Experts

5.4. Selection of Training Institutes based on companies need by Training and Placement officer.

5.5. The TPO prepares the list of training institutes based on the following criteria

    5.5.1. As per the need of Recruiters.

    5.5.2. Based on the Reputation and performance of the Training Institutes.

    5.5.3. Based on training cost.

Prepared by : Mr.S.Mohanned Jansha Navaz , (Training and Placement officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **CONDUCTING PLACEMENT TRAINING**

5.6. The TPO recommends the list of training institutes for the approval from the ED.

5.7. The Executive Director will scrutinize, selects and approves the training Institute to conduct the placement training programme.

5.8. Scheduling of Training Programme based on the academic calendar.

5.9. Briefing the Training Schedule to internal Trainers and Department placement Coordinators.

5.10. The training programme schedule will be communicated to students through circular and will be displayed in the department notice board.

5.11. The Placement coordinator makes necessary arrangements for the training program.

5.12. The Department Placement Coordinator will monitor the student's attendance and performance during training period.

5.13. To ensure complete effectiveness of the training programme the trainers will conduct test and the test analysis report will be forwarded to the TPO and Principal through the Placement. Coordinator.

6.0 Quality Record:

  6.1 Training detail file(KRCT/Dept/PLGT6703)

  6.2. Feedback File (KRCT/Dept/PLGT3604)

  6.3. Circular File (KRCT/Dept/PLGF3610)

  6.4. Placement Training Schedule File (KRCT/Dept/PLGT3703)

7.0 Reference :

  7.1. Student Database

8.0 Format:

Placement Training Feedback Form (PTFB-01)

Placement Training Evaluation Form(PTE-01)

Mock Interview Score Sheet (MISC-01)

Employer Feedback Form(EFB-01)

Employer Feedback Analysis(EFBA-01)

Career Counselling Program Feedback Form(CCPFB-01)

Prepared by : Mr.S.Mohanned Jansha Navaz , Training and Placement officer	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ORGANIZING CAMPUS INTERVIEW**

1.0 Purpose:

    1.1. To place all the willing students in the prospective IT and core companies

2.0.Objective

    2.1. To provide employment opportunities to the students who are pursuing or in the final Stage.

of completing the course

    2.2. To identify and place the talented and qualified professionals to the companies

3.0 Responsibility:

    3.1. The Principal

    3.2. TPO

    3.3. Placement Coordinator

    3.4. Department Placement Coordinators

    3.5. Trainers

4.0 Definition:

4.1. TPO - Training and Placement officer

    4.2. HR - Human Resources

5.0. Procedure:

    5.1. Identifying the companies that have requirements for fresher's recruitment through Various sources.

    5.2. Approach the companies through TPO with the college brochures and the students Profile.

    5.3. Follow up the companies through mails and phone calls by The TPO to schedule campus recruitments.

    5.4. Planning of campus interview dates according to the Companies HR's availability.

    5.5. Based on the eligibility criteria the student's database will be shortlisted and shared with the company by the TPO.

    5.6. Communicate about the campus interview to all the departments and students through circular with the name list of the eligible candidates for the campus interview.

    5.7. Providing the training to the eligible students according to respective companies' technical specifications.

    5.8. Planning of LAB availabilities and arrange the systems according to the company's technical specifications to conduct the online by the Placement Coordinator.

    5.9. Planning for the GD Hall, Interview panel and Buffer hall by Placement Coordinator

    5.10. Raising the requisition letter to the management to make necessary arrangements regarding Accommodation, Food, & Transportation facilities for the recruitment team by placement coordinator.

    5.11. Preparation of name list to take Attendance and to record the results of further rounds of interview by the Placement Trainers.

Prepared by : Mr.S.Mohanned Jansha Navaz, Training and Placement officer	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ORGANIZING CAMPUS INTERVIEW**

5.12. Collecting the short listed student's names along with the Interview feedback report from the recruitment team to announce the final results of the campus drive by TPO to students attended the campus drive.

5.13. Later the company will send the Offer Letter for the short listed students to TPO.

5.14. TPO shall file the copies of the offer letter and handover the originals to the respective students.

6.0 Quality Record:

6.1. Training Detail File

6.2. Circular File

6.3. Offer Letter File

7.0 Reference :

7.1. Students database

8.0 Format :

8.1. NIL

Prepared by : Mr.S.Mohanned Jansha Navaz, Training and Placement officer	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ORGANIZING MOCK INTERVIEW**

1.0.Purpose:

1.1. To create an environment similar to actual job interview to students and to give an opportunity to practice interview skills

2.0.Objectives:

2.1. To gain interview skills and guidance from corporate experts

2.2. To boost the confidence level of the students

2.3. To enable the students to have an exposure and experience of the actual interviews and to face the interview in a better way

3.0.Responsibility:

3.1. The Principal

3.2. TPO

3.3. HOD

3.4. Placement Coordinator

3.5. Department Placement Coordinators

3.6. Trainers

4.0.Definitions:

4.1. HOD-Head of the Department

4.2. TPO - Training and Placement officer

4.3. ED – Executive Director

5.0.Procedure:

5.1. The TPO will plan the mock interview schedule while framing the phase wise training Schedule for various departments.

5.2. The HOD, Placement coordinator and TPO identifies the alumni or corporate expert for conducting the mock interview for the students.

