



PROCEDURES FOLLOWED IN DSEC

S.NO	CONTENTS
1	Consistency & sustainability in program design & delivery
2	Continuous Assessment & Evaluation procedure
3	Exam cell
4	Project based Learning
5	Laboratory And Workshop Maintenance
6	Discipline
7	Seminar/Association functions/Inter Collegiate meets
8	Professional societies
9	Feedback systems
10	Monitoring and performance evaluation by HOD
11	Staff selection
12	Transport services
13	Library
14	Physical Education/Fine Arts
15	Hostel
16	Budget Planning
17	Internal quality audit
18	Human resource development centre
19	Industrial Visits



CONSISTENCY & SUSTAINABILITY IN PROGRAM DESIGN & DELIVERY

PURPOSE:

- ❖ To provide consistency and sustainability in program design and delivery.

CONTENT:

Academic Calendar- The academic calendar contains the dates of events planned, details of submission of syllabus coverage for test, start date and end date for slip test, assessment test and model test. The schedule of class committee meeting and professional society activities are also planned well in advance in academic calendar.

Time Table- Time table consist of mainly four slots, students, faculty, timing and room. Class strength, counselors, class committee members and chairperson details are incorporated within the timetable. Alternate week of Saturdays are designed by accounting professional activity and counseling activity. Apart from the activity, special attention has been given to PDP (Personality Development Program) by HRDC team members.

Course Plan- It is framed with the following details-Syllabus, Objective of a subject, List of references (Text and Reference Books and Web resources), Usage of teaching aids, Planning of assessment test and assignment submission, Details of assignment topics, Content beyond syllabus, plan (if any).

Log Book-Each faculty has a separate log book to maintain systematic plan for each subject. This contains the extract of college working days and plan for regular classes as well as students' attendance and internal assessment activities. After completion of the task, record of the same is registered.

Course File- The theory course file consists of copy of the syllabus of subject, hand written notes or OHP sheets of teaching materials, power point, question bank, assignments. The lab course file consists of copy of the syllabus of subject, programs, model question sets and lab manual.

Class In-charges-The teaching staff shall be the class in-charges for each class and they must be taking the subject in that class. They have to maintain the records of attendance, test marks, university result analysis also. The class in-charge sanctions leave, permission, on duty to students with the permission of HOD. The class in-charge and HOD select class representatives, committee members and counselors of that particular class.

Class committee meeting –CCM will be conducted by the Chairperson along with the students and subject faculty members. During the meeting, they will collect feedback from the students for theory and lab classes. It is forwarded to the Head of the Department. The faculty correct themselves based on the feedback received.

Staff Meeting-In the meeting, the various department activities like academic plan with budget, subject allocation, overall work load, administrative works and other responsibilities will be discussed.

Contents Beyond the Syllabus-Guest Lectures are arranged in technical areas apart from syllabus to upgrade the knowledge. Personality development programmes are conducted to equip the students with necessary skills to face the interviews.



EXAM CELL

PURPOSE

- ❖ To define the procedure of Exam Cell.

PROCEDURES

❖ **UNIVERSITY EXAMINATIONS:**

- ❖ Coordinating the exam cell activities in smooth conduct of University Examinations (Theory and Practical).
- ❖ Facilitate university representatives like AUR & Squad members.
- ❖ Preparation of remuneration bills, maintenance of acquaintance register & settlement of accounts for university examinations.

❖ **ASSESSMENTS**

- ❖ Coordinating the smooth conduct of Assessment and Model examinations within three days after the conduct of exam.

❖ **REGULAR ROUTINE**

- ❖ Coordinating the exam cell members in smooth conduct of assessments.
- ❖ Scheduling the dates of Assessment tests, model exam and any other supplementary exams.
- ❖ Planning for resources requirements for conducting exams and ensure availability as required.
- ❖ Coordinating the preparation of Hall plan, appointing hall supervisors and squad members for all internal examinations.
- ❖ Coordinate the verification of the valued scripts for its correctness and submit report on deviations (if any) to the Principal.

