

PREAMBLE

'INTELLIGENCE plus CHARACTER; that is the true goal of education'

Martin Luther King Jr

VISION

To be a leading and path breaking institution in multi-disciplinary education, research and industry related development for meeting the challenges of New India.

MISSION

M1: Provide quality Engineering Education, Foster Research and Development; inculcate innovation in Engineering and Technology through state-of- the –art infrastructure.

M2: Nurture young men and women capable of assuming leadership roles in the society for the betterment of the country.

M3: Collaborate with industry, government organizations and society for the curriculum alignment and focused, relevant outreach activities.

CHAPTER ONE

'The object of education is to prepare the young to educate themselves throughout their lives'
Robert M. Hutchins

ACADEMIC EXCELLENCE COMMITTEE

1.1 PREAMBLE

The STANDARD OPERATING PROCEDURES OF RATHINAM TECHNICAL CAMPUS mentioned HERE. The contents mentioned herein, either in full or in part, are subject to be altered by the College Management at any time, by due notification.

The policy decision of the Academic Excellence Committee (AEC) has been taken after many sittings of brain storming sessions with the heads of departments, academic experts and a thorough analysis of various factors, for the welfare of the students, enhancement of quality of teaching and an overall development of the institution in all aspects.

1.2 OBJECTIVES

1. To constantly improve our effectiveness in the delivery of Education to our students and make our Institution's functioning cordial and seamless so as to attain our goal of creating good, confident and employable engineers by focusing on targeted pass percentages in different mark intervals, quality of teaching, class discipline, attendance and punctuality and to "Develop Entrepreneurs / Industry Leaders with integrity."
2. To coordinate the operations of all the academic programs in consultation with HODs.
3. To develop Approaches/SOPs in academic functions to achieve significant improvements in academic performance, attendance and placement performance.

1.3 MEMBERS OF AEC

The AEC will function with the following members

1. Principal
2. All Head of Departments
3. Senior Industry Expert (Advisor)
4. Two Senior Professors (one will be the Member Secretary)
5. Exam Cell Coordinator
6. Placement officer

1.4 FUNCTIONS OF THE AEC

The functions of the AEC will be as follows:

- a. To plan and benchmark the academic activities of the institution. **(Annexure 1.1 - Academic Calendar)**
- b. To approve the semester workload of all faculty members (teaching and non-teaching) submitted by the Heads of Departments. **(Annexure 1.2 – Format for Faculty Workload)**
- c. To approve the activity calendar submitted by the HODs **(Annexure 1.3 – Department Activity Calendar)**

- d. To analyze the students' performance after every internal evaluation and suggest measures to improve the performance. **(Annexure 1.4.1 , 1.4.2, 1.4.3, 1.4.4 - Result Analysis Format I to IV)**
 - 1. The result analysis must be conducted on the seventh day after every internal test/exam
 - 2. To plan remedial action wherever necessary
- e. To benchmark the monitoring and feedback of teaching, learning and evaluation process. **(Annexure 1.5)**
- f. To benchmark and innovate the evaluation process of the internal examinations
- g. To plan the placement activities of the institution according to the growing needs of the industry
- h. To analyze feedback from stake holders and decide on reforms required. **(Annexure 1.6.1,1.6.2,1.6.3 Feedback Forms)**

1.5 EXECUTION TIME LINES

#	ACTIVITY	TIMELINE
1	Draft academic calendar for the next academic year	March
2	Approve the academic calendar	April
3	Workload of ODD semester approval	April
4	Workload of EVEN semester approval	October
5	Activity calendar for ODD semester approval	May
6	Activity calendar for EVEN semester approval	November
7	Approval of yearly placement activities schedule	March
8	Result Analysis of Internal Tests and Model Exam	One week after the test /exam
9	Result Analysis of Semester Exams	One week after result publication

CHAPTER TWO

'Education is the key to success in life, and teachers make a lasting impact in the lives of their students.'

Solomon Ortiz

FACULTY MEMBERS

Faculty members shall adhere to the Rules, Regulations and Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive.

2.1 OBLIGATIONS TO BE MET BY FACULTY MEMBERS:

- a) Faculty members are required to observe fully the Indian Government's laws, regulations and professional code of ethics in teaching.
- b) Faculty members are required to adhere to educational guidelines and established curricula; they are required to carry out the terms of their teaching process and complete the teaching tasks involved.
- c) Faculty members may not discriminate against any person on grounds of race, color, culture, community, religion, national origin, gender or disability.
- d) Faculty members must respect the work; culture and dignity of each and every individual, including exercising courtesy and restraint in the event of any conflict, and encourage the all-round development of the students.
- e) Faculty members are required to make all reasonable effort to oppose incompetent, illegal or unethical behavior and report any such behavior to the authorities.
- f) Faculty members are required to observe the policies and regulations of the institution and abide by the terms of their agreement, whether verbal or written.
- g) Faculty members must demonstrate concern for and appreciation of the heritage, values and principles of the Institution.

2.2 GENERAL GUIDELINES

- a) The faculty members should be punctual to duty.
- b) The faculty members should sign in their attendance register in Principal office and Bio-metric registration before 8.45 am in the forenoon and 5.00 pm in the afternoon session.
- c) He / She shall wear decent and formal dress.
- d) He / She shall discharge the responsibilities assigned in teaching or research or administrative works diligently in honest and un-biased manner with total commitment.
- e) The faculty members are expected to behave themselves in a professional and co-operative manner.
- f) Take precautions to protect equipment, materials and facilities of the college.
- g) Attend and participate in the meetings, activities called/assigned by the HOD, Principal, CEO and Chairman.
- h) To take up other duties and responsibilities prescribed by the Principal/Management not limited to daily academic activities.
- i) He/ She shall not engage in any consultancy work /take private tuitions without prior permission from the management.
- j) Whenever a faculty is deputed / permitted to take up an assignment outside the Institution, the concerned faculty member should submit proof of attendance and the same should be recorded in the department.
- k) They are required to conform to and follow the rules and regulations in force and brought in force from time to time.
- l) Faculty members who joined the Institution after UG / PG degrees are expected to continuously enhance their qualifications and meet the guidelines set by UGC time to time.

2.3 BEHAVIOURAL GUIDELINES

The teaching profession expects high standards of ethical behavior. The faculty members are expected to behave themselves in professional and befitting manner. The faculty member shall adhere to ethical codes of conduct listed below; the faculty shall not indulge in

- a) Rude or abusive behavior, comment against superiors, making negative comments about other staff members.
- b) Verbal attacks, which are of a personal threatening, abusive and irrelevant nature or go beyond fair and professional conduct.

The faculty shall desist from

- a) Un-authorized distribution of printed material etc.
- b) Falsifying/tampering any records or documents.
- c) Getting involved in un-authorized activities leading to financial benefit.
- d) Exhibiting non-ethical behaviors that jeopardize the moral standards of the Institution.

2.4 ACADEMIC GUIDELINES

Faculty members

- a) Shall make use of E-learning materials through online web and video courses in Engineering, Science and Humanities streams.
- b) Shall conduct the assigned classes as per the schedule.
- c) Shall maintain the record of Course plans Course files and other relevant documents of the courses handled by them.
- d) Shall implement designated curriculum with the said objectives.
- e) Shall participate in professional development opportunities / activities and apply the concepts in academic activities such as class room delivery and also in the practical sessions.
- f) Shall share information, work on projects and enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process.