5.3. The TPO confirms the availability of the alumni or corporate expert for conducting the mock interview.

5.4. Getting the approval to conduct the mock interview from the ED

5.5. Following supporting documents are to be prepared for the mock interview

5.5.1. Mock Interview schedule

5.5.2. Students name list with Department

5.5.3. Evaluation Sheet

5.5.4. Feedback from the Interviewer

5.6. Inform the students regarding the mock interview venue, panel numbers and timing Details through mock interview schedule.

5.7. Raising of requisition letter to get reimbursement and lunch arrangements for the Interviewer by the Placement Coordinator to the ED.

5.8. After the completion of mock interview, the Interviewer will address the students on their Pros and Cons in their performance.

Prepared by : Mr.S.Mohanned Jansha Navaz, Training and Placement officer	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ORGANIZING MOCK INTERVIEW**

5.9.The department placement coordinators collect individual student's mock interview score sheet from the interviewers and communicate it to the individual student for their rectification.

5.10. All the Evaluation sheets of various departments are collected by the concern department Placement Coordinators and are duly signed by the Heads of the concern department.

5.11. The signed copy of evaluation sheets will be shared with the Principal through the TPO by Department Placement Coordinator

6.0.Quality Records:
6.1. Training details file
6.2. Mock Interview Score Sheet file
6.3. Circular file

7.0.Reference:
7.1. Students Record

8.0.Format:
8.1. Mock Interview score sheet

Prepared by : Mr.S.Mohanned Jansha Navaz, Training and Placement officer	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **EMPLOYER FEEDBACK COLLECTION AND ANALYSIS**

1.0 Purpose:

   1.1. To describe the procedure for Employer Feedback Collection And Analysis

2.0 Objective

   2.1. The main objective of Employer Feedback Collection and Analysis is to measure and improve the performance of current students and increase their future potential that adds value to the company

   2.2. The Feedback helps in improving the training practices and the training systems

3.0 Responsibility :

   3.1 Training and Placement officer.

   3.2 Placement Trainers

   3.3 Department Placement coordinators

4.0 Definition:

   4.1 TPO - Training and Placement officer

5.0. Procedure:-

   5.1. The Placement coordinator is responsible for the employer feedback collection and analysis the same for further development.

   5.2. Those feedback will be analyzed by TPO and sent to The Principal of the Institution to his / her perusal

   5.3. After analyzing those feedbacks necessary training programs will be developed by the TPO and will be implemented in future for Placement Interested students

6.0. Quality Records:

   6.1 Employer Feedback Forms

   6.2 Employer Feedback analysis

7.0. Reference :

      Nil

8.0. Formats:

   8.1 Employer Feedback Forms

   8.2 Employer Feedback analysis

Prepared by : Mr.S.Mohanned Jansha Navaz , Training and Placement officer	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ORGANIZING CAREER COUNSELING PROGRAM**

1.0.Purpose:

 1.1. To stimulate the urge in students to attain their goals, manage their responsibilities in their
career

2.0.Objectives:

 2.1. To trigger the students to equip with relevant and conceptualized professional skills towards a bright career

 2.2. To motivate and create awareness on corporate expectations

 2.3. To provide proper guidelines to make the students getting placed in top notch companies

3.0.Responsibility:

 3.1. ED

 3.2. The Principal

 3.3. TPO

 3.4. HOD

 3.5. Placement Coordinator

 3.6. Department Placement Coordinators

 3.7. Trainers

4.0.Definitions:

 4.1. ED - Executive Director

 4.2. TPO - Training and Placement officer

 4.3. HOD - Head of the Department

 4.4. RP – Resource Person

5.0.Procedure:

 5.1. The TPO schedules career counseling program in the month of August for final years and February/March for first years annually.

 5.2. The TPO gets approval from the ED and Principal regarding the annual career counseling program.

5.3. The TPO identifies the RP in consultation with ED and Principal.

5.4. Planning of career counseling program date according to the RP's availability.

 5.5. The placement coordinator prepares the career counseling program interim schedule in consultation with the HOD and TPO.

 5.6. The placement coordinator will communicate to the Department placement coordinators and students through a circular about the career counseling program.

 5.7. The placement coordinator raises a requisition letter for Remuneration, Accommodation, Food and transportation facilities for the RP to the Administrative Officer through the Principal.

 5.8. The placement coordinator arranges hall and other necessary arrangements for the career counseling program.

Prepared by : Mr.S.Mohanned Jansha Navaz , Training and Placement officer	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ORGANIZING CAREER COUNSELING PROGRAM**

6.0.Quality Records:
     6.1. Career Counseling File
     6.2. Feedback File
     6.3. Circular File

7.0.Reference:
     7.1. HR
     7.2. TPOs of other institutions

8.0.Format:
     8.1. Career counseling Program Feedback Form

Prepared by : Mr.S.Mohanned Jansha Navaz , Training and Placement officer	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **PURCHASE PROCESS**

1.0. Purpose: To Describe the procedure for stores maintenance

2.0. Objectives:

2.1. To maintain the stores with proper Identification, storage, Handling and issue of all the material stored in General stores & Mess stores

2.2. To Ensure shelf life of all the items stored

3.0. Responsibility: Responsibility : Store In-charge

4.0 Definition: PO – Purchase Order ; GRN – Goods Receipt Note; PI – Purchase Indent

5.0. Procedure:-

5.1 Stores shall have identification labels of all the items in the stores and it shall have identification for all the rocks and storage area.