- ❖ Framing enquiry committees against malpractices during internal and University examinations and recommend necessary actions depending upon the nature of malpractice

❖ **AU RELATED WORKS**

- ❖ Coordinating departments during Web portal entry of AU website within Stipulated time.
- ❖ Check for the attendance eligibility of the students for university examinations & generate Hall tickets for university examinations.
- ❖ Preparing overall University Result analysis after publication of the results.
- ❖ Submission of revaluation / challenge applications of students to university within stipulated time.
- ❖ Submission of Faculty profile to university for appointment of examiner for lab exam, squad members, AUR, Central valuation and coordinating them.
- ❖ Any correspondence to Zonal Examination Office or Anna University COE office related to exam works, corrections of students' database, feedback question papers etc.



PROJECT WORK

PURPOSE

- ❖ To define the procedures for the project work of students

PROCEDURE

- ❖ Project work to be planned in prior from VII semester. Project hour has to be allotted in time table of VII semester, per week one period can be given.
- ❖ Work plan has to be stating from project orientation, domain description, and team formation, and guide allocation, collection of literature papers, problem identification and title confirmation.
- ❖ Plan and Description of activities for VIII semester are listed below:

Schedule	Work plan
First week	Review-Outline of Project work- Report-First Chapter submission
Third week	Review-Description of Project work
Sixth Week	Report submission-Second and Third Chapter Submission
Tenth week	Final Review Report-Submission-Comprised of full work.

All the scheduled work must be maintained in project diary (will be given by the department) and acknowledge by guide.

- ❖ Two Expert members will be nominated for the smooth conduct of review. Project coordinator is to monitor the ongoing process.
- ❖ Evaluation has to be done by the expert members. This committee should ensure the activities are executed as per the schedule.



LABORATORY & WORKSHOP MAINTENANCE

PURPOSE

- ❖ To plan and to ensure the availability of all the equipments for the lab and work shop programmes, in good and accurate working conditions.

PROCEDURE

Maintenance

- ❖ A unique number is assigned to every equipment
- ❖ Lab in-charge prepares a list for equipment for maintenance of the same to ensure smooth and uninterrupted functioning which is scrutinized, approved by HOD.
- ❖ Action on equipments, which need external maintenance, are initiated, followed and executed by the Lab-in-charge in consultation with HOD.
- ❖ For all the maintenance activities, sufficient records are maintained by the Lab in-charge.
- ❖ If any breakdown of equipment is reported, if minor it is attended by the technician and if major, lab-in-charge initiates action to repair the same.
- ❖ On condemnation of any equipment the same is physically removed and corresponding records are updated with the deletions.

Calibration

- ❖ Lab-in-charge of each Laboratory prepares and maintains a list of meters, gauges and other measuring instruments and testing machines, which need periodical calibration.
- ❖ For calibrations, an instrument from the existing ones has to be calibrated by the external agency and on the basis of that all other similar instruments are calibrated internally.

Computers and common equipments

- ❖ The maintenance of computers and common equipments is under the charge of nominated the lab-in-charge and HOD.
- ❖ All the stock details are entered in stock register.
- ❖ The maintenance process is planned in such a way that computers / equipment are rotationally made available to the external service engineer for maintenance without affecting the academic or administrative activities.

- ❖ Daily maintenance of UPS like daily refilling of water in the battery, switching off and on is the responsibility of the lab-in charge of the particular department.
- ❖ In case of any problem for the intended system operation as noticed by the departmental staff, the suppliers are asked to make available spare UPS to ensure that the work is not affected till the repair is over and UPS is commissioned after repair.

Consumables control

- ❖ The lab-in-charge in consultation with the subject faculty and HOD categorize and list out the consumables for each laboratory programme. An indent is made detailing the requirements in the Purchase of materials / consumables - requisition and submitted to the Principal.
- ❖ A consumable stock & issue register is maintained for each consumable by the Lab in-charge with a periodic check by HOD.



DISCIPLINE

PURPOSE:

- ❖ To define the Procedure for Discipline

PROCEDURES:

- ❖ Frame rules for students discipline inside the campus.
- ❖ Ensure student code of conduct inside the campus is as per norms.
- ❖ Check Dress code, ID, latecomers, possession of mobile phones or any prohibited items and take necessary action against violation of norms.
- ❖ Form enquiry committee in case of any in-disciplinary issues raised. Submit report to Principal and recommend remedial action against defaulters with consent.
- ❖ Maintaining discipline record for individual students through department discipline in charges.
- ❖ Forming committees with additional members in case of Programmes / functions to ensure smooth flow of events.