2.5 CLASSROOM MANAGEMENT

- a) The faculty members are expected to bring faculty log book to all lecture and lab classes.
- b) Student attendance must be taken within the first ten minutes of the scheduled period. The student entering the class after ten minutes can only avail the benefit of lecture / practical and not the attendance.
- c) To come well prepared for the class and stay focused on the topic/content.
- d) Be present in classroom *right* in time [near the classroom five minutes prior to the scheduled commencement].
- e) Should not leave the class room before the arrival of the faculty member who will handle the next period.
- f) For effective handling of one period of theory course, the faculty member has to prepare at the least three hours in a conducive environment.
- g) To commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas.
- h) To share knowledge in a manner that encourages effective two-way communication.
- i) Be organized and in order to make efficient use of time and move in a planned and systematic direction.
- j) Any lecture hour should be organized as follows:
 - i. Recapitulating the topic / topics covered in previous day : 5 min.
 - ii. Introduction about the topic to be covered on current day : 5 min.
 - iii. Detailed explanation of the topic / topics to be present : 25 min.
 - a. Application oriented study : 5 min.
 - b. Summary of the description : 3 min.
 - c. Simple Question and Answers (discussion) : 2 min.
- k) To be self-confident and facilitate quality delivery of the subject.
- l) Make use of audio visual and activity based learning wherever possible; make Power Point Presentations in addition to conventional use of blackboard depending on the subject and necessity.

- m) Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objectives of learning.
- n) To evaluate the assessment performance within the specified stipulated time and makes the scheme of evaluation transparent.
- o) After every assessment, the faculty shall discuss about the common mistakes made by students and explain how to overcome it.
- p) Shall not let-off or alternate or suspend a scheduled class without authorization from the concerned HOD
- q) A class be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class;
- r) Absence from duty without authorization is not permitted and will be viewed seriously.

2.6 RESPONSIBILITIES

The first responsibility of a leader is to define reality. The last is to say thank you. In between, the leader is a servant. So whoever adopts teaching as a profession assumes the obligation to conduct him / her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Faculty members should “Try to learn something about everything and everything about something”. Therefore, every teacher should see that there is no incompatibility between his precepts and practice.

Faculty members shall

- a) Adhere to a responsible pattern of conduct and behavioral attributes expected of them by the community.
- b) Manage their private affairs in a manner consistent with the dignity of the profession.
- c) Seek to make professional growth continuous through study and research.
- d) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- e) Maintain active membership of professional organizations and strive to improve education and profession through them.
- f) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- g) Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institution such as: assisting in appraising application for admission, advising and counseling students as well as assisting the conduct of Institution examinations, including invigilation and evaluation.
- h) Participate in extension, co-curricular and extra-curricular activities including community service.

2.6.1 RESPONSIBILITIES TOWARDS STUDENTS

Ethical Principles: As faculty members, he / she shall encourage the free pursuit of learning of their students. They hold before them the best scholarly standards of their discipline. Faculty members should demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Faculty members should make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student’s true merit. They should respect the confidential nature of the relationship between faculty members and student. They should avoid any exploitation, harassment, or discriminatory treatment of students. They should acknowledge significant academic or scholarly assistance from them. They should protect their academic freedom.

Faculty members shall

- a) Respect the right and dignity of the student in expressing his / her opinion.
- b) Deal honestly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- c) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- d) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- e) Pay attention to only the attainment of the student in the assessment of merit.

- f) Make themselves available to the students even beyond their class hours and help and guide them.
- g) Aid students to develop and understand our national heritage and national goals.

2.7 INTERACTION WITH COLLEAGUES

Faculty members should

- a) Treat other members of the profession in the same manner as they themselves wish to be treated.
- b) Speak respectfully of other faculty members and render assistance for professional betterment.
- c) Refrain from allowing considerations of caste, creed, religion or race in their professional Endeavour.

2.8 INTERACTION WITH AUTHORITIES

Faculty members should

- a) Discharge professional responsibilities according to the existing rules and adhere to procedures and methods.
- b) Co-operate in the formulation and execution of policies of Institution.
- c) Co-operate with the authorities for the betterment of the Institution keeping in view the interest and in conformity with dignity of the profession.
- d) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

2.9 INTERACTION WITH NON-TEACHING STAFF

- a) Faculty members should treat the non-teaching staff as colleagues and equal partners in a cooperative manner.
- b) Faculty members should help in the function of joint staff-councils covering both faculty members and non-teaching staff.

CHAPTER THREE

'A leader is one who knows the way, goes the way, and shows the way'
John C. Maxwell

HEAD OF THE DEPARTMENT

3.1 ROLE OF THE HEAD OF DEPARTMENT

Heads of department are academic leaders in their disciplines and work with their Principal and with other heads of department to deliver Institution strategic objectives. Heads of department are accountable to their Principal for:

3.1.1 LEADERSHIP

- a) To provide academic leadership in their discipline
- b) To promote the interests and reputation of the department within the Institution and externally
- c) To ensure that the activities of the department support the college's objectives
- d) To lead entrepreneurial activity, developing income-generating activities

3.1.2 RESEARCH AND TEACHING

- a) To develop coherent departmental research strategies to deliver high quality research
- b) To manage applications for research funding proactively
- c) In collaboration with programme leaders and/or directors of teaching, to manage the delivery of the department's teaching programmes
- d) To assure academic quality and standards through compliance with the Institution's quality assurance procedures

3.1.3 PEOPLE MANAGEMENT

- a) To oversee the management of staff in the department, ensuring that their performance is monitored and that staff have opportunities for development and training, in accordance with Institution staffing and equal opportunities policies.
- b) To allocate teaching and administrative duties appropriately
- c) To oversee the recruitment, probation and mentoring of new staff in the department in accordance with Institution policies

3.1.4 PLANNING

To contribute to setting objectives and priorities for the college and to formulating the college's business plan for resource allocation purposes.

3.1.5 RESOURCE MANAGEMENT

- a) To manage financial, staffing and other resources effectively and efficiently within the assigned budget and other agreed parameters, to ensure achievement of the college's strategy and compliance with financial and other controls.
- b) To ensure that the department fulfils its statutory responsibilities (for example, in record keeping and health and safety) and observes the Institution's policies and procedures.

3.1.6 INTERDISCIPLINARY

To develop interdisciplinary activities with other departments.

3.1.7. ENTERPRISE

To establish departmental links with external agencies, such as employers of graduates, professional bodies, research councils and other funding bodies, for the benefit of the department's teaching and research including the commercialization of research.

3.1.8 COMMUNICATION

- a) To communicate Institution and college policy to the department and departmental views to the Institution and college.
- b) To ensure effective and efficient communication within the department through department meeting. Fortnightly department meeting (on working Saturdays) is mandatory. Minutes of these meetings should be communicated to the Principal.
- c) To conduct regular meeting to inform policies or decision taken by the superiors on academic and nonacademic issues.
- d) Minutes of the department meetings should be sent to the faculty members by email
- e) HODs shall ensure that all circulars are read and acknowledged by all faculty members.

3.2 RESPONSIBILITIES

- a) Ensure that adequate faculty members are to be recruited by a committee comprising of HOD, subject faculty in the department and subject expert from other institution (Optional), as per the domain area requirements of the curriculum in both UG and PG programmes.
- b) Allocate workload to faculty members (teaching and non-teaching) in accordance with the domain competence of the individual.
- c) Allocation of Roll number and Section for lateral entry students , Regulars student role numbers will be assigned in the first year by HOD /S &H
- d) Addressing the students of all classes of the department on the First Instruction Day in every semester and before and after internal assessment exams.
- e) All classes will be assigned a Class Advisor by the HOD who will take care of the administrative documentations of the class.
- f) To help the students in planning their courses of study and for general advice on the academic programme, the HOD will attach a certain number of students (20-30 students) to a teacher of the Department who shall function as Tutor for those students throughout their period of study.
- g) Conducting and chairing all class committee meetings as scheduled by the AEC, HODs must ensure that at least three such meetings are conducted in all sections in a semester.
- h) Receiving feedback from students about faculty members on 10th working day and intimating the faculty members about the facts that should be corrected and taking remedial action on or before the 15th working day
- i) Shall ensure that all classes are conducted as per the time table and make alternative arrangements when faculty go on leave
- j) The HOD shall monitor the student attendance of each class through the class advisor on a daily basis
- k) Audit all course files before the commencement of the semester and once in a month after the internal exams.
- l) Approve the lesson plan (logbook) before the commencement of the semester and audit the logbooks of all faculty members in the department once in a week. Similarly monitor and approve the lesson plan and implementation of the same once in a week
- m) Arrangements will be made to analyze the student's attendance percentage every fortnight. The students, whose attendance is less than 75%, will be called immediately and warned about the Institution rules.