5.2 The stock details of each item stored in the stores shall be recorded in the material card of that particular item.

5.3 Material card will have the details of Stock available, Re-order level, Minimum order Quantity and location of each item stored

5.4 Materials shall be issued from stores only against the material Requisition and issue slip given by the user with their HOD approval.

5.5 On receipt of material requisition and issue slip, the stores incharge shall issue the materials available at stores and counter sign the slip for issue. For new / Non available materials the stores incharge shall raise purchase indent.

5.6 Material requisition and issue slip book shall have two copies, the first copy shall be given to accounts at the end of the day and the book copy shall be retained in the stores after issue.

5.7 And stores incharge shall regularly raise purchase indent for all the material at re-order level & give it to purchase department. And purchase department shall give a copy of P.O. to stores for receiving the material.

6.0 Quality Records: NIL

7.0 Reference: NIL

8.0 Formats: Material Requisition Form (MRF-01)

Material Requisition Issue Slip(MRIS-01-)

Material Card(MC-01)

Purchase indent(PI-01)

Purchase Order(PO-01)

Goods receipt note(GRN-01)

Gate Pass(GP-01)

Prepared by: S. Senthil Raja (Department of Store)	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **NEW VENDOR RATING**

1.0 Purpose: To Describe the Procedure for Vendors.

2.0 Objectives: To evaluate the supplier's performance for continuity of their suppliers to the college.

3.0 Responsibility: Purchase clerk / Purchase Head / Purchase committee / Chairman.

4.0 Definition: Nil

5.0. Procedure:

5.1.   Vendor rating is done for selected vendors who are supplying materials on a regular basis.

5.2.   Vendor rating is done once in six months

5.3.   Vendor rating is done as per the criteria mentioned in the vendor rating format.

5.4.   After vendor ratings are done and evaluated for their performance, it is recorded in the Vendor rating form.

5.5.   The Vendor rating is informed to the Chairman and corrective action initiated if necessary as per their Vendor Rating.

5.6.   Vendor ratings are done by the Academic Department level by the HODs and other Non-academic purchases are done by the Purchase Head

6.0 Quality Records: NIL

7.0 References:- NIL

8.0 Formats: Vendor Rating Form(VRM-01)

Prepared by: S. Senthil Raja (Department of Store)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **SELECTION OF NEW VENDORS**

1.0 Purpose: To Describe the Procedure for selection of New vendors.

2.0 Objectives: To identify right vendor at right time to deliver right quality.

3.0 Responsibility: Purchase clerk / Purchase committee / Chairman.

4.0 Definition: Nil

5.0. Procedure:- Students Admission

5.1   Any new vendors approaches the college for their services to be sold or contacted by the company, get the vendor details filled by the vendor.

5.2   Vendor details are analyzed as per the format and the samples are asked if required according to the product needs.

5.3   The report of the sample quality is mentioned in the format of vendor selection and forwarded to the users for Recommendation.

5.4   After the recommendation, the details are sen to the purchase committee for approval.

5.5   Chairman selects the vendor for further action as necessitated based on the purchase committee approval.

5.6   Once the Vendor had been selected the vendor name is added into the approved vendor list for their services.

5.7   If vendor is not been approved or recommended, information shall be given to the respective vendor.

6.0 **Quality Records:**

   Vendor selection file, Vendor list

7.0 References:- NIL

8.0 Formats:
Supplier Selection Format(SS-01)
Approved Vendor List(AVL-01)

Prepared by: S. Senthil Raja (Department of Store)	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: PROCUREMENT AND ISSUE OF BOOKS AND STATIONERY

1.0 Purpose:
    1.1 To procure and issue the stationary& books to the students for their academic preparation.

2.0. Objectives:
    2.1 To maintain the uniform usage of books and stationeries among the students.
    2.2 To ensure the availability of books and stationeries to all students.

3.0. Definition:
    3.1 HOD- Head Of the Department,
    3.2 AO-Administrative Officer.
    3.3 PI-Purchase Indent

4.0 Responsibility : 4.1 Stationary in-charge
    4.2 HOD
    4.3 Principal
    4.4 AO
    4.5 Liaison officer
    9.1 Purchase in-charge

5.0 Procedure:-
5.1 Stationary in-charge will send the request mail to HOD/First year coordinator for stationary and book requirements before the commencement of semester.
5.2 HOD should prepare the stationary and book Requirements list for the corresponding semester and get approval from the Principal and it will be forwarded to stationary in charge.
5.3 After receiving the stationary and book Requirements list from various departments, Stationary in-charge should prepare the Purchase Indent and forward it to the approval from AO/Liaison officer.
5.4 AO/Liaison officer will forward P.I to purchase in-charge.
5.5 Based on the quotation, Purchase in-charge should prepare the purchase order and get approval from AO/Liaison Officer.
5.6 The Purchase order is sent to the suppliers.
5.7 During stationeries and books delivery, Stationary in-charge should receive the books and stationeries and then keep them in store room after entering the Goods Receipt note.
5.8 Store in-charge should verify the book Title:, author book and stationary count and then arrange the books in order to make convenient while distribution.
5.9 If any mismatches found with the delivered stocks then immediately give the information to Purchase Incharge.
5.10 After the verification, distribute the book and stationary items to the students with help of class advisor and get sign in the distribution register.