SEMINARS / ASSOCIATION FUNCTIONS / INTER COLLEGIATE MEETS

PURPOSE

- ❖ To plan and define the procedures for holding seminars, association functions, Inter-collegiate meets and participating in such functions organized by other organization.

PROCEDURES

Holding of Seminars / Association Functions / Meets

- ❖ HOD convenes a meeting among the staff members to discuss on seminar / Association functions / Inter-collegiate meets / state / national level conference, finalize the date and get the approval from the Principal.
- ❖ In the meeting, various topics/events of the seminar and other details are also finalized and general guidelines are evolved for the whole program and this is done atleast two months in advance, so that, sufficient time is available for making all arrangements.
- ❖ HOD nominates a faculty as the coordinator. Each Faculty member is given a specific responsibility. The coordinator forms the students committee to effectively conduct the function.
- ❖ The coordinator in consultation with the concerned HOD / Principal decides the format for brochure, posters and other handouts and publicity system to be adopted to ensure good participation. The brochure clearly indicates the rules and regulations for all sessions (paper presentation / quiz / debate and any other proposed functions), last date of submission of entries, papers etc, last date of intimation to the selected candidates, etc., and also addresses, contact phone number, e-mail / web page etc.,
- ❖ The coordinator and students committee sends out invitation letters to various institutions requesting their participation.

- ❖ An assessment committee is formed to scrutinize the papers. After Scrutinizing, the authors of selected papers are intimated.

Proceedings

- ❖ The conduct of the conference / seminars is as per the Work Instruction

Attending Seminars / Conferences / Meeting outside locations

- ❖ HOD convenes a meeting with faculty members in the department to discuss and decide the staff and student representatives to be deputed for the seminars.
- ❖ The nominated members in consultation with the HOD decide on the topics on which papers are to be presented and the persons to present the papers. The synopsis is prepared in time as required in the circular and full text is also prepared well in time to be forwarded to the authorities in charge.
- ❖ All arrangements for travel and stay at the seminars / functions are made in advance in co-ordination with the organizations/Institutions.
- ❖ A report is submitted by the participants about the effectiveness of the function to the HOD/Faculty in charge.



PROFESSIONAL SOCIETIES

PURPOSE

- ❖ To improve the skill of students and Faculties through Professional Society activities.

PROCEDURES

- ❖ Students are made aware of the Professional Societies and motivated to enroll in any of the society.
- ❖ Coordinate the enrolment activity through communicating to the society and ensure receipt of membership details towards. Maintain batch wise enrollement details.
- ❖ Prepare action plan for every semester and organize events on the scheduled period. Activities to be planned in accordance to respective society objective.
- ❖ Report to be submitted for every activity. Reports to be displayed at Notice board.
- ❖ Motivate students to participate in the activities conducted by the respective societies.
- ❖ Submit reports for publications at respective society' newsletter.
- ❖ Communicate and network with the Local society chapter in-charges and invite for programmes.
- ❖ Submit report periodically to authorities concerned and nominate for awards.
- ❖ Maintain financial accounts pertaining to membership (if applicable).



FEED BACK SYSTEMS

PURPOSE

- ❖ To define the procedures for getting feedback from students and parents

PROCEDURES

- ❖ Students of the college are given opportunity to record their impressions on the various functional areas of college where they are directly involved as customers.
- ❖ At the mid of the semester, the feedback is gathered from students of each class. Students having a minimum of 90% attendance are given the opportunity, to avoid biased reporting.
- ❖ The questionnaire is prepared covering all areas of faculty, which includes ability of teaching, quality of learning, class-handling attitude and the facilities available in the hostel/canteen, labs, library etc. The students are asked to record their opinion directly.
- ❖ Students should not make any entry in the form which may lead to give any clue of his / her identity.
- ❖ The collected Feedback forms are under safe custody of the HOD
- ❖ The HOD goes through the feedback and makes an assessment of strength and weakness of the faculty as opined by the students.
- ❖ HOD reports to the Principal about the strength and weakness of each Faculty. The Principal takes necessary corrective and preventive action and is brought to the knowledge of the management.
- ❖ Class in charge is authorized to organize this, the collected forms are consolidated.
- ❖ A system of intimating the parents on the performance of their wards in various tests / examinations and getting parent's acknowledgement with suggestions for improvement is followed.
- ❖ Student counselor after getting the parents feedback on students' performance and attendance has a personal meeting with the student. Each student is given proper

guidance and help to improve upon his / her performance. Students are advised to keep up regular attendance to meet university norms.