- n) Letters will be sent to parents and parents will be asked to sign the undertaking form acknowledging knowledge of their ward's attendance shortage.
- o) Ensure that student discipline issues are prevented to the extent possible and immediately take appropriate action when such issues arise. HODs must keep the Principal informed on such actions.

3.3 FILES TO BE MAINTAINED

1. Regulations
2. Curriculum and Syllabus
3. Academic Calendar and Schedule
4. Workload and time table
5. Purchase
6. Tools and Plants (Lab)
7. Faculty Details and Recruitment
8. Faculty Publications
9. Course files (last 4 years)
10. Department Library
11. Auditing Reports (Annexure 3.1, 3.2 & 3.3)
12. Quality Circle
13. IQAC
14. Student Details
15. Scholarships
16. Placement (not applicable for S&H Department)
17. Result Analysis
18. Bridge and Remedial Classes
19. Student Feedback
20. Alumni
21. Student Clubs
22. Co-curricular Activity organized (Seminars and Colloquium)

CHAPTER FOUR

“Education must provide the opportunities for self-fulfillment; it can at best provide a rich and challenging environment for the individual to explore, in his own way.”
Noam Chomsky

CLASS ADVISOR

To help the students in planning their courses of study and for general advice on the academic programmers, the Head of the Department will attach a Class to one of the teachers of the Department who shall function as Class Advisor for the students throughout their period of study. Generally, senior most faculty member will serve as the Class Advisor.

4.1 RESPONSIBILITIES:

- a) Advise the students and monitor the courses undergone by the students, check the attendance and progress of the students and counsel them periodically.
- b) Ensure that all faculties give the copy of syllabus and lesson plan to the students in the first lecture class.
- c) Motivate the students to participate in workshops, symposiums and conference.
- d) Display the cumulative attendance particulars by the end of every fortnight in the Department notice board and also discuss with or inform the Parents/Guardian.
- e) Conduct a class committee Meeting consisting of faculty members who are handling subjects for the concerned class, ten student representatives [boys and girls] and a Chairperson (the concerned Head of the Department / a senior faculty of the department). It is like the ‘Quality Circle’ with the overall goal of improving the teaching-learning process.
- f) Minutes of “Class Committee Meeting” will be prepared and circulated by the concerned Advisor.
- g) Maintain proctorial cards (profile) of students assigned to them.
- h) Maintain files containing the detailed academic performance data of the students assigned to them.
- i) Consolidate internal marks after each internal test and submit to HOD within 3 working days from the completion of test.
- j) Contact his/her parent immediately through phone and call them for meeting, in case of misconduct or misbehavior of any student, if required.
- k) Maintain a “Parent Meet Register “in the department.
- l) At the end of the semester, the list of “Debarred” category of students (if any) is to be submitted to Principal’s office.
- m) Class advisor will play a vital role in informing the overall performance of students to their parents.
- n) Inculcating all the students about internal and ESE question paper patterns, Internal mark split-up, attendance requirements and discipline.
- o) Result Analysis after each internal test and ESE(End Semester Exams or University Exam) will be done and circulated to the concerned.
- p) Participate in extension, co-curricular and extra-curricular activities including community service.
- q) Identifying the weak students, if any and request the concerned faculty members to provide some additional help or guidance or coaching to such weak students.
- r) Provide students Question Banks (detailed set of possible questions) for all the topics in order to guide / prepare them for enhancing their knowledge & face the examinations confidently.

4.2 CLASS COMMITTEE MEETING

- a) The class committee for a class under a particular branch is normally constituted by the respective HOD. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Principal.
- b) The class committee shall be constituted within the first week of each semester.

- c) The Chairperson of the Class Committee may convene the meeting of the class committee HODs must be present in all class committee meetings.
- d) The Principal may participate in any Class Committee meetings arranged.
- e) The Chairperson is required to prepare the minutes of every meeting, submit the same to Principal within two days of the meeting and arrange to circulate it among the students and faculty members concerned. If there are some points in the minutes requiring action by the Management, the same shall be brought to the notice of the Principal by the HOD.
- f) The first meeting of the Class Committee shall be held within the first three weeks from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the regulations. Two subsequent meetings may be held in a semester at suitable intervals. During these meetings the student members representing the entire class, shall meaningfully interact and express their opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

4.2.1 RESPONSIBILITIES OF THE CLASS COMMITTEE

- a) Clarifying the regulations of the degree programme and the details of rules instructed by the Institution.
- b) Solving problems experienced by students in the class room and in the laboratories.
- c) Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- d) Informing the student representatives the details of Regulations regarding weightage of each assessment. In case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup marks for each experiment / exercise /module of work, should be clearly discussed in the class committee meeting and informed to the students.
- e) Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.

4.3 FILES TO BE MAINTAINED BY THE CLASS ADVISOR

1. Class Log Book
2. Student Proctorial Cards
3. Student Leave letters
4. Class Committee Meeting and Minutes
5. Fortnightly Student Attendance
6. Result Analysis
7. Remedial Classes
8. Student Activity Details

CHAPTER FIVE

'One looks back with appreciation to the brilliant teachers, but with gratitude to those who touched our Human feelings. The curriculum is so much necessary raw material, but warmth is the vital element for the growing plant and for the soul of the child'.

Carl Jung

TUTOR

5.1 THE ROLE OF A TUTOR

1. A knowledgeable guide for wards (students).
2. A thoughtful facilitator who provides access to people and resources.
3. A role model and advocate

5.2 SPECIFIC RESPONSIBILITIES

Tutors shall

- a) Understand and abide by all Rathinam Institutions policies.
- b) Serve as a positive academic and social role model.
- c) Educate wards about various resources and student services available at Rathinam.
- d) Maintain confidentiality with any shared information.
- e) Coordinate and facilitate social and educational programs as desired or needed.
- f) Act as Philosopher, Guide and Role model to the students; however they are expected to maintain a professional rapport with wards.
- g) Conduct parents meeting at regular intervals and include them in the mentoring system.
- h) Discuss any concerns about wards to the Class Advisor and Head of Department. Identify the t problems earlier and make necessary arrangement for referral to higher authorities.
- i) Motivate students to show interest and participate in co-curricular, extracurricular and professional activities.
- j) Be prepared to clarify the doubts of students, if any, at any time.
- k) Schedule special counseling hours every week and display it well in advance.
- l) Treat students with respect, and teach them to treat others with respect.
- m) Motivate and help students to do minor educational projects in related area / topics (suggested by the faculty member or chosen by the Student himself / herself), so that their analytical and self-learning skills improve.
- n) Feel comfortable with exceptional learners, slow learners and learners with diverse needs.
- o) Handle gently but firmly, any misbehavior of students and weed out the cause.
- p) Advise the students and insist the importance of conservation of Energy and Water and use them without wastage.
- q) Maintain attendance and academic performance of the wards in the institution's software/ database.
- r) Participate in and complete all other duties as assigned.

5.3 TUTOR WARD MEETING

- a) Tutors shall conduct Tutor Ward meeting every week on a scheduled day to discuss about students' academic, attendance and disciplinary activities.
- b) Minutes of these meetings ([ANNEXURE 5.1](#)) should be documents and a copy of the same should be submitted to the Principal on the following Monday.
- c) Tutors will counsel the students' issues related to academics and personal.

5.4 FILES TO BE MAINTAINED BY THE TUTOR

1. Tutor-Ward Meeting and Minutes
2. Monthly Report
3. Parent Call Register
4. Student Details

CHAPTER SIX

“Ideas are the most fragile things in the world, and if you do not write them down, they will be lost forever.”