6.0. Quality Records: 6.1 Stationary and book Requirements list
6.1 Distribution Register
7.0 Reference: Anna University Syllabus from website
8.0 Formats: Requirement of Stationeries(ROS-01)

Prepared by : Mr.S.Kodeeswarn, AP/EEE	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STORES MAINTENANCE**

1.0 Purpose: To Describe the procedure for stores maintenance

2.0 Objectives:

2.1 To maintain the stores with proper Identification, storage, Handling and issue of all the material stored in General stores

2.2 To Ensure shelf life of all the items stored

3.0. Responsibility: Responsibility : Store In-charge

4.0 **Definition:**
   PO – Purchase Order; GRN – Goods Receipt Note;   PI – Purchase Indent;
   MRIS – Material Requisition cum Issue Slip

5.0. Procedure:
5.1   Stores shall have identification labels of all the items in the stores and it shall have identification for all the rocks and storage area.
5.2   The stock details of each item stored in the stores shall be recorded in the material card of that particular item.
5.3   Material card will have the details of Stock available, Re-order level, Minimum order Quantity and location of each item stored
5.4   Materials shall be issued from stores only against the Material Requisition cum Issue slip given by the user with their HOD approval and also the user department should give worn out material back to store for all replacement of materials.
5.5   On receipt of material requisition cum Issue slip, the stores incharge shall issue the materials available at stores and counter sign the slip for issue. For new / non available materials the stores incharge shall raise purchase indent.
5.6   Material requisition and issue slip book shall have two copies, the first copy shall be given to accounts at the end of the day and the book copy shall be retained in the stores after issue.
5.7   And stores Incharge shall regularly raise purchase indent for all the material at re-order level & give it to purchase department. And purchase department shall give a copy of P.O. to stores for receiving the material.

Prepared by: Mr.Senthil Kumar, Store keeper	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STORES MAINTENANCE**

5.1   The stores in charges hall receives the materials against Invoice / Bill / Acknowledged at the gate security for inward quantity.

5.2   The stores in charge shall receive the materials against Invoice / Bill / Packing slip shall be checked against the P O copy for Quantity and physically materials are checked for damages. The Quality specifications of the materials are checked by the concern user department & the same shall be acknowledged in the bill.

5.10. GRN shall be raised for all the materials received. Invoice / Bill / Packing slip copy shall be filed at stores and the originals shall be attached with GRN and shall be submitted to Accounts department. And pending PO shall be followed-up.

5.11 At the end of every day, DARE report shall be recorded and submitted to manager admin.

5.12 Stock Auditing at stores shall be done once in 3 months with direct instructions from Admin manager and Audit report shall be recorded and necessary corrective actions are taken.

5.13All the unwanted materials of the organization shall be collected by stores in one place and once in a month it shall be discarded by the stores in charge under for supervision of the office superintendent / Admin manager.

6.0. Quality records:
    6.1. Material card
    6.2. P.O. copy file
    6.3. Material requisition and issue slip (Book copy)
    6.4. PI copy file
    6.5. Invoiced copy file.

7.0. References: Nil

8.0. Formats:
Material Requisition Form(MRF-01)
Material Requisition Issue Slip(MRIS-01)
Material Card(MC-01)
Purchase indent(PI-01)
Purchase Order(PO-01)
Goods receipt note(GRN-01)
Gate Pass(GP-01)

Prepared by: Mr.Senthil Kumar, Store keeper	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENTS HOSTEL ADMINISTRATION PROCESS**

1.0 Purpose: To Describe the procedure for Students admission to Hostel & Room Allotment.

2.0 Objectives: To provide comfortable and safe Hostel Accommodation facility for the students.

3.0. Responsibility: Warden / Deputy warden / Hostel Floor Incharges.

4.0 Definition:
5.0. Procedure:- Students Admission

5.1   Students who want to avail Hostel Accommodation shall approach admin office, get the Hostel application form, pay the respective hostel fees and submit the application along with fee receipt.

5.2   The admin office will allot room number for the students and the students are asked to meet the respective Hostel warden.

5.3   The admin office shall file the students application form and upload all the students details in the "SMART Hostel" Software.

5.4   The student shall approach the hostel warden on the admission day / Re-opening day; the warden shall verify the student's details in the software and admit the students in the Hostel after entering their name in the attendance register.

5.5   The warden shall explain all the rules and regulations of the Hostel to the parents / students and get an undertaking from them for strict observance of the rules and regulations.

5.6   Every day students Attendance hall be taken from 6.45pm to 7.45pm in the bio metric machine and the Hostel Incharge shall check the attendance recorded in bio metric before 8.00pm and if any student is absent without prior information, it shall be brought to the notice of the Deputy warden immediately, and inform the parents. Deputy Warden shall inform the warden and initiate the necessary action required.

Students permission / leave / Emergencies (sick)

5.7   Students want permission / leave they should apply their request online and get necessary approvals including the permission from parents as per the software ("SMART Hostel") requirements.

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENTS HOSTEL ADMINISTRATION PROCESS**

5.8 After all the approvals are given in the software; Gate pass will be printed from the software by the Respective Hostel Incharge & shall permit the Student, with the Gate pass.

5.9 If the Leave is extended more than the software approved days by the students, then it will Respective Hostel Incharge shall enquire their parent though phone and inform Deputy Warden if any issue.