- ❖ After every rounds of counseling the Student counselor submits a report to the concerned HOD and Principal. Necessary action is implemented.
- ❖ Feedback forms are issued to all the students using library, laboratory, and hostel to get their independent opinion. These feedback forms are issued to students to express their opinion without getting a chance to interact with others and become biased and are collected immediately.
- ❖ Where there are areas for the faculty to improve upon, the same is intimated to the Faculty by the HOD and Principal and necessary suggestions and guidance and advises are given.
- ❖ Where serious complaints are received from the students regarding other facilities like Library, Hostel, Laboratory etc, management takes suitable corrective action immediately and the same is promptly recorded.



MONITORING AND PERFORMANCE EVALUATION BY HOD

PURPOSE

- ❖ To document the process of monitoring and performance evaluation of department programme and its activities connected with curricular, co-curricular, extracurricular areas, so as to achieve long / short terms goals in each department.

PROCEDURES

- ❖ AT and model exams are conducted as per the tentative plan and evaluation and review are done by faculty in charge and Lab in charge. Details are delivered to the parents and they are given an opportunity to visit Counselor to have a spot assessment. Result analysis is done for University Exam.
- ❖ Students' feedback is studied in depth by the Principal and HOD and HODs jointly make a thorough analysis with department faculty to locate the areas of weakness. Student feedback analysis and assessment in the staff meeting help to get a real picture about the handling of subject by faculty and based on the same the following corrective actions are generally taken.
- ❖ During the staff meeting, review is made on the syllabus coverage both theory, and practical, students' absenteeism, compliance of other planned activities and suggestions are taken for improvement.
- ❖ HOD takes oral feedback at regular intervals from the students regarding the progress and effectiveness and takes immediate action by giving instructions to the concerned with specific emphasis on feed back on the actions and improvements so achieved.HOD constantly watches records of course delivery system of faculty and suggestions and guidance are given for improvement.
- ❖ The requirements of labs/workshops are constantly reviewed by HOD in coordination with lab-in-charge / workshop in charge and availability of all items without exceeding the budgetary provisions is ensured.

- ❖ All the co-curricular and extracurricular activities like seminars, inter college meetings, competitions, guest lectures, visits, projects and such other activities are reviewed periodically and progress assessed and staff in charge is given directions to clear the backlog. The actions are documented.
- ❖ Proper utilization of central library and department library also brought under scrutiny and faculty are advised to utilize the facility effectively.
- ❖ Previous results of GRE, TOFEL, GMAT, GATE and TANCET are also brought under scrutiny and effective action initiated to improve upon the results in future. The actions are documented and reviewed periodically.
- ❖ The minutes of meeting conducted by Principal are recorded. In each meeting the follow up actions taken on the agenda of the previous meeting is taken up for review and progress assessed and if necessary further corrective action is suggested.



STAFF SELECTION

PURPOSE

- ❖ To recruit and retain members of the faculty keeping in view the students / faculty ratio prescribed by AICTE.



PROCEDURES

- ❖ Principal reviews the staff position in the college and in prior of 3 months advance collects the information regarding the staff who are going to leave the College.
- ❖ The Principal with the help of HOD consolidates the workload for theory, practical, tutorial, workshop, drawing, administrative work, external program and work out the manpower requirement.
- ❖ The advertisement is posted stating the requirements.
- ❖ The Principal screens the applications along with the Heads of the Department.
- ❖ Staff selection committee conducts meeting.
- ❖ The office dispatches call letters, mentioning the date and venue of the interview, to the applicants to attend the Personal interview along with their original testimonials.
- ❖ Evaluation sheets are given to the Board members to allot suitable marks / grading for each of the item under observations
- ❖ Each member makes his own assessment and valuation. A consolidated list will be prepared including the ranking, special qualifications etc. Selection of candidates will be made on merit / ranking and recommendation signed by all selection board members. The selection board also recommends the pay structure based on the interview performance, qualification and experience.
- ❖ Those who have been finally selected are given appointment offer and then appointment order letters detailing the service conditions and pay structure offered duly signed by Chairman with a provision subject to approval from University / AICTE authorities.