Phil Cooke

DOCUMENTATION

6.1 COURSE FILE

Every teaching faculty will be responsible for the syllabus coverage, discussing previous ESE question papers, conducting internal tests, distributing the answer scripts after valuation. For effective teaching, learning and evaluation process the faculty members should prepare their own course materials as per the format suggested in 6.2 and 6.3. Every faculty shall complete the syllabus during the semester as per the following schedule.

Unit I	-	To be completed at the end of 12 th working day
Unit II	-	To be completed at the end of 24 th working day
Unit III	-	To be completed at the end of 36 th working day
Unit IV	-	To be completed at the end of 48 th working day
Unit V	-	To be completed at the end of 60 th working day

6.2 LIST OF DOCUMENTS TO BE FILED FOR THEORY COURSES

Course Syllabus

Faculty Time Table

Name List of the Students

Lesson Plan

Lecture Notes Prepared by Faculty (Hand written/Printed)

Previous Four University Question Papers with Answer key

Remedial / Coaching Class for Slow Learners Name list and Proof
(Based on previous result)

Tutorial Questions with Answer Key

Sample Student Tutorial Worksheet

Innovative Topics Taken / Guest Lectures Arranged (Attach Proof)

Assignments Questions with Answer Key

Sample Answer Scripts (Best, Average, Poor)

Cycle test

Question paper with Answer key

Result Analysis

Unit Test I to V (Objective Type)

Question Paper with Answer Key

Answer Scripts (Best, Average, Poor)

Result Analysis

Internal Test I & II

Question Paper and Answer Key

Answer Scripts (Best, Average, Poor)

Result Analysis

Action Taken Report (Based on Exam Performance)

Model Exam

Question Paper and Answer Key

Answer Scripts (Best, Average, Poor)

Result Analysis

Action Taken Report (Based on Exam Performance)

Course Analysis Report
University Question Paper with Answer Key and Feedback form
Course Evaluation Report
Evidences for CO & PO Attainment

6.3 LIST OF DOCUMENTS TO BE FILED FOR LABORATORY COURSES

Syllabus (Practical) Time table
List of Experiments
Name List of Students
Practical completion report (maintained for every practical) Model Exam Question Paper
Model Exam Mark Sheet
Model Exam Answer Sheets (Best One, Average One & Poor One)
Observation note book - 1 Record note - 1
Copy of Internal Mark Sheet submitted to COE Log Book

CHAPTER SEVEN

“Great success in examinations does naturally not as a rule go with originality of thought”

Edward Carpenter

EXAMINATIONS AND EVALUATION

7.1 EXAM CELL

Examinations being the solemn activity the office bearers are required to perform their duty with complete sincerity upholding the highest principles so that all the examinees are provided with equal and fair opportunity of performance. The Exam Cell will be responsible for the conduct of all internal exams viz internal and University End Semester Exams as stipulated by Anna University. The Exam cell will be headed by Chief Superintendent. The Exam cell in-charge will be the responsible for day to day activity and reports to the Chief Superintendent / Principal.

7.2. FUNCTIONS OF THE EXAM CELL

1. The exam cell will conduct Internal Tests, Model exam and End Semester University theory and practical Exams in strict accordance with the University regulations and prescribed University processes.
2. To liaison with the Anna University to conduct university theory and practical exams.
3. The exam cell shall be responsible for maintaining the standard of all the University Examinations.
4. It is the duty of the exam cell to arrange for preparation, scheduling and conduct of University Examinations.
5. Coordinating and arranging of Faculty members for Internal and external exam hall invigilation duties, central valuation of answer scripts and all other incidental matters connected with the conduct of examinations.
6. Correspond with the Office of the Controller of Examinations, Anna University with respect to examinations, results, issuing of certificates like Statement of Grades / Marks, Consolidated Statement of Grades /Marks and Provisional Degree Certificates.
7. Arrange for providing Transcripts and Migration Certificates from COE /AU
8. Publication of rank lists, Degree holders list and Medalists before the conduct of Graduation Day.

7.3. INTERNAL EXAMINATIONS

1. The tentative schedule for the tests shall be made known to the students at the beginning of the semester and each test based on the schedule declared by the Anna University.
2. The tests shall be evenly spaced out throughout the semester.
3. The marks awarded for the internal tests shall be made known to the candidates within 4 working days of the conduct of the test. Candidates may discuss and seek clarification, if any, about their performance from the HoD after declaration of the marks.
4. The Exam cell shall collect two sets of question papers from the department exam cell members two working days before the commencement of each test / exam.
5. The Internal test- I portions shall cover the first and second units of the subject, Internal Test –II shall cover the third and fourth units and Model exam shall cover all the five units of the subjects.
6. Two sets of question papers shall be set with more or less the same difficulty level.
7. Department exam cell member shall prepare the summary sheet for the collected question papers of the respective department.
8. Vetting of the question papers has to be conducted and completed one day before the exams through a vetting committee (seniors /experts).
9. The exam cell shall prepare the exam schedule as per the academic calendar one week prior to the start of the exams and circulate it to all the departments.

10. The Exam cell shall prepare detailed hall plans for the exams and arrange to conduct the exams as per the schedule.
11. Attendance sheets shall be maintained by the exam cell for all the internal tests and model exams
12. Subject handling faculty shall submit the answer keys for the respective examination before the end of next working day to the faculty assigned for evaluation.
13. Evaluated answer scripts shall be submitted to the Principal for authorization before the end of three working days.
14. Respective Departments shall retain copies of the evaluated answer scripts after getting signatures from the students.
15. Class advisor shall submit the consolidated mark statement of their respective class within five days after the completion of the last exam.
16. Non-compliance of the time frame by the Faculty members for the submission of Question paper, answer key, Mark statement etc., of the internal exams shall be viewed seriously and the next internal assessment of the concerned subject may not be conducted.
17. Exam Coaching Classes shall be handled by the subject handling faculty for the first two hours and the exams will be conducted in the subsequent hours.

7.4. INVIGILATION

- a) The invigilator shall study and understand rules and regulations related to invigilation duty before taking up the duty.
- b) External and Internal exam duty for faculty members shall be assigned by the Exam Cell only. Exam duty Schedule shall be updated once in two days on commencement of examination. Faculty members should check their e-mail for any updates regarding their allotted duty.
- c) Hall Superintendents (Invigilators) are requested to report to the Exam cell in-charge, thirty minutes before the commencement of Examination.
- d) No invigilator shall arrange any substitute without knowledge / prior approval of the Exam cell coordinator.
- e) Students are strictly not allowed to possess mobile phones inside the examination hall.
- f) Students without the Hall ticket and ID card shall not be permitted to enter the Examination Hall.
- g) Students should be permitted to enter inside the Examination Hall ten minutes before (in each session) the commencement of the Examination.
- h) No student shall be permitted to enter the Exam Hall after half-an-hour from the commencement of the Exam.
- i) Ensure that candidates use only authorized materials e.g. electronic calculators (non-programmable) approved data sheets and data books during the exams.
- j) If any student involves in malpractice, the instructions to be followed are;
 - I. Collect the materials which have been used for malpractice in addition with hall ticket, ID card and answer script.
 - II. Intimate the Exam cell In-charge / chief superintendent immediately.
 - III. Do not permit the student to leave the hall.
- k) Staff members are strictly advised to avoid using mobile phones during invigilation.
- l) The materials like unused question papers, main sheets, additional sheets, covers etc. should be handed over to the exam cell after exam is over.

7.5. Absentees and Failures in Internals

- Exam cell member shall provide the list of absentees to the Class Advisor on the same day of the Exam. The respective class advisor/tutor shall intimate the parents of the absentees about the absenteeism.
- Absentees during Internal Examination and Model Examination shall be viewed seriously and also restricted to appear for the next day examination.