Study Hours

5.10 Study hours are from 8.00 p.m. to 10.00 pm on all days of the week except Saturday s

5.11 The respective Hostel Incharge shall make rounds in all the floors during study hour and cross check with the attendance. The Deputy warden shall make weekly once rounds during study hours.

5.12 If any student is not studing during study hours continuously, the Hostel Incharge shall inform the Deputy warden and the deputy warden shall counsel the student and take necessary action.

5.13 Students should not use mobile phones during study hour.

Recreation Activities:-

5.14 All the dining halls are having Television and it will be on during dinning hours on all days.

5.15 On all Saturdays except during University exam time Movies shall be played from 8.00pm to 11.00pm in the recreation hall.

5.16 For students sports Activities Indoor Games and outdoor games are available.

5.17 News papers are provided in the Recreation hall Health & safety.

5.18 First Aid Boxes are maintained In every block by the respective hostel Incharges.

5.19 Visiting doctors is available in the college campus from 4.30pm to 6.30pm 3days a week apart from that any illness the students shall be taken to the nearest hospital with the permission from Deputy warden.

| Prepared by: Mr.V.Chandrasekaren, (Administrative Officer) | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **STUDENTS HOSTEL ADMINISTRATION PROCESS**

5.20 Fire Extinguishers are provided in the Hostel.

5.21 Hostel In charges, Floor In charges are all given Training in fire fighting and First Aid.

Hostel Maintenance

5.22 Home keeping shall clean the Hostel Regularly.

- All the common Area & common toilets are cleaned twice a day.

- Weekly once students individual room toilets are cleaned by separate scavenger

-Dining halls are cleaned after every meal.

- Students plates are cleaned with hot water after every meal.

- Once in a month cobweb removal & other special cleaning are done.

5.23 If any maintenance Complaints noticed by Incharge or given by the students shall be recorded in the maintenance complaints Register and immediately it will be informed to the maintenance department by the Hostel Incharge & follow it up for timely rectification.

5.24 Over head water Tanks are Cleaned once in 3 month, and Drinking water (RO water) Tanks are cleaned Once in a week and Service of RO water plant in done once in month and respective cleaning records are maintained.

Hostel Security

5.25Every Hostel shall be monitored by Security person. The security shall maintain students in out Register, visit Register & Gate pass Register for Students moved.

5.26 Regularly he shall be on rounds around the Hostel and ensure timely Switching on/off the water motors &common lights.

5.27 Once in a month mess meeting shall be conducted by the Mess Committee with the following Agenda
- Mess Menu finalization
- Hostel Complains if any

5.28 small store inside hostel in maintained for the students consumable goods requirements

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **STUDENTS HOSTEL ADMINISTRATION PROCESS**

Food & Dining Hall

5.29 Food for all the students shall be send from Hostel mess & Served in the dining hall during the following timings

B.F – 7.30am to 8.15am

Lunch – 12.15pm to 1.45pm

Snacks – 4.15pm to 6.00pm

Dinner – 6.30pm to 7.45pm.

Hostel Students Feedback Collection

5.29 Once in every 6 months Students feedback shall be collected in the software by Admin office and analysis report shall be prepared.

5.30 Mess Committee shall review the Feedback Analysis report & ensure necessary corrective action.

6.0 Quality Records:

6.1 Attendance Register

6.2 Complaint Register

6.3 Student Room allotment list

6.4 Cooler/ RO Register

6.5 In-out Register (Students & staff)

6.6 Gate pass Register

6.7 Visitor Register

6.8 Guest Details File

6.9 Health Register

6.10 Students undertaking & Apology file.

6.11 Movie screening register

6.12 Hostel stores stock & sales register

7.0. References:- Hostel Rules & Regulations

8.0. Formats: Hostel Student Application Form(HSA-01)

Hostel Student daily attendance(HSDA-01)

Hostel Student Complaint register (HSCR-01)

Hostel Student Feedback Form (HSFB-01)

Student In/Out Gate Pass (SGP-01)

Visitor Gate Pass (VGP-01)

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **MESS MANAGEMENT**

1.0 Purpose: To describe the Mess Management procedure, Roles & responsibilities of Mess Managers and Supervisors.

2.0 Objective: To provide tasty and hygienic food for all Hostel Inmates and college functions.

3.0 Responsibility : Mess Manager

4.0 Definition:
    4.1 PM – Preventive Maintenance
    4.2 BM – Breakdown Maintenance

5.0 Procedure :
5.1   Mess Manager:-
5.2 Mess manager is responsible for the entire mess operation including materials availability, equipments working condition, staffing & other food service operators.
5.3   To Plan and co-ordinate food services in both Boys Hostel & Girls Hostel.
5.4   To ensure the availability of Manpower at Kitchen and Dining hall.
5.5   To ensure enough equipment is on-hand to support, supply of food to Hostel dining hall (i.e. food containers, vehicles, persons for loading & unloading serving Utensils).
5.6   To find out the students strength from the Hostel blocks in a day advance and co-ordinate with kitchen supervisor to plan the required quantity of food and communicate to kitchen supervisor for pre-preparation. If any special food required for functions / VIP's then organize food according to their requirements.
5.7   To inspect dining hall and kitchen equipments and those equipments are being maintained in a clean, serviceable, adequate and in working condition
5.8   Authorize the mess stores, materials purchase, indent request and ensure timely supply of all the required materials to stores.
5.9   To ensure proper cleanliness of kitchen, dining hall and the entire premises.
5.10 To attend the Mess meetings as and when conducted and implement the menu changes decided in the meeting.
5.11   To Monitor and control food wastage from kitchen and dining hall.
5.12   To organize monthly stock Audit at mess stores.
5.13   To check the order Quantity and Arrived Quantity at Stores.
5.14   To monitor the usage of Gas.
5.15   Staff Salary and Attendance checking.
5.16   To attend daily circle meeting.
5.17   To Implement 5S and Kaizen.