- ❖ Newly appointed faculty has to join sufficiently in advance or atleast a week ahead of the semester so that they will have enough time to get acquainted with the new environment, syllabus and other areas.
- ❖ On reporting for duty at the college, the candidate shall meet the Vice-Chairman / Principal for attending the formalities and submit the joining report duly filled on receipt of appointment order the candidate will fill the Bio-data format and submit the same to the Principal.
- ❖ The Bio-data will be verified and an individual staff files containing the Bio-data, original testimonials, two stamp sizes and one passport size photograph along with the copy of the joining report will be maintained in the office.



TRANSPORT SERVICES

PURPOSE

- ❖ To define the procedures for the operation of transport system.

PROCEDURES

Communication

- ❖ The bus route details and timings are communicated to the students during the commencement of the semester and displayed in the notice board.

Timing

- ❖ The Starting time of each trip is based on the time required for halting points, travel time so that the bus reaches college in time.
- ❖ The route is normally scheduled in such a way that the early pick up and late dropping are avoided and the buses keep scheduled timing.
- ❖ The office maintains the route details.

Seating Arrangements & Services

- ❖ Separate seats are provided for boys / girls, Staff gents / ladies in all the college buses.
- ❖ Separate buses are operated for boys & girls in the peak hours.

Breakdowns

- ❖ In case of breakdowns, the matter is immediately reported to the Manager, who makes arrangements to pick up the students.
- ❖ It is ensured that a spare bus is always available.

Repairs & Maintenance

- ❖ Repairs and maintenance are carried out at designated workshop.

Fuel filling

- ❖ Fuel is drawn from our own outlet.
- ❖ Payment is made to the fuel stations against the bills presented by them and checked and certified.

Taxes

- ❖ The Manager is responsible for paying road tax / license fee etc., and any other statutory payment for all the college buses and ensures that there is no liability in this regard.

Special Runs

- ❖ For any special purpose, the concerned HOD / Staff-in-charge inform in advance after obtaining the approval from the Principal.
- ❖ The transport office keeps required number of buses checked ready for use.



LIBRARY

PURPOSE

- ❖ To plan and design the procedures for functioning of the Library.

PROCEDURES

- ❖ The Librarian through a circular collects the requirements of each Department for the ensuing year well in advance. He/ She consolidate all the requirements and works out the total requirements, after through verification of availability of the books as well as considering the book reservation record. Principal approves consolidated book list and order is placed.
- ❖ On receipt of the Books, they are checked for their condition, price and edition and also the invoice details. Then after thorough verification, office copy of the bills is passed as requested and the original is retained in the library.
- ❖ Faculties of the concerned Department can visit the bookshops and purchase books, which are relevant to the subject requirements after getting the approval of HOD and Principal. Booksellers can visit the college and approach the librarian/HOD to introduce their latest editions and give some sample copies for reference. The Librarian/HOD then can send the books to the concerned departments asking acceptance / approval of the books.
- ❖ After getting back the approval and feedback from the concerned department staff the librarian/HOD can suggest the management to purchase the approved books.
- ❖ A book database and student database is created in the system for easy access and effective control.
- ❖ Librarian in consultation with the HOD arranges for the purchase of the journals and magazines with due approval from the Principal. A register is maintained.
- ❖ Cards are issued to the students and staff and one book is issued towards each card. Books are issued through open access system for students as well as staff and are entered in the computer. Each book has a due date slip attached to the back page.

- ❖ Books are segregated according to the discipline and call numbers are given. These Books are arranged in racks according to the call numbers for easy retrieval. Journals & Magazines are arranged according to discipline.
- ❖ Books can be retrieved either if the author is known or if only the title is known. Books can also be retrieved according to any particular subject since all the available books on that particular subject are also displayed.
- ❖ Project works undertaken by students are kept in separate shelf with proper identifications.
- ❖ Periodically reviews are made on the issue and most wanted books list is prepared. Based on the requirements new books are purchased for the next academic year.
- ❖ After every academic year a detailed stock verification is carried out to ascertain books list and books damaged. Books lost are listed out and brought under “missing” category and books that are damaged are sent for binding.



DHANALAKSHMI SRINIVASAN ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to Anna University, Chennai)

Accredited with 'A' Grade by NAAC

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PHYSICAL EDUCATION/FINE ARTS

PURPOSE

- ❖ To plan and define the activities like sports and games which is related to the Physical Education.