- Department shall arrange a Meeting with the Parent's of the students failed in the internal exam and report the same to the Exam Cell. If not, the failed student is not allowed to appear for his next internal/model exam (format shall be provided).

7.6 Retest

- Students' with valid reason or health issues upon prior consent from Exam Cell, Principal and concerned HoDs shall be allowed to take the retest.
- New question paper shall be set by concerned subject handling faculty for absentees and the same shall be submitted to the Exam Cell a day prior to the exam.

7.7 End Semester Examination

- Subject handling faculty member's presence (Full day) is mandatory in the college during their Subject exams. Feedback from the students regarding examination has to be collected and reported to the Exam Cell in-charge and the Principal. Such absence of the subject handling faculty on the day of exam shall be viewed seriously.
- Feedback form and answer key should be submitted within 3 days from the exam.

7.8 Registration for End Semester Examination

- Students shall pay the examination fee for the ongoing semester within a period of 10 days from the date of publication of the previous semester results. Students failing to comply the above shall not be registered for both the current papers and arrear papers for the upcoming semester examination.

7.9 Web Portal Entry

- Web Portal entry details have to be submitted immediately one day after the last working day.
- Exam cell members shall be authorized to make the entries in Web Portal.

Mark Sheets and Degree Certificate

- A photocopy of Student's End Semester Mark sheet, Consolidated Mark sheet and Degree certificate with acknowledgement from students has to be maintained in the Exam cell.

CHAPTER EIGHT

“No one learns as much about a subject as one who is forced to teach it.”

Peter F. Drucker

TUTORIALS

8.1 PLANNING

1. **Tutorials should have their own learning objectives**

Set goals for all tutorial sessions clearly defining what students will do in the tutorials. Communicate these goals to the students on the previous day of the tutorials. Focus not on “covering material” but rather encourage active learning among your students.

2. **Define guidelines and rules from the beginning.**

Before commencement of the semester devote time to formulate guidelines and rules for conducting tutorials. Familiarize students with essential guidelines for successful and productive learning. Tell them your guidelines and rules, fix due dates. Provide students with a copy of the goals and guidelines for your tutorial. Make sure that the penalties for infringement are clearly explained (i.e., how many marks will be lost).

3. **Prepare a lesson plan for each tutorial session.**

Begin with your learning objectives for the session as a way to help you limit your content to 2-3 main concepts for a 50-minute session. Make sure to include time estimates for each section of the tutorial.

4. **Keep supporting materials ready.**

If you plan to use visual aids, plan your venue and book AV rooms in advance. If you want to use worksheets prepare them and keep copies ready. It's also a good idea to prepare a few extra problems, examples, or activities in case students want or need additional practice. If you need to demonstrate equipment use, practice before the tutorial.

8.2 COMMUNICATING

1. **Encourage students to participate.**

Make sure you are not the only one talking in your classroom. Mention explicitly that you expect students to participate and that they should feel free to make comments and ask questions. Provide opportunities for participation (e.g., pause periodically and ask if there's something that students would like to say).

2. **Comment on student performance and behaviors.**

With large classes, tutorials may be the only time when students can get expert feedback on their work. Explain what's wrong, where and why. Put it in writing, if possible. Remember to commend good work too. The more your students get out of your tutorials, the better their attitude (and attendance) will be.

3. **Make an effort to learn student's names and use them.**

During the first week get to know the names of your students, call them by name whenever you address them, ask students to say their name when asking questions, or return assignments to them personally. Students will regard the tutorial as more important if they feel that they are known to you, and that you will notice if they are absent.

4. **Avoid excessive formality, but don't get too close.**

During tutorial do not behave in an overly strict or stand-offish manner. Assess your work climate by watching how your colleagues relate to students. Try to act naturally. Avoid getting close to students. Uphold code of conduct between staff and students. Remember that your job may require assessment. You need to ensure that students do not question your impartiality.

5. **Do not ignore disruptive student behavior.**

Although dealing with it can be awkward, you need to resolve it as soon as possible because it can deprive other students of their right to learn. Ask the disruptive students if they have questions. Remind students of expected classroom behavior stated on the first day of class. You may also need to speak to the student(s) involved outside of class or report to the HOD if it gets out of hand.

8.3 DELIVERY

1. **Keep pace with lecture progress.**

Tutorials must normally follow up a lecture or a short series of lectures. Tutorials should not be used to teach new topics. All tutorials should reiterate topics covered in the previous lecture(s).

2. **Make connections among parts of the course/tutorial.**

Help students visualize the 'big picture' and integrate together the tutorial contents with the rest of their experiences in the course. Make statements like, "remember when we learned how to calculate x earlier in the term?" or "later on in the term, you will learn about..." You may also ask students to make such links.

3. **Use relevant examples.**

Illustrate points with examples taken from the field under study. When possible, share personal research or real-world experiences to help students visualize practical applications of concepts.

4. **Use solid delivery skills.**

Maintain eye contact during your tutorials so you can see raised hands and develop a rapport with your students. Speak loud enough and with enthusiasm to keep student attention. As well, move naturally around the room. Circulating around the room while students are working allows them to ask questions easily.

5. **Avoid speaking to your visuals.**

Whether you use the blackboard or a screen (for overheads or electronic presentations), you may be tempted to look at and speak to your visuals. Remember to point your toes to the back of the room before you speak so that students can hear you and you can see their responses to your teaching.

8.4 QUESTIONS

1. **Tutorials are the best times to ask detailed questions.**

Make sure that students are aware of this. Suggest that they jot down questions and issues as they arise during lectures and bring their lists to the tutorial. But also let them know that you expect them to search for answers by themselves before coming to you.

2. **Prepare questions in advance.**

Challenge students to venture beyond their current knowledge and attitudes. To help accomplish this, carefully design questions before the tutorial sessions. Even when you expect students to have enough questions during the tutorials, having prepared your own set of questions (and answers) can help you to improve their learning and increase your confidence.

3. **"Are there any questions?"**

Many education experts believe this type of question is somewhat wasteful. Such inquiries are often viewed by students as a "ritualistic" exercise on the instructor's part and are usually met with silence. When asking for questions, be sure that your question is genuine and has a clear purpose. Ask for questions on specific topic areas. If your question is met with no response, be prepared to use follow-up probing questions, such as: "So if I were to ask you on an exam whether ... , you would know how to answer?" This usually increases students' desire to understand the concept and elicits questions. Be sure to wait up to 10 seconds for a response.

4. **Before answering, repeat questions.**

By doing this, you will ensure that everybody has a context for your answer. An additional point to remember is to look at the whole class when responding, not just at the questioner. A general rule of thumb is to give 25 percent of your eye contact to the questioner and 75 percent to the rest of the audience. By using this "25/75 rule," you help to include everybody in the room.

5. **Admit when you don't know the answer.**

You will lose more credibility by trying to fake an answer than by stating that you don't know. If you don't know the answer to a student's question, compliment the student on the question, then ask the class if anyone knows the answer (be sure to verify any responses). If there are no answers, volunteer to find the answer yourself and report back at the next class or ask the student to do this.

8.5 ACTIVITIES

1. **Favor high-learning activities.**

Taking notes, listening passively and pretending that they understand are behaviors that students should not be displaying during tutorials. Some subject related tasks that can help students to learn-by-doing are: solving problems, discussing different perspectives, asking questions, answering questions, working out different approaches to problems or case studies, and engaging in debates.

2. **Give clear instructions.**

Before starting an activity, make sure that students understand what to do. Explain the goals and provide time breakdowns, then form groups if necessary. Write the instructions on the board, or consider providing printed instructions. When an activity is over, be sure to debrief to reinforce the goals and the "take home" message.

3. **Avoid the temptation to turn tutorials into lectures.**

It is all too easy for tutorials to degenerate into an extension of lectures, and for students to be as passive in tutorials as they may be in lectures. You may decide to expand on lecture topics from time to time; however, if this becomes a trend in your tutorials, it may indicate that the learning goals are not being met during lectures. If you suspect this is the case, talk to the lecturer.