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **MESS MANAGEMENT**

5.2   Mess Store In-Charge:-

5.2.1 To Plan and coordinate with the mess stores and supply to kitchen.

5.2.2 To plan and organize the ordering of all the materials to stores through raising purchase indents.

5.2.3 Toreceive the materials, check the quality and quantity and acknowledge the bill along with the materials according to the purchase order.

5.2.4 Store all the materials properly with identification and shelf life.

5.2.5 To maintain stock details in the materials card & updated as and when the stock is issued.

5.2.6 To issue materials to kitchen after measuring the quantity and update the material card.

5.2.7 To maintains FIFO (First In First Out) at stores.

5.2.8 To co-ordinate with monthly stock audit team at mess stores

Kitchen Supervisor:-

5.3 To determine the material requirements for every day meal according the menu and give the request to mess stores.

5.3.1 To ensure that all kitchen equipments are in working condition, if any repair get it done without undue delay

5.3.2 To co-ordinate with mess manager for food quantity. To check & inspect kitchen staff for personal hygiene & good health condition.

5.4 To ensure proper cooking methods in the kitchen without spoiling the food taste and without wasting the ingredients.

5.5 To conduct daily inspection 3 times a day of kitchen process.

5.6 To ensure timely cooking, safe food preparation, proper storage and supply to dining halls.

5.7 Ooverall responsible for general kitchen work, clean-up, garbage / trash removal, utensils wash and sanitize kitchen equipments maintenance.

5.8 To Monitor& Control kitchen waste.

   Dining Hall Supervisor:-

5.9 To ensure availability of food according to the menu for students as per dining hall timing

5.10 To plan and organize serving utensils requirements.

5.11 To plan and organize Man power requirement for serving.

5.12 To ensure clean & Hygiene serving utensils and plates.

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **MESS MANAGEMENT**

6.3   To ensure regular cleaning of dining hall serving tables and wash basins.
6.4   To ensure timely removal of food waste
6.5   To ensure discipline in serving the food and the students in collecting their food.
6.6   To avoid unauthorized entry to the dining hall and ensure only authorized persons are consuming the food.
6.7   To Control food wastage from the dining hall.

6.0   Quality Records:
6.1 Material card file
6.2 Ppurchase order file
6.3 Food wastage file
6.4 Preventive and Breakdown file
6.5 Copy of Department function
6.6 Menu file
6.7 Top management Order
6.8 Mess Meeting file
6.9 Mess meeting and staff meeting
6.10 Attendance

7.0 Reference : Nil

8.0 Formats : Hostel Menu Mess Chart (HMMC-01)
            Food Wastage Monitoring Report (FWMR-01)

| Prepared by: Mr.V.Chandrasekaren, (Administrative Officer) | Approved by : Dr.S.Muruganandam, Principal |
| Signature   : | Signature   : |

Title:: **STUDY HOURS FOR HOSTEL**

1.0. Purpose: To describe the procedure for conducting study hours for hostel students.

2.0. Objectives:

2.1 To organize study hours for the hostel students of all the classes in the respective departments.

2.2 To improve the performance of students in the internal assessment and university examination.

3.0. Responsibility :

3.1 Hostel Warden

3.2 Wing In-charges

4.0 Definition:

HOD – Head of the Department

5.0. Procedure:

5.1 The study hour for hostel students is scheduled from 8 P.M to 10 P.M

5.2 At 7.55 P.M all the students has to submit their mobile phones to their respective wing in- charges & they can collect it by 10.00 P.M

5.3 Usage of laptops during study hours is not permitted, if required they should get a prior permission from wing in-charge through their respective department staff.

5.4 Students are not allowed to write records, observation, assignments during their study hours.

5.5 Frequent monitoring has to be done by the wing in-charges, hostel warden and the respective staff members in the corresponding wings for every half an hour during their study hours.

5.6 Department staff members have to take care of their respective department students as per the instruction given by the HOD during their internal assessment and university examinations.

5.7 If the respective subject staff is unavailable in the hostel then the corresponding subject handling staff will take care of the students separately in hostel.

6.0. Quality Records: 6.1 Attendance register

7.0. Reference: 7.1 Hostellers of respective department

7.2 Smart hostel software

8.0. Formats: NIL

| Prepared by : Mr.V.Chandrasekaren, (Administrative Officer) | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **ORGANISING HOSTEL DAY**

1.0.   Purpose:

To describe the procedure for conducting the hostel day celebration in girls hostel.