PROCEDURES

- ❖ The Physical education department makes efforts to make the students physically as well as mentally fit by giving proper guidance and training.
- ❖ After the admission, first year students are addressed by the Physical Directors thereby the sports interested students lists are collected.
- ❖ Batches of student are formed for every event. Students are given training to practice under the guidance of Physical director.
- ❖ The training / practice are planned beyond the college hours without affecting the classes.
- ❖ Wherever some special training / practice are required in the class hours, the same is intimated to the concerned faculty-in-charge and HOD by Physical Director and permission obtained to allow students to practice.
- ❖ If students are participating in any of the event, he/she has to produce a request letter and the same will be forwarded to HOD by the Physical Director.
- ❖ Depending upon the number of students the transport is arranged for the students. For every batch of 40 students one staff member is sent along with the Physical Education Director.
- ❖ Upon the successful participation in any of the event, the report has to be submitted to Principal.
- ❖ Students are guided to participate in various cultural activities. Nakshatra-Mega Cultural fest is organized once in a year. To shower the patriotism, students are motivated to participate in the cultural organized by the Institution/other Institution.

Facilities available

Outdoor games:

- ❖ Foot ball, Basket ball, Volley ball, Cricket, Kabbadi

Indoor games:

- ❖ Chess, Caroms and table Tennis

Gym & Swimming Pool



HOSTEL

PURPOSE

- ❖ To define the procedures for the efficient management and running of the college Hostel.

PROCEDURES

Hostels

- ❖ Separate hostels for boys and girls with good infrastructure are available. The aesthetically designed modern hostels provide home atmosphere.
- ❖ At the time of admission to the college those students who intend to avail hostel facility are required to apply.
- ❖ The Hostel application is submitted to Principal, who indicates the availability of accommodation.
- ❖ Principal sanctions the allotment of accommodation after getting a declaration for disciplined conduct from the student, countersigned by the Parent / Guardian.
- ❖ Once the admission process is over, branch wise list is prepared and forwarded to the HODs and Hostel deputy warden and entered in the admission register for reference and record.
- ❖ Membership is terminated automatically at the end of each Academic year. Students, who are desirous of staying in the hostel, make a request of re-admission at the start of each Academic year.
- ❖ The undertaking by the student parent or guardian is also given in the application, which is signed by student, parent or guardian.
- ❖ College mess is situated inside the campus.
- ❖ The mess provides breakfast, lunch and dinner to the hostel students, in addition to tea / coffee and snacks.
- ❖ Quality and hygienic food are served to students.
- ❖ Any grievance reported to the management are attended to immediately and recorded.



BUDGET PLANING FOR ACADEMIC YEAR

PURPOSE

- ❖ To plan and prepare the Budget for the academic year.

PROCEDURES

Capital Equipment

- ❖ HOD convenes the meeting with the lab incharges, makes the assessment of capital equipment to be purchased.
- ❖ An initial list of the equipment is prepared from the list of approved manufacturers / stockiest / dealers with full specification to prepare the budget for approval. This should be done latest by end of February.
- ❖ The purchase committee finalizes the budget and allots of funds after scrutinizing the needs and assessing the requirement judiciously.

Consumables

- ❖ The lab in charge prepares the list of consumables based on previous year's consumption as a yardstick with modification wherever necessary.
- ❖ The cost is worked out item wise taking into account the cost evaluation and prevailing sales tax rules etc.
- ❖ HODs after thorough scrutiny of the list in consultation with the lab in- charge consolidate fund requirements and submit it to the Principal.

Library

- ❖ Budget for the central library is made based on the list of books required in consultation with all HODs.
- ❖ Reference books and books of contemporary topics form the basis for the addition of books, as recommended by the HODs.



INTERNAL QUALITY AUDIT

PURPOSE

- ❖ To determine the effectiveness of the implemented Quality Management System in meeting the specified quality objectives by conducting Internal Quality Audit.

PROCEDURE

Audit plan

- ❖ Each function shall be audited two times in a year.
- ❖ Audit Schedule for each round of audits will be prepared and shall be intimated to the Auditees and auditors well in advance.