8.6 MOTIVATION

1. **Students' attitudes toward tutorials may need changing.**

Students often regard tutorials as optional and their attendance may be erratic. If it is possible to divert some of the syllabus coverage – and some of the associated assessment – into academic tutorial times, it is more likely that staff and students will take tutorials more seriously. Be sure that your tutorials add value to the course.

2. **Never put students down.**

Showing respect for all students is critical. Students can be highly sensitive to snubs or sarcasm, especially if they're feeling insecure. You need to act professionally at all times.

3. **Acknowledge and thank participation.**

Short phrases such as, "that's a good point," "thanks for saying that," or "I see what you're saying, but have you considered...?" allow students to develop insight instead of feel inadequate or foolish. Acknowledge all answers whether they are accurate or not. Students get disheartened if their response is passed over without comment because it is not what the tutor wants to hear – in ordinary conversation it would be considered extremely disrespectful to do this. However, be sure to provide or elicit an accurate response so the class has correct information.

4. **Don't be afraid to commend good performance.**

Receiving praise for doing something well is highly motivating. Sincere praise from a lecturer for insight, achievement, participation, or helpfulness will make students feel good and more likely to participate again.

8.7 OTHER STRATEGIES

1. **Save time by making time.**

If you need to be available to students outside of class, set up office hours, post them on your office door or website, and be there! Office hours can minimize the interruptions to your research work that can occur when students do not know when best to approach you.

2. **Keep good records.**

Make notes about attendance, topics covered, questions asked and student difficulties with the material. Such records will be very helpful if you're involved in running the same tutorial again and may provide useful feedback to the course instructor.

3. **Solicit student feedback.**

Ask how they are finding their learning experience and what they think you should stop, start, and continue doing. Check whether or not they have mastered concepts that have been covered already. Also, consider having an anonymous website where students can post opinions and suggestions for you.

4. **Don't wait until after the midterm or end of the term to get feedback.**

The instructor evaluation forms will not help you diagnose and address problem areas in real-time. You have to constantly monitor your tutorial. Evaluation data are also helpful for overall reflection on your teaching and they provide evidence of your teaching effectiveness.

CHAPTER NINE

“One of the very important characteristics of a student is to question. Let the students ask questions”

A. P. J. Abdul Kalam

STUDENTS

9.1. RESPONSIBILITIES OF STUDENTS

It is not the professor’s job to give you a passing grade when you don’t deserve one. It is not their job to grant you exceptions that would be unfair to everyone else. It is not their job to chase after you to come to class, nor to give you special attention if you skip classes and are completely lost later.

Professors who give special leniency to those who do not deserve it are being unfair to students who fulfill their obligations. For example, if a professor declares a make-up test to only those students who failed the first test, or extends a deadline only for those students who didn’t make the original deadline, those students who did pass or did hand over the assignment in time are being penalized.

Students have to fulfill their obligations before expecting professors to give them consideration.

The responsibilities of the students are:

1. To be polite in all dealings with the Professors, the Technical Assistants and the other students.
2. To show up to class on *time* and ready to participate in the learning process. This means:
3. Bringing all the paper, pens, pencils, calculators, books, etc. you will need.
4. Reading the required readings before class.
5. Not to bring cell phones. If there’s something more important to you than giving your full attention in class, don’t bother to show up, because you’re only going to distract those who are there to learn.
6. Not leaving in the middle of class and interrupting everyone in it unless it’s crucial. Go to the bathroom BEFORE class. It’s one thing to have an emergency due to something like colitis and another to walk out and disrupt everything.
7. To ask questions, participate in discussions and otherwise speak up when appropriate.
8. If you don’t understand something, ask. Chances are, others in the class don’t understand either. If the professor is unable to assist you, they should be able to do so after class or during office hours. If you don’t ask and as a result you do not understand, that’s YOUR fault and not the professors’.
9. If you think the professor has made an error, politely point it out during class. Profs are human. It is easier for them to correct a mistake and set the learning back on track at the same time rather than having to wait until next class. If you are wrong about the mistake, the professor should indicate why the item is correct. If the professor is rude when you have been polite, that’s their fault, but you should make sure your education comes first.
10. This also means that you should certainly NOT be talking when inappropriate, such as during a lecture. Don’t interrupt other students just because you’re bored.
11. Submit leave letters well in advance.

CHAPTER TEN

“If we knew what it was we were doing, it would not be called research, would it?”
-Albert Einstein

RESEARCH ACTIVITIES

Research commonly is associated with conducting empirical studies, whether confirmatory or exploratory, but in some academic disciplines research also encompasses highly theoretical work. The extent to which faculty members have a research role as part of their work responsibilities depends largely on the mission of the employing institution, with larger universities more likely to have research and knowledge creation as a significant part of their missions. Faculty members with active research agendas and involvement in their disciplinary communities have been regarded as more cosmopolitan in orientation, with stronger allegiances and loyalties to their disciplines than to their home institutions.

Additionally, research-oriented faculty members often participate actively in generating internal and external monetary support to underwrite their laboratories or specific research projects. Faculty rewards often are based on the extent to which faculty members contribute to their disciplines through publishing articles and books, presenting research findings, giving performances and exhibits, or disseminating their work to external audiences in other ways.

1. Faculty members of RTC shall engage in research, thereby contributing to the knowledge base of the core discipline or academic field.
2. Faculty members are expected to participate in research activities of RTC actively.
3. Expected to develop expertise in a core area and achieve core competency. They shall concentrate at least for 2hours per day on active research.
4. Expected to publish at least one paper in SCI, indexed or peer reviewed journals in every semester in their area of research.
5. To organize FDPs, Workshops and Conferences in their core area of research through external grants.
6. Apply for external grants for their research work
7. Take up consultancy Outcomes like publications, sponsored research and consultancy is expected and will be rewarded.

CHAPTER ELEVEN

“Delivering a project isn’t difficult. What’s difficult is delivering a project without first taking the time to plan properly”
James Leal

UNDER GRADUATES FINAL YEAR PROJECTS

SOP #	11- AEC- RTC	Responsibility:	AEC
Title:	Under Graduates Final Year Projects	Policy:	ACAD 09
Scope:	Department HoDs and faculty members.	Review Date:	Sep 2018
Purpose	To notify the faculty members about projects and the review processes.	Revision No.	3

11.1 MILESTONES

6th Semester

- 2 Jan : Call for Final year project (FYP) proposals by HODs from faculty members
- 28 Feb : Submission of FYP proposals by faculty members
- 31 Mar : Approval of FYP proposals by HOD
- Note : Number of proposals to be submitted by each faculty must be decided, based on faculty strength and student strength.

7th Semester

- 31 Jul : Batch and guide allocation should be completed
- 31 Aug : Literature review and preliminary survey should be completed (Review by guide)
- 30 Sep : Design studies / Raw material procurement / Data collection (Review by guide)
- 15 - 20 Oct : Zeroth review – Department level

8th Semester

- 15 Dec : First review and assessment – Department level
- 20 Jan : Second review and assessment – Department level
- 10 Feb : Third review and assessment – Department level
- 10 Mar : Report submission / Presentation and Viva voce examination
- Note : FYP coordinator for each section should collect and submit the assessment and review reports to the HOD once milestones are reached.

11.2. PROJECT GUIDELINES (UNDER GRADUATE) refer Anna university guidelines

CHAPTER TWELVE

"Quality is not an act, it is a habit"

Aristotle

INTERNAL QUALITY ASSURANCE CELL

12.1 VISION

To make quality the defining element of higher education in RTC through a combination of self and external quality evaluation, promotion and sustenance initiatives.

12.2 MISSION

1. To arrange for periodic assessment of departments
2. To stimulate the academic environment for promotion of quality of teaching-learning and research in RTC
3. To encourage self-evaluation, accountability, autonomy and innovations in teaching learning and Evaluation
4. To undertake quality-related research studies, consultancy and training programmes
5. To collaborate with other stakeholders for quality evaluation, promotion and sustenance.