.**Objectives:**

2.1 To plan effectively and organize the events in hostel day in a scheduled manner.

2.2 To allocate the responsibilities to various coordinators of the events.

2.3 To develop the skill of organizing the events among the students.

3.0 Responsibility:

3.1   Warden (Principal)

3.2   Deputy warden

3.3   Overall staff coordinator of KRGI.

3.4   Overall staff coordinator of KRCE.

3.5   Overall staff coordinator of KRCT.

3.6   Overall Student in charge of KRCE.

3.7   Overall Student in charge of KRCT.

4.0 Definition :

4.1   E.D   - Executive Director

4.2   KRGI - K. Ramakrishnan Group of Institutions.

4.3   KRCE - K. Ramakrishnan College of Engineering.

4.4   KRCT - K. Ramakrishnan College of Technology.

5.0. Procedure:-

5.1 As per academic plan, every year hostel day will be conducted in the 2nd or 3rd or 4th weekends (Saturday and Sunday) in the month of March.

5.2 The date for the hostel day will be fixed by hostel deputy warden and principal with the reference of academic plan.

5.3 After fixing the date, for planning the events to be conducted during hostel day, a meeting will be organized by the final year students in the hostel for both KRCE and KRCT girls with prior permission from warden (principal) and deputy warden.

5.4 In the meeting, the following in charges has to be elected by the students.

5.4.1 Overall staff coordinator for KRGI (one member)

5.4.2 Overall staff coordinator for KRCE (one member)

5.**4.3** Overall staff coordinator for KRCT (one member)

Prepared by : Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **ORGANISING HOSTEL DAY**

5.4.4 Individual Staff in charges for the events (16 numbers from KRCE and 16 numbers from KRCT)

5.4.5 Overall Student in charges (2 nos from KRCE and 2 nos from KRCT)

5.4.6 Individual Student volunteers for various events

5.5 Overall staff coordinator of KRGI should get the approval of the elected members from the warden (principal) and deputy warden.

5.6 Nearly 32 events will be planned for hostel day for both staff and students by the student and staff in-charges and the staff coordinator of KRGI will get the approval for these events from the warden and the deputy warden.

5.7 After obtaining the approval, the schedule for the events, the numbers of participants for each event are planned and the events are conducted between 6.00pm to 7.45pm separately for girls and staff by the staff and student in-charges.

5.8 The Jury for each event has to be selected on volunteer basis by the overall student in-charges of KRCE and KRCT and approval is got from the warden and deputy warden. For students event staff will act as a Jury and for staff event students will act as a Jury.

5.9 Winner's (1st, 2nd and 3rd place) of the events will be displayed in the hostel notice board after getting approval from warden and overall staff coordinator of KRCE and KRCT and the winners will give a guest performance in hostel day celebration and prizes were distributed to them on hostel day celebration.

5.10 The budget amount for prizes, decoration and other expenses will be fixed by the overall staff coordinator of KRCE, KRCT and KRGI after getting the approval from warden.

5.11 On Saturday hostel day will be planned around by 6.00 pm to 10.30 pm, and the function will be presided by the principal's of KRCE and KRCT, and organized by overall staff coordinator of KRGI, KRCE and KRCT.

5.12 As a continuation of hostel day, on Sunday afternoon, feast will be organized by the management to all the hostel mates in girls hostel.

6.0. Quality Records:

6.1 Hostel day celebration file

7.0. Reference:

7.1 Academic Plan

8.0. Formats :

Hostel Day - Winner's List Format(HDWL-01)

Hostel Day - Event Preparation Format(HDEP-01)

| Prepared by : Mr.V.Chandrasekaren, (Administrative Officer) | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **TRANSPORT SERVICES**

1.0 Purpose: To describe the procedure to provide safe and Good Transport Service for the students.

2.0 Objectives:

2.1 To enable and help the students to come to college and back home on time.

2.2 To provide 100% safe transport service.

3.0 Responsibility : Transport Incharge / Administrative Manager

4.0 Definition:

5.0. Procedure:-Students Availing Daily Transport Facility

5.1The Transportation routes, boarding points and transportation fee for every point will be decided in advance by the Transport Incharge in consolations with Accounts Department, get the approval from Administrative Manager and Communicate it to all the students/ parents by displaying it in the Notice board.

5.2 Students who wants Transport facility will submit bus pass application form at Administration office along with the Transport fee receipt

5.3 Administrative office shall issue students bus pass with the students photo on receipt of the application form and fees.

5.4 A Consolidated list of students with boarding points will be prepared by Administration office and it will be given to Transport Incharge for planning.

5.5 The Transport Incharge shall plan the buses/ Routes or per requirement with the concurrence of Administrative Manager.

5.6 On the college re-opening day the students are informed about the respective Bus number and the transport Services are provided from the next working day onwards.

| Prepared by: Mr.V.Chandrasekaren, (Administrative Officer) | Approved by : Dr.S.Muruganandam, Principal |
| Signature   : | Signature   : |

Title:: **TRANSPORT SERVICES**

5.7 Whenever any breakdown, it shall informed to Administrative Manager & Necessary Corrective Actions are taken without delay & it shall be recorded in vehicle History card (or Break down Maintenance card). Fitness Certificates & Insurance to the vehicles.

5.8 Annually vehicles are taken to the RTO office for renewal of fitness certificate with the following documents & works collection.

    5.8.1 All repair works completion from workshop

    5.8.2 Water service & painting works if any

    5.8.3 Stenciling & artist work if any

    5.8.4 Reflecting stickers in the front & back affixed

    5.8.5 Emition control Test

5.9 If any accident happens the bus driver should inform the Administrative Manager immediately and support for necessary action & it shall be recorded in Corrective action format.

5.10 If any complaints from students it should be received by Transport Incharge and take necessary action & maintain records.