Audit approach and Implementation

- ❖ The auditors explain scope of audit to the auditees before the start of Audit. Assigned auditors shall carryout objective evaluation of the quality system during the audits.
- ❖ The auditing shall include administrative and operational procedures, personnel equipment and material resources, documentation, reports and record keeping.

Reporting of Audit Findings

- ❖ Auditors shall report the audit findings and observations through an internal quality system audit report. The report shall cover suggestion for corrective action its implementation and effectiveness of corrective actions suggested in the previous audits.
- ❖ All the audit report will be summarized in the HOD's meeting



HUMAN RESOURCE DEVELOPMENT CENTRE

PURPOSE

- ❖ To define the procedures for the functioning of placement cell.

PROCEDURES

- ❖ Placement cell has to maintain a record of Organizations that have already visited the college.
- ❖ The Placement officer monitors the employment potentials and approaches such companies in person wherever possible or through letters establishing good contact and rapport.
- ❖ A list of potential employers is prepared in consultation with placement agencies, Industrial directories and other sources.
- ❖ Letters of invitation are sent to leading companies all over India and solicit response.
- ❖ The placement activities are to be planned sufficiently in advance based on the list of organizations that have agreed to conduct the campus interviews.
- ❖ The companies are approached in advance so as to enable them to plan for conducting interviews, on convenient dates, taking care to see that the interviews are planned at least two weeks earlier to the commencement of University examinations.
- ❖ Separate lists are prepared for the students based on the percentage of marks secured and grouped so that the preference of different companies can be readily met.
- ❖ When an organisation indicates their willingness to undertake the campus interview the number of students eligible to attend as per their norms together with a list of the potential candidates is submitted to the Organisation.
- ❖ Once the data are confirmed from the organisation, the students are intimated and informed to attend the interview with properly prepared Curriculum vitae.
- ❖ A student of final year in his/her branch will be able to attend the campus interview only when she/he satisfies the criteria stipulated by the company.

- ❖ Organizations normally specifies their preference as far as minimum percentage of marks to be minimum fixed for short listing the candidates, usually eliminating those who have had arrears at any stage of the course.
- ❖ The campus interview programme starts with a pre-placement talk to explain the activities and stature of the company, their requirements etc. It is followed by interview process.
- ❖ Candidate selected may be given a provisional appointment letter and asked to submit a resume in the format specified by the recruiting organisation. The appointment offers would be valid only if the selected candidate successfully completes the degree course in that academic year.
- ❖ Placement cell plans to organize discussion with the visiting executives and gather their impressions about the performance of the set of students they have selected. These opinions are recorded in the placement cell. This serves as feedback for further activities and to plan for improvement.



INDUSTRIAL VISITS

PURPOSE

- ❖ To plan and define the procedures for the visit of students to various Industries.

PROCEDURES

- ❖ In order to get acquainted with the latest technological developments and its effective implementation in various Industries, visits to various Industries are planned suitably by the faculty incharge in consultation with the Principal / HOD. The number of visits and the chosen industry are discussed and decided in the staff meeting
- ❖ The faculty assigned with the responsibility contacts the industries and the R & D Organizations with a letter of request from the HOD / Principal and gets their approval in advance. A plan of visit is made taking into account whether visit is local or outside city or state.

Local Industrial Visits

- ❖ The date and time of visit are noted from the industrial house's confirmation letter.
- ❖ One or two of the staff members are nominated and deputed to accompany the students and conduct the visit in a disciplined manner and to explain the technological implementation details. Help of a technical guide from the management of visiting unit may be sought for to make the visit technically effective.
- ❖ Class-in-charge, hostel mess-in-charge and others who are in-charge of any activity connected with the student are informed about the Industrial visit and a copy is submitted to the HOD and Principal.

Industrial visits for more than one day

- ❖ In case the visit extends beyond daytime involving night stay, proper arrangement for night stay has to be arranged to ensure safety and security of the participants.

- ❖ A copy of specific format which is filled up along with general Industrial visit format as mentioned in the previous clause is sent to in charge of the students. The staff in-charge is informed about the overnight stay.
- ❖ The HOD satisfies themselves with the arrangements for the visit before permission is accorded for proceeding with the program and the approval of Principal is obtained.

Visit Reports

- ❖ The student prepares a report on the visit, its effectiveness and what was achieved from the visit and submits it to faculty-in-charge of the subject.