12.3 OBJECTIVES

The primary aim of IQAC is:

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

12.4 STRATEGIES

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- h) Sharing of research findings and networking with other institutions in India and abroad.

12.5 FUNCTIONS

Functions expected of the IQAC are:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
4. Dissemination of information on various quality parameters of higher education (SOP).

5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programmes /activities leading to quality improvement (AQAR)
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality.
9. Development of Quality Culture in the institution.
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

12.6 BENEFITS

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- d) Provide a sound basis for decision-making to improve institutional functioning;
- e) Act as a dynamic system for quality changes in HEIs;
- f) Build an organized methodology of documentation and internal communication.

12.7 COMPOSITION OF THE IQAC

The composition of the IQAC is as follows:

1. Chairperson: Chairman RTC
2. CEO
3. Nominee from Management : Advisor RTC
4. One nominees from Employers /Industrialists/stakeholders: Industry Expert
5. Principal
6. HOD /IT Coordinator of the IQAC
7. All HODs
8. Two Senior Teachers
9. Placement officer

12. 8 MEETING SCHEDULE

The IQAC will meet on the last Saturday of the month.

CHAPTER THIRTEEN

"No one undertakes research in physics with the intention of winning a prize. It is the joy of discovering something no one knew before"

Stephen Hawking

RESEARCH ADVISORY COMMITTEE

13.1 MISSION

The mission of the Research Advisory Committee (RAC) is to increase the quantity and quality of research at RTC by enhancing the research ingenuity on campus.

13.2 PURPOSE

The Research Advisory Committee (RAC) advises the college departments on matters of policy pertaining to research, both internal and external.

To plan activities to promote research in the institution

Provides the departments input concerning policies and procedures that oversee supervision of internally and externally funded research.

The committee also serves as a forum to discuss research-related issues at RTC.

The committee is a direct two-way communication channel that faculty and administration can use to convey issues and receive information about research-related concerns.

Facilitating communication, engaging members of the research community and addressing policies that effect research on campus are key issues for this committee.

To plan and organize the RTC Faculty Research Day

To approve proposals submitted for internal and external grants

13.3 COMPOSITION

This committee shall consist of 7 members; one representative (with Ph.D) from each department and one management representative. These members shall serve staggered non-succeeding three-year terms. The following shall serve as liaison members:

Principal and a representative from IQAC.

13.4 MEETING SCHEDULE

The RAC meets every second Friday of the month.

CHAPTER FOURTEEN

Ragging does not break the ice, it breaks lives, careers and families!

ANTI RAGGING COMMITTEE

14.1 RULES & REGULATIONS FOR PREVENTION AND PROHIBITION OF RAGGING

The All India Council for Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for Prevention and prohibition of Ragging in technical Institutions.

14.2 VARIOUS TYPES OF RAGGING

The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging:-

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
5. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered with in the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'freshers' in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

14.3 ACTIONS TO BE TAKEN

Against students for indulging and abetting in ragging in technical institutions universities including deemed to be university imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes

- (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution. (x) Fine of Rupees 25,000/-
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
 5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

14.4 ANTI RAGGING COMMITTEE

Composition

1. Principal
2. Administrative officer
3. Head of Departments (five)
4. Three Senior Professors
5. Physical Director
6. Police personnel

14.5 ANTI RAGGING SQUAD

An anti-ragging squad consisting of ten members will be constituted by the anti ragging committee.

DUTIES

- a. To conduct surprise inspection at locations inside and outside campus e.g. bus stops, cafeteria, hostel, department, play grounds etc.
- b. To inform the anti-ragging committee on occurrence of ragging incidents

CHAPTER FIFTEEN

ANTI SEXUAL HARASSMENT COMMITTEE

15.1 GUIDELINES

The SHAKSHAM guidelines of UGC Dec 2013 are followed by the PWSHC committee.

15.2 POLICY

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the institution against any other member of the institution irrespective of whether the harassment is alleged to have taken place within or outside the campus.
2. By a resident against a member of the institution or made by a member against a resident irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.
3. By an outsider against a member of the institution or by a member of the institution against an outsider if the sexual harassment is alleged to have taken place within the campus.
4. By a member of the institution against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority.

Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint. In the above the following definitions will apply:

‘Members of the institution’ includes students, teachers and non-teaching staff of the institution.

‘Students’ includes regular students as well as current ex-students of RTC.

‘Teachers’ includes any person on the staff of the institution, who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall include employees employed on a casual or project basis.

‘Non-Teaching Staff’ includes any person on the staff of the university or any of the colleges/institutions affiliated to it, who is not included in the category of teacher. It shall also include contract workers and daily wagers.

‘Resident’ includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by the RTC.

‘Outsider’ includes any person who is not a member of the institution or a resident. It also includes but is not limited to any private person offering residential, food and other facilities to members of RTC.

‘Campus’ includes all places of work and residence in the institution. It includes all places of instruction, research and administration, as well as hostel, health centers, sports grounds, staff quarters, public places (including parks, streets and lanes) and canteens, etc. on the RTC campus.

15.3 INTERNAL COMPLAINTS COMMITTEE (ICC) COMPOSITION

1. Three teacher representatives to be elected/nominated by the procedure outlined in Appendix One.
2. Principal and one senior professor elected/nominated.
3. Three student representatives. At least one of the three representatives should be a second year graduate student.
4. Two persons with known contribution to women’s issues, to be co-opted by the Committee from outside the College. One of these may preferably have a legal background.
5. The Chairperson (woman) to be elected from amongst the members.
6. The Member Secretary to be elected from amongst the members

15.4 FUNCTIONS OF ICC

1. To create and ensure a safe environment that is free of sexual harassment.
2. To create an atmosphere promoting equality and gender justice.

3. To publicize the policy in Tamil and English widely, especially through prospectus, notice boards etc.
4. To publicize in English and in Tamil the names and phone numbers of members of the committees.
5. To plan and carry out programmes for gender sensitization

15.5 REDRESSAL

1. ICC can ask the College to suspend the alleged harasser from administrative post/classes if his/her presence is likely to interfere with the enquiry.
2. The victim of sexual harassment as per the Supreme Court judgment, will have the option to seek transfer of the perpetrator or their own transfer where applicable.
3. The Head of the institution upon receipt of the enquiry report, shall refer the same to ICC and institute disciplinary action on the basis of the recommendations of the Complaint Committee under relevant service rules.
4. The disciplinary action will be commensurate with the nature of the violation.
 - A. In the case of College employees, disciplinary action could be in the form of:
 - i. Warning
 - ii. Written apology
 - iii. Bond of good behavior
 - iv. Adverse remarks in the Confidential Report
 - v. Debarring from supervisory duties
 - vi. Denial of membership of statutory bodies
 - vii. Denial of re-employment
 - viii. Stopping of increments/promotion
 - ix. Reverting, demotion
 - x. Suspension
 - x. Dismissal
 - xi. Any other relevant mechanism.
 - B. In case of students, disciplinary action could be in the form of:
 - i. Warning
 - ii. Written apology
 - iii. Bond of good behavior
 - iv. Debarring entry into a hostel/ campus
 - v. Suspension for a specific period of time
 - vi. Withholding results
 - vii. Debarring from exams
 - viii. Debarring from contesting elections
 - ix. Debarring from holding posts such as member of Committee of Courses, membership of college union, etc.
 - x. Expulsion
 - xi. Denial of admission
 - xii. 'Declaring the harasser as "persona non grata" for a stipulated period of time
 - xiii. Any other relevant mechanism.

(NOTE: The reasons for the action have to be provided in writing. Action will be taken against person(s) who try to pressurize the complainant in any way).

C. In the case of third party harassment/outsider harassment, the University/College authorities shall initiate action by making a complaint with the appropriate authority.

5. Enhancement of disciplinary action, by the committee, could depend on factors such as the nature and extent of injury caused to the complainant, the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.
6. Non-adversarial modes of redressal and resolution could also be considered in appropriate cases. Examples of this may be verbal warning, verbal apology, promise of good behavior etc.

CHAPTER SIXTEEN

STUDENT COUNSELING AND WELFARE COMMITTEE

16.1 COMPOSITION

Chairman –Principal

Convener – One Senior faculty

Administrative Officer

Psychologist

Special Invitees - All Heads of Departments

All Committees and Cell Coordinators (Faculty members appointed by Principal)

Class representatives (one per section)

16.2 TERM OF THE MEMBER

The nominated teachers will hold office for two years

16.3 MEETINGS

The committee shall meet at least twice in a semester

16.4 FUNCTIONS

1. The committee shall advise the Principal, the governing body and the academic council on cultural activities in the campus.
2. Ways and means to implement different Programmes and the general welfare activities with regard to the students.
3. Student's requests and grievances.
4. Co-curricular activities, carrier guidance, counseling and
5. Other Programmes beneficial to student development.

CHAPTER SEVENTEEN

'Education is the most powerful weapon which you can use to change the world'
Nelson Mandela

INTERNAL AUDIT

1. Course File Index

Course Syllabus
Faculty Time Table
Name List of the Students
Lesson Plan
Lecture Notes Prepared by Faculty (Hand written/Printed)
Previous Four University Question Papers with Answer key
Remedial / Coaching Class for Slow Learners Name list and Proof (Based on previous result)
Tutorial Questions with Answer Key
Sample Student Tutorial Worksheet
Innovative Topics Taken / Guest Lectures Arranged (Attach Proof)
Assignments Questions with Answer Key
Sample Answer Scripts (Best, Average, Poor)
Cycle test
Question paper with Answer key
Result Analysis
Unit Test I to V (Objective Type)
Question Paper with Answer Key
Answer Scripts (Best, Average, Poor)
Result Analysis
Internal Test I & II
Question Paper and Answer Key
Answer Scripts (Best, Average, Poor)
Result Analysis
Action Taken Report(Based on Exam Performance)
Model Exam
Question Paper and Answer Key
Answer Scripts (Best, Average, Poor)
Result Analysis
Action Taken Report (Based on Exam Performance)
Course Analysis Report
University Question Paper with Answer Key and Feedback form
Course Evaluation Report
Evidences for CO & PO Attainment

2. Points to remember while updating the Log Book

- Allocation of Hours to cover each unit should be as per LTPC. Hours allocation may vary depends on the subject
- Faculty must complete the syllabus as per the hours allotted to complete the syllabus
- Planning a Topic and Executing a Topic should match in the log book
- Syllabus Topics must be covered in an order (Swapping is not allowed)
- Subject handling faculty must update the log book in his/her own hand writing
- Log book should be updated daily, Overwriting must be avoided
- Faculty must sign in the attendance column/Mark entry column of the log book to ensure correct data
- Faculty must sign the Execution part of the lesson plan with date
- HOD must check the log book once in 15 days

3. Salient features:

- Auditing will be conducted once in a semester
- Auditing will be conducted by the Auditor at the end of the semester
- Final auditing will be conducted by the External Auditor at the end of the semester
- Faculty handling subjects for the first time must submit at least 3 Units lecture notes for the first auditing
- Faculty handling subjects for the second time onwards must submit all 5 Units lecture notes for the first auditing
- Consolidated audit report will be signed by the HOD along with the Auditors
- HOD's audit report will be signed by the Next Superior along with the Auditors
- OFI : An Opportunity for Improvement (OFI) is an idea, It allows your auditor to share with you the valuable ideas that may be helpful for your continual improvement
- Minor NCR: Minor NCR shows small difference against the Standard Operation Procedure, If not rectified, then it leads to Major NCR
- Major NCR: Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to the requirements of the Standard Operation Procedure

CHAPTER EIGHTEEN

'Teachers appreciate being appreciated, for teacher appreciation is their highest reward'
William Prince

PERFORMANCE APPRAISAL OF THE FACULTY MEMBERS

The performance of the faculty members shall be assessed based on the following criteria

1. Student Feedback / Evaluation	15%
2. HOD Feedback	20%
3. Academic Audit	25%
4. Attendance Evaluation	10%
5. Career development	30%
Total	100%

18.1 Student Feedback/Evaluation (15%)

The subject handling faculty members are evaluated based on the average scores of the students feedback obtained every semester in the respective academic year based on the ERP records.

The maximum weightage for the same is 15% of KPI and the maximum marks awarded shall be 15 out of 100

The average marks shall be based on the Feedback of the students for the subjects handled

1. 85 - 100	: 15 Marks
2. 75 - 84	: 10 Marks
3. 60-74	: 7.5 Marks
4. 45-59	: 5 Marks
5. < 45	: 0 Marks

18.2 HOD Feedback (20%)

The maximum weightage for the same is 20% of KPI and the maximum marks awarded shall be 20 out of 100
HOD evaluation on the performance of the faculty as per the personal Docket shall be based on the following criteria

18.2.1 Class Management – 5 Marks

The HoD evaluation on class management of the faculty shall be based on

- Timely coverage of portions,
- Class Alteration &
- Cancellation of classes

18.2.2 Subject clarity/ delivery – 5 Marks

The faculty assessment on the clarity and delivery of the subject content shall be carried out based on the peer review done at least once in a semester (by any two peers) in any one subject and once by HoD in the same subject (it may mean that out of two subject handled by faculty one subject may not be reviewed at all).

18.2.3 Student feedback - 5 Marks

The feedback of the students about faculty during students meeting with HOD- at least twice a semester shall also be considered.

18.2.4 Quality of documentation – 5 Marks

The quality of Course file, lecture notes & other documents by the faculty shall be taken into consideration for the assessment.

18.3 Academic Audit (25%)

The maximum weightage for the same is 25% of KPI and the maximum marks awarded shall be 25 out of 100

The academic audit performance of the Faculty shall be rated twice in a semester by the Audit committee during the Audit of the documents for the courses handled, tutor ward records, class advisor records, Event in-charges, Placement records, Journal Publications, Industry connect, Department library report, Lab assessment, Club activities etc., and accordingly the marks shall be awarded for the same.

The mark shall be awarded based on the average grades obtained in the audits

A+	=	25 Marks
A	=	20 Marks
B+	=	15 Marks
B	=	10 Marks
C	=	5 Marks

18.4 Attendance Evaluation (10%)

The maximum weightage for the same is 10% of KPI and the maximum marks awarded shall be 10 out of 100

The evaluation of Staff Attendance on leave availed (Except - Spell leave) during the semester of consideration shall be carried out in the following basis.

Leave availed per semester	: 1 to 3 days	= 10 marks
Leave availed per semester	: 4 to 6 days	= 5 marks
Leave availed per semester	: > 6 days	= 0 marks

18.5 Career development (30%)

The maximum weightage for the same is 30% of KPI and the maximum marks awarded shall be 30 out of 100

The advancements in the career of the faculty shall be measured in terms of

18.5.1 Publication (10%)

Reputed Journal publications (Scopus indexed, UGC & Anna University approved journals only) shall be at least one per semester or two per year and this shall be auditable.

18.5.2 Presentation (5%)

Presentation of papers in National and International Conferences

18.5.3 Completion of self development goal (5%)

Domain & Industrial related training attended by the faculty with appropriate document

18.5.4 Additional consideration for achieving Milestones

The faculty shall submit proof for M.Phil, Ph.D theses submission, Ph.D completion, Completion of Certificate courses etc.,

NOTE: Review will be done once in a semester based on the KRA appraisal submitted by every faculty and the average score of the two KRA shall be considered for the yearly performance assessment.

FACULTY KRA - PLEASE REFER TO THE ANNEXURE 18.1