5.11 Periodical Training and Health Check-up (Eye Test) are done for all the Drivers

6.0 Quality Records

Vehicles Information Sheet

Preventive maintenance Schedule

Breakdown maintenance

Accident Register

Students Complaints Register

Vehicle moved Register

7.0 Reference: Nil

8.0 Format: News Letter (NL-01)

            Vehicle Information Sheet(VIS-01)

| Prepared by: Mr.V.Chandrasekaren, (Administrative Officer) | Approved by : Dr.S.Muruganandam, Principal |
| Signature : | Signature : |

Title:: **GENERAL MAINTENANCE**

1.0 Purpose : To describe the procedure General Maintenance of College.

2.0 Objectives: 2.1 Maintaining the Plants in working condition at all times.
2.2 Provide good maintenance service in the college

3.0. Responsibility: Administrative Manager

4.0 Definition **:** Nil

5.0. Procedure:

5.1. A/c Invertors, STP Plant, Generator, RO water plant, All Electricals, Plumbing connections & Lifts shall be maintained in good condition to provide service at any time.

5.2. Machine Information sheet is maintained for all plant & Machineries.

5.3. Preventive maintenance schedule shall be planned and maintained for all the above said plants as per the specified formats.

5.4. Break Down maintenance and History Card shall be maintained for the plant & Machineries.

5.5. Whenever there is Breakdown of the Plants, the Corrective Action and the details of the Break down shall be recorded for future analysis and preventive measures in the History card

5.6. The Plant Maintenance and control shall be governed by the Administrative Manager.

5.7 When the User departments have any maintenance problems they shall fill Infrastructure Maintenance requisition form and get the Head of the department Signature and put it in the maintenance complaints Box near Administration office.

5.8. Maintenance Incharge shall collect all the Requisition forms every day and take necessary corrective Actions.

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **GENERAL MAINTENANCE**

5.9. Maintenance Incharge shall collect all the materials required his work from stores through material requisition form and shall replace the old repaired items to stores for the new item.

5.10. The maintenance Incharge shall report to Administrative manager and gets his approval for the work.

6.0 Quality Records: 6.1. PM File.

6.2 BM File

6.3 STP Plant reports

6.4 Maintenance requisition form file.

7.0 Reference : Machine Manuals

8.0 Format :

PM Form (PMF-01)

BM Form (BMF-01)

Machine Information Sheet(MIS-01)

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **HOUSE KEEPING**

1.0 Purpose : To describe the procedure for college housekeeping department Activities

2.0 Objectives : To maintain Good Housekeeping in the entire college premises

3.0 Responsibility : Housekeeping In-charge

4 .0 Definition: Nil

5.0. Procedure:-

5.1   Housekeeping department is manned with Housekeeping supervisor, sweeper and scavengers.

5.2   Housekeeping supervisor shall have list of all the cleaning Areas floor wise.

5.3   Housekeeping department staff shall have duty shifts

Morning	Shift – I	6.30 a.m. to 3.30 p.m. -	Sweepers
Morning	Shift – II	7.00 a.m. to 4.30 p.m. -	Scavenger
Morning	Shift – III	6.30 a.m. to 4.00 p.m. -	Supervisor
Morning	Shift – IV	8.30 a.m. to 5.30 p.m. -	Supervisor

 All staffs are given Bio metric Attendance system

5.4   Housekeeping supervisor shall allot the staff for all the cleaning areas.

5.5   All the rooms shall have room cleaning check list and cleaning is done accordingly.

5.6   Housekeeping supervisor shall make rounds to all the areas & whenever he / she checks the room / Toilet cleaning as per check list, he / she shall sign the check list. Every day the checklist is counter signed by the respective area user.

5.7   Housekeeping cleaning materials are intended from general stores and issued to staff usage.

5.8   Apart from regular cleaning special cleanings are done during college functions & Inspections

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by :Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **HOUSE KEEPING**

5.10. New recruited staff are given Induction Training for two days, And once in 6 months all housekeeping staffs are given training.

5.11. Housekeeping supervisor & staff shall ensure (Example: Tables, chairs, Door mat, Dust pins etc.) proper organizing of all the materials in the respective rooms.

5.12. Housekeeping staffs shall be given uniform of 2 sets per year during the month of April.

5.13. Room cleaning checklists are displayed behind the door for a period of one month after a month checklist is filed for 6 months.

5.14. Any damage / breakage of materials in rooms / toilets housekeeping supervisor shall inform maintenance department.

5.15 Ensure proper disposal of the waste materials after segregating of the papers, cardboard, carton boxes and sent to stores.

6.0. Quality records:-

     6.1 Cleaning check list file.
     6.2. Toilet check list
     6.3. Cleaning Area list
     6.4. Duty allotment list
     6.5. Cleaning materials issue register

7.0. References:- Nil

8.0. Formats:-
Cleaning Check-List (CCL-01)
Toilet Cleaning Check-List (TCL-01)

Prepared by: Mr.V.Chandrasekaren, (Administrative Officer)	Approved by : Dr.S.Muruganandam, Principal
Signature :	Signature :

Title:: **Amendment Record Sheet**

AMENDMENT RECORD SHEET

Proc. No.	Date	Old Issue	New Issue	Brief Description on Change	Signature of IQAC Coordinator

Prepared by: Dr. S.Kalavathy, Dean/S & H, IQAC Co-ordinator	Approved by : Dr. S. Muruganandam, Principal
Signature:	Signature: