IQAC – HAND BOOK

NBA/NAAC

INTERNAL QUALITY ASSURANCE CELL

CONTENTS

INTERNAL QUALITY ASSURANCE CELL

1. INTRODUCTION

SJCIT is one of the reputed Institutions in Karnataka known for imparting high quality Technical and Management education. It is appreciable to note that the Institution with a firm commitment of its various academic departments have reached greater heights. This was possible because the Institution is enriched with qualified faculty having distinctions in their respective academic and research jurisdictions. However, the institute has quite a few newly established departments and it is expected that the young faculty from these departments should put in more efforts to attain greater standards in this competitive globalized world.

1. The primary aim of IQAC is

> To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

> To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

2. 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
g) Sharing of research findings and networking with other institutions in India and abroad

3. Functions
Some of the functions expected of the IQAC are:
a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution

b) 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

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes

d) Dissemination of information on various quality parameters of higher education

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

f) Documentation of the various programmes/activities leading to quality improvement

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality

i) Development of Quality Culture in the institution

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

4. 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

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices

c) Provide a sound basis for decision-making to improve institutional functioning

d) Act as a dynamic system for quality changes in HEIs

e) Build an organized methodology of documentation and internal communication

5. Composition of the IQAC

IQAC has been constituted under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC is as follows:

1. Chairperson: The Principal - SJCIT

2. Senior administrative officers: all HoDs

3. Three to Five senior teachers

4. One member from the Board of Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the Coordinator of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities.

The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

- The IQAC should meet at least once in every quarter.
- The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
- It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details.
- While selecting these members several precautions need to be taken. A few of them are listed below:

  - It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

  - It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

  - The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement.

  - The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

6. The role of Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

2. ACADEMIC AUDITING MANUAL

1.0   INTRODUCTION

The process of Academic Auditing intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified Engineers/Researchers passing out from our Institution, affiliated to the Visveswaraya Technological University (VTU). For proper functioning of academics in our institution and to quantify the efforts dispensed by the faculty and students, some assessment components have been designed. These include the assessment of course delivery, as per the curriculum and syllabus of VTU, the co-curricular and extra-curricular activities of students, overall discipline and the academic functioning of the Institution, delivery of the duties and responsibilities of faculty members and monitoring of the class, progress of courses, internal assessment, student welfare and grievances.

This document is envisioned to elaborate the process of academic auditing, which can aid our institution/faculty/student for success in the Engineering/Management Education arena. It presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, delivery of courses, overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, research and consultancy and class/course committees.

2.0   OBJECTIVES OF ACADEMIC AUDITING

(i)   To ensure academic accountability.

(ii)   To define quality of each component of the functionalities and to ensure quality of technical and management education throughout the system.

(iii) To safeguard functionalities of technical and management education.

(iv)   To define and inculcate effectiveness in teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students.

3.0   COURSE DELIVERY

The B.E./M.Tech./MBA Programs are administered as a combination of theory and practical courses, seminars, internships, mini projects and projects related to the area of specialization. There are some courses for B.E. programme which are aimed as a link between society and themselves through NSS/Physical Education activities.

3.1   Lecture Based Courses

The faculty shall introduce the course (pre-requisite, learning objectives and outcome of the course) briefly, on the first day of instruction so as to give an idea of what the course can impart to the students and its importance and relation to the area of specialization. The course/lesson plan shall be entered in the course diary which would come as part of the course file. The faculty shall try their best to stick to the course plan. The process will be monitored by the Internal Monitoring Committee (IMC) at department level. Based on the performance of the students in the internal tests, remedial measures in the form of extra classes/remedial classes shall be conducted.

3.1.1 Internal Evaluation

TUTORIALS/ASSIGNMENTS/MINIPROJECTS

- Ensure quantum and quality of assignments/tutorials/mini-project/class tests
- Ensure quality of question papers - quality of evaluation/correction - Uniform distribution of questions from the portions covered as per the course plan. Three tests of one and a half hour duration are mandatory.

AWARDING OF SESSIONAL MARKS

- Based on the performance of students in class test and assignments, sessional marks shall be awarded as per VTU Regulations.

3.2 Practical Courses

Practical Instruction manual shall be prepared with theory, procedure, flow charts, equations, tables, model graphs, expected results to be obtained and shall be revised based on changes in the course content.

The first class shall be the introduction to the lab, brief explanation of pre-requisite, learning objectives and outcome, rules and regulations of the lab, cycle of experiments, the expected student attitude and responsibility towards completion of experiments, the experiences they gain towards the end of the lab and division of student batches.

The students shall be instructed to come prepared for the practical classes, after going through the theoretical and practical aspects of the experiment; along with lab record, graph paper, drawing instruments etc. The student has to complete the experiment, perform necessary calculations/ programmes/ graphs plotting, inferring the results etc. and submit the lab records for getting endorsed by the faculty in charge in the class itself. A viva (1 to 5 questions) on the day's experiment shall be conducted along with the endorsement of the faculty to assess the performance of the student. Marks are to be awarded for lab records/output and viva in each practical class, which shall be added up to internal assessment marks. Conduct of minimum number of experiments as specified in the syllabus is mandatory.

After all the practical classes are over, practical test shall be conducted by the faculty.

3.3 Projects

B.E - Identification of students' batches (with maximum of 4 students in a batch), broad areas of projects, guides etc. shall be completed within one week after the commencement of the classes during 7th and 8th semesters. The attendance of the student in the institution / the external work place shall be maintained by the internal / external supervisor. The day to day activities of the student shall be endorsed weekly. Project evaluations shall be done in two phases – Mid-term and end term. The presentation using ICT in limited slides giving salient points on problem definition, literature survey/review, methodology, design & fabrication, computational analysis, statistical analysis, results, discussion, conclusions and bibliography is mandatory for evaluation. Evaluation shall be based on the above factors. Conference paper / journal paper based on project shall be given added credits. Interdisciplinary projects, shall be encouraged. Evaluation scheme for final semester project is as per VTU.

M.Tech – Project work is spread over the third and fourth semesters. Project work is to be evaluated both in the third and the fourth semesters. VTU ordinances for M.Tech project evaluation procedure have to be followed.

3.4   Seminar

Presentation - seminar on a topic of current relevance/emerging trends related to the discipline with prior approval of faculty shall be presented. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. The seminar report shall be prepared in the specific format as specified by the Institution. Evaluations shall be based on the style of presentation, technical context, adequacy of reference, depth of knowledge and overall quality. Distribution of marks shall be as follows.

3.5   Design Project/Practicing projects (for B.E programme)

Each student or a group of students has to take up a design project. The project topic could be arrived at in consultation with a faculty member in the department. The Evaluation of the project is to be done in two stages. Two project progress evaluations each carrying 20 marks and a final report evaluation and presentation of the project for 60 marks. The project supervisor and two other faculty members from the same or any other department, nominated by the Head of the Department form the evaluation board.

4.0   CO-CURRICULAR ACTIVITIES AND EXTRA CURRICULAR ACTIVITIES

Encourage the extra-curricular and co-curricular activities of the students, participation in the activities of Department Associations, Professional bodies, Functions coordinated by the institution etc. Conduct programmes / lectures that are beneficial to the students for the development of Professionalism.

5.0   DISCIPLINE & ACADEMIC AMBIENCE

Discipline & academic ambience shall be maintained in the campus. Any complaints or grievances of the students shall be addressed and solved at the earliest.

Functioning of the following bodies in the institution are necessary for overall discipline and good academic ambience.

1. College Discipline
2. Academic Audit
3. Career Guidance and Training & Placement Unit
4. Industry – Institute – Interaction Cell
5. Research & Consultancy Cell
6. Central Computing Facility
7. Library committee
8. Community Service Cell/NSS
9. Professional bodies
10. Department Clubs
11. Student's Grievances redressal Committee

12. Student's Welfare Committee
13. Antiragging squad and Antiragging committee
14. Hostel committee
15. Bus/Transportation committee
16. Sports committee
17. Women's forum
18. Staff Welfare Committee
19. Canteen committee
20. Alumni Association
21. EDC
22. CICC
23. Anti-Sexual Harassment Committee

6.0 DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS

1. Academic Activities
2. Research & Consultancy
3. Administration
4. Extension Activities

6.1 Academic Activities

➢ Class room instruction
➢ Laboratory Instruction
➢ Curriculum development
➢ Developing learning resource material and laboratory development
➢ Students' assessment & evaluation including examination work of university
➢ Organization of co-curricular & extra-curricular activities
➢ Student guidance & counseling
➢ Continuing Education activities
➢ Knowledge updating - Generating new knowledge, dissemination through books, seminars, publications
➢ Self-development through upgrading qualification, experience and professional activities.

6.2 Research & Consultancy

➢ Research & Development activities and research guidance
➢ Sponsored Projects
➢ Consultancy & Testing Services
➢ Promotion of Industry Institution interaction and R & D.

6.3 Administration

➢ Academic and Administrative Management of the Institution Policy planning, monitoring & evaluation and promotional activities (departmental & institutional level),

➢ Development of new programmes

➢ Preparation of Project proposals for funding areas of R&D work, lab development, modernization etc.

➢ Development, administration and management of institutional facilities

➢ Monitoring and evaluation of academic and research activities

- ➢ Participation in policy planning activities (Regional/State/National/ International levels),
- ➢ Helping mobilization of resources of the Institution
- ➢ Staff development activities
- ➢ Maintain accountability, conduct performance appraisal.

6.4 Extension Activities

- ➢ Interaction with industry & society
- ➢ Participation in community services
- ➢ Providing R & D support and consultancy services to industry and other user agencies
- ➢ Promotion of entrepreneurship and job creation
- ➢ Dissemination of knowledge
- ➢ Providing technical support in areas of social relevance

7.0 CLASS/COURSE COMMITTEES

Class Committee for a B.E/M.Tech class shall comprise of a faculty for the class as a Class teacher, three faculty members as mentors, all the faculty members engaging different courses of the class and two student representatives from the class.

Course Committee – In the case of common courses for B.E (such as Mathematics, Physics, Chemistry etc.) a course committee has to be constituted by the Principal for each course. The Coordinator shall be a senior faculty member. All faculty members handling the course for various classes and two student representatives among different classes shall be members.

Functions

The course committees and class committees shall meet at least thrice in a semester- the first at the beginning of the semester, the second and third after the first and the second internal tests respectively. These committees shall monitor the conduct of the course, adherence to the course plan, time schedule, completion of the syllabus, standards of internal tests and evaluation process. These committees will also address the difficulties faced by students and will take suitable remedial actions, if required. At the end of the semester, the committee should meet without the student representatives to review the conduct of the course and finalize the internal assessment marks and approve them.

8.0 FUNCTIONING OF THE ACADEMIC AUDITING SYSTEM

8.1 DOCUMENTS TO BE PRODUCED FOR AUDIT

Each department of the institution has to maintain the details of various academic activities in the form of documents given below. These documents shall be made available to and when required.

1. Class Time Table & Faculty Time Table
2. Students Roll List

3. Students Batch List (for practical courses, projects & elective courses)
4. Academic Diary for all the courses including practical, seminar, project etc.
6. Course File
7. Tutorial Book
8. Equipment Log register used in Laboratories
9. Consolidated Attendance statement of students
10. Consolidated statement of marks of internal tests
11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports
13. Register of internal evaluation marks
14. Student Activities Details (for B.E programme only)
15. Details of covering the contents beyond syllabus
16. Register of Remedial/Bridge/Language Lab classes
17. Minutes of Discipline, Academic and Student Welfare Committees
18. Consolidated semester grades of students
19. Result Analysis

10.0   ACADEMIC DIARY AND COURSE FILE

10.1 Academic Diary

An academic diary is to be maintained by each staff of the department. Academic Diary becomes a part of the course file

10.1.1 Academic Diary for Lecture Based Courses

It shall contain

> ➢ Time Schedule of classes
> ➢ Syllabus
> ➢ Course plan
> ➢ Calendar of events
> ➢ Details of assignments, tutorials
> ➢ Attendance of students
> ➢ Marks awarded for assignments, internal exams etc
> ➢ Internal evaluation marks
> ➢ Topics covered and mode of instruction in each class
> ➢ Extra classes engaged
> ➢ Learning materials provided

10.1.2 Academic Diary for Practical Courses

It shall contain details such as

> ➢ Time Schedule of class
> ➢ Syllabus
> ➢ Course Plan
> ➢ Attendance of Students
> ➢ Practical Evaluation Sheet
> ➢ Marks for class viva

- ➢ Marks for Final test
- ➢ Internal Evaluation marks

10.1.3 Academic Diary for Seminar/Projects

It shall contain

- ➢ Time Schedule of class
- ➢ Attendance of students
- ➢ Seminar/Project presentation details
- ➢ Seminar/Project Topic, Name of student presented, Time slot, Seminar/Project evaluation details

10.2 Course File

10.2.1 Course file for Lecture based courses:

One course file each for each theory course is to be maintained in the Department/faculty for each semester. The Course file shall contain the following documents:

1) Course diaries of all faculty who have engaged the course
2) Question paper and scheme of evaluation for 1st, 2nd and 3rd internal exams, all assignments given, Make-up / Re-Test given (if any) etc.
3) Previous Year University question papers
4) Sample answer sheets (at least one excellent, one good and one marginal pass) for all internal exams and assignments given,
5) Sample tutorial sheets, quiz or any other assessment done
6) All answer sheets of Make-up / Re-Test given (if any)
7) Mapping of Course outcome and Programme Outcomes (POs) & PSOs
8) Attainment Sheet of CO-PO and CO-PSO
9) Industrial relevance of the course, if any

10.2.2 Course File for Practical courses:

One course file each for each Practical course has to be maintained in the Department for each semester. Course file shall contain the following documents:

1) Course Diary of all batches
2) Question paper & scheme of evaluation for Lab internal exam, Make-up/Re-Test given (if any) etc.
3) Sample answer sheets (at least one excellent, one good and one marginal pass for Lab internal exam)
4) Mapping of Course outcome and Programme outcomes (POs) and PSOs
5) Industrial relevance of the course, if any

10.2.3 Course File for Seminar/Projects

It shall contain (i) Course Diary (ii) Consolidated List of Seminar/Project topics with PO mapping and industrial relevance, if any

3. Academic Quality Improvement and Discipline - Roles and Responsibilities of FACULTY Members @ SJCIT

Introspect:

– Do you **LOVE** your **Profession?**
– Do you **LOVE** your **Subject?**
– Do you think you can **LOVE** your **Students** at least as much as your **Children?**
  If **Yes** for all of the above three questions**,** then **YOU** are **Good** to be a **Teacher** and in **Teaching Profession (Nobel Profession)**

General: Faculty Shall

1. Report to work on time and stay within the campus during working hours of the College being aware of Tea and Lunch break schedule and adhere to it.
2. Discharge the responsibilities assigned in Teaching/Research/ Consultancy and Administration diligently in honest and un-biased manner with total commitment
3. Adhere to the dress code
4. Be aware of Vision and Mission statements of the Institution and Department
5. Conduct themselves in a professional and co-operative manner
6. Comply with rules, regulations, policies of Management from time to time
7. Take up duties and responsibilities other than Academic activities assigned by the HOD/ Principal/ Management
8. Not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely HOD, Principal (limited to a total of 6 days in a year). (Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department).
9. Attend and participate in the meetings, activities called/assigned by the HOD and Principal
10. Take precautions to protect equipment, materials and facilities of the college
11. Not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct
12. Get the leave (CL/EL/SCL/OOD) sanctioned before availing the same. Not to apply for EL during the middle of the semester unless it is in emergent requirement
13. Not absent from duty without authorization and will be viewed seriously
14. Maintain the record of lesson plans, Question bank, Notes/course materials, PPTs, Academic work Diary, Attendance Register, Blue Books, Question papers, scheme of evaluation and other relevant documents of the courses handled by them
15. Share information, work on projects, enable students to reflect on learning that takes place in internships or outdoor activities thereby help in improving **Teaching and Learning Process**
16. Not carry cell phones to the practical/lab classes
17. Watch videos of extraordinary teachers/subject experts from institutes of national/ international repute on the topics in their allotted subjects for improving teaching abilities
18. Spend at least two hours of active reading per day
19. Involve in a continuous process of learning

20. Ensure more than 85% results in the subjects they taught
21. Take up the Valuation/Revaluation work assigned by VTU and submit the proof of evidence along with the recording of number of scripts valued
22. Publish at least one paper per year in reputed Journal/Conference proceedings
23. Prepare at least one project/research proposal per year and submit for financial assistance/sponsorship from funding agencies
24. Ensure work-life balance

Class Room Management: Faculty Shall

1. Be Student centric.
2. Come well prepared for the class and stay focused on the topic/content
3. Be present in classroom right in time [near the classroom five minutes prior to the scheduled commencement], to be prepared to hold the students till the next faculty relieve him/her.
4. Mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance
5. Commence the class by summarizing the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas
6. Share knowledge in a manner that encourages effective two-way communication
7. Be organized and make efficient use of time
8. Be self-confident and facilitate quality delivery of the subject
9. Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning
10. Pose questions to the students which inculcate out of the box thinking
11. Summarize the concepts at the end of every class
12. Correct the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent
13. Discuss about the common mistakes made by students and explain how to overcome it after every test
14. Meet all the academic and evaluation deadlines prescribed from time to time
15. Not to pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HOD and Principal
16. Maintain utmost discipline of a class
17. Handle the assigned practical classes and be available in the designated place for the full duration. In the Lab, Record correction, viva-voce and help the students to learn from their mistakes. Be friendly and at the same time enforce discipline in the lab

Student Related: Faculty Shall

1. Maintain good rapport with students and take care of the students in every aspect of the requirements
2. Motivate students to show interest and learn the most
3. Be available for the students even after class hours to clarify their doubts, if any
4. Provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently
5. Exhibit fairness and treat students with respect and teach them to treat others with respect
6. Motivate and help students to do mini-educational projects in related area/topics (suggested

by you & chosen by the Student himself/herself), so that their analytical and self-learning skills improve

7. Continuously involve in the projects they are assigned to guide
8. Feel comfortable working with exceptional learners/slow learners and learners with diverse needs
9. Handle gently but firmly, any misbehavior of students and weed out the cause
10. Rise to the occasion because of the values our Institution has taught you. On such occasions, think of the principles our Institution instilled in you and make all of you proud.

Role as Proctor/Counselor/Mentor: Faculty Shall

1. Advise/counsel the student on all the academic matters
2. Meet the assigned students at least once in every fortnight. Shall report to the HOD/Principal about those students who avoid meeting the Proctor
3. Understand student difficulties and counsel as per individual situations.
4. Keep the parents appraised about the academic progress and general behavior of their wards
5. Demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff and Administrators
6. Ensure maintenance of proctor diary in accurate, complete and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification
7. Serve as a friend, philosopher and guide
8. Accept, Appreciate and Adjust with the sole objective of shaping the students

Subjects Knowledge Related:

"The heart of SJCIT's mission is to excel in Teaching"

1. **Knowledge of the subject is very important for teaching profession** that requires special skills and commitment. Hence the teachers shall consistently increase/improve their overall subject knowledge and be accountable as our Revered Swamiji believes very strongly in fundamentals and basics of the subject knowledge. **Time and again Swamiji insists every teacher should update the Subjects' Knowledge regularly**
2. Faculty shall renew their abilities to think clearly, listen attentively, write precisely and speak eloquently
3. Teachers shall constantly improve in the following:
    a. Fundamental subject Knowledge
    b. Practical experience and Skills
    c. Sufficient understanding in certain core areas of the discipline
    d. Fluency and clarity in presenting the concepts
    e. Necessary involvement in continuous learning
4. Faculty shall have
    a. Passion for Teaching
    b. Good Attitude
    c. Strong Willingness to learn

Learn from Your Elders/Colleagues

1. Talk to your senior professors or department head before you embark anything new.
2. Ask about their goals for the course and their expectations from you in relation to teaching.

3. Get a copy of the course materials, assignments, tests and any other supporting materials from those elders who have taught the course before.
4. Talk to the Professors
   a. What did they like or dislike about teaching the Class / Course?
   b. How did they approach the first day?
   c. What materials did they use?
   d. What skills and abilities will they bring to the class?
   e. What prerequisite courses can you expect them to have taken?
5. Once you are feeling good about your teaching, make sure that a Professor from your department visits your class and observes you.
6. Have some role models and try to become one such and excel if possible
7. Cause a difference

Lastly, follow Professional Ethics and become a Teacher with Values. Follow two lessons
   1. Never go near the **Corporation Lorry**
   2. Never become **Corporation Lorry**
- **Syllabus** + Affection = **Salary** + Respect
- Teachers are capable of bringing in *Transformation* among the students :
  BOY to a MAN and a *GIRL to a LADY*
- Behind Every Successful Man, there is a Woman. Behind Every Successful Person, There is a **Teacher**
- **Follow the ABCs**
  – A–always. B–be. C– Creative (Resourceful, Innovative)
  – A–always. B–be. C– Constructive (Positive, Productive)
  – A–always. B–be. C– Cooperative (Helpful, Supportive)
  – A–always. B–be. C– Collaborative (Shared, Mutual)
  – A–always. B–be. C– Consistent (Reliable, dependable)
  – A–always. B–be. C– Commanding (Strong, Authoritative)
  – A–always. B–be. C– Cognizant (Mindful, Aware)
  – A–always. B–be. C– Committed (Devoted, faithful, loyal)
  – A–always. B–be. C– Closing (Finishing, Concluding)
- **Follow the 6 C's**
  Communication, **C**ollaboration, **C**ritical Thinking, **C**reativity, **C**ommitment and **C**aring
- "Good teaching with **strong subject knowledge** can make a significant difference in your students' achievements leading to your career growth"
- Teach the students *the art of living* by your required preaching, more so in your practice. ***"Art of living is leaving negativity"***
- **Improvement**, as you all know, starts with the letter "**I**". So you can, you alone can do it. Explore your potentials to the extremes and come out in flying colors.
- Please remember
  – Our Institute's vision "***Preparing Competent Engineering and Management Professionals to serve the Society***"
  – Our Institute's motto "***Education, Empowerment and Environment***"

4. Decentralization in Working and Grievance Redressal Mechanism

- Various committees have been framed in our college in order to redress the problems and grievances of the students.
- For every committee, a senior faculty member was designated as Chairman/Convener.
- Every committee has been defined the roles and responsibilities
- It is the responsibility of the convener to convene the meeting as frequently as possible among the members to discuss the issues related to the responsibilities assigned to the concerned committee.
- Based on the nature of the problems arise, the convener will take necessary remedial actions. If the remedial action requires attention of the Principal and Management, then it will be immediately brought to the notice of them for necessary action.
- This kind of work culture will resolve the problems as when arose and make the remedial system effective

Committee	Roles/Responsibilities
Discipline Committee	- To oversee and monitor the overall discipline of students in the college and review it periodically. - To take decisions and actions related to indiscipline activities of the students in the college as and when required
Canteen Committee	- To fix the menu for each semester/year and monitor it periodically whether it is followed or not. - Periodical checking of the quality of food items prepared. - Periodical checking of quality of items / vegetables purchased. - To solve the issues and problems raised by the students and staff members related to canteen
Placement and Training Cell	- To organize campus placement drives. - To organize students for off – campus interviews. - To organize and monitor placement oriented training programmes. - To collaborate with HODs for organizing placement oriented programmes during Saturday afternoon
NBA/NAAC Committee	- To apply for NAAC/NBA certification. - To conduct periodical review meetings to monitor the progress of NAAC/NBA certification work. - To attend the seminars/conferences related to NAAC/NBA certification. - To organize training programmes for staff members by external resource persons to create awareness about NAAC/NBA certification. - Periodically reviewing the updation of NBA/NAAC related activities in the college
College Website and Internet Maintenance Committee	- To maintain and update the contents in the college website periodically. - To promote news, events related to college in the website regularly.
Library Committee	- To plan and procure the books and magazines/journals periodically to fulfill the requirements of University and AICTE. - To meet regularly, to discuss about further developments in the library. - To solve the issues and problems raised by the students and staff members
Central Computing Facility and Computer Maintenance Committee	- To provide central computing facility for the first year students - To maintain all the computers, LCD projectors, printers in the college

University Examination Committee	• To conduct and monitor the University Examinations as per the time table systematically with proper arrangements
Internal Examination Committee	• To conduct and monitor the three periodical tests as per the schedule systematically with proper arrangements
ID card Committee	• To prepare ID cards for First year /Lateral entry students and for newly joined staff members.
Signboard In charge	• To install signboards in the college as and when required
Power supply, Generator, UPS, A/Cs Maintenance Committee	• To monitor and maintain the Power supply, Generators, UPSs, A/Cs available in the college and hostels
College News Promotion Committee	• To send advertisements, news items to the newspaper about the college or events organized in the college. • To bring press reporters to the college functions through invitations or by phone. • To make promotional activities about the college in the newspaper and website.
Boys Hostel Committee	• To make frequent visits to hostels in order to monitor the regular activities of the boys hostel. • To conduct periodical meetings with student representatives to redress their grievances
Girls Hostel Committee	• To make frequent visits to hostels in order to monitor the regular activities of the boys hostel. • To conduct periodical meetings with student representatives to redress their grievances
Transport Committee	• To schedule and regulate the transit of buses in different routes. • To schedule and regulate the drivers in different bus routes. • To monitor discipline among the students inside the bus. Also, to monitor the crowd in each bus. • To monitor maintenance of the buses as well as to do works related to RTO office.
Purchase Committee	• To make arrangements for purchase of the equipments/items/devices required by any department in the college as per the guidelines. • After receiving the item /device/equipment in good quality, make arrangements for payment. • To make arrangements for servicing/repairing of faulty items/ devices/equipments.
Central Time Table Committee	• To coordinate the time table preparation for first year classes at college level in consultation with HODs in every semester. • To prepare master time table of the college during every semester
Estate Maintenance Committee	• To do works related to campus cleaning, gardening and do the maintenance work (including carpentry and plumbing works) of all buildings in the college and hostel premises.
Security Committee	• To maintain duty chart of securities in the Academic Blocks, Boys Hostel, Girls Hostel and in College Main Gate
Campus Discipline Committee	• To maintain strict discipline among the students in the campus during tea break and lunch break by making regular rounds.
Academic Calendar Committee	• To prepare and publish the academic calendar at the beginning of every semester.
College Magazine Committee	• To prepare and publish College Annual Magazine at the end of every academic year.
Women Harassment Redressal Committee	• To redress the problems of aggrieved female students/staff as and when necessary
Professional Societies Activities: ISTE, CSI, IEEE / IETE Committee	• To promote ISTE/CSI/IEEE/IETE memberships among students in the college.

	• To conduct mini project competition for all second/third year students during even semester in every year
NSS Committee	• To conduct NSS related activities in the college.
Entrepreneur Development Cell Committee	• To promote and conduct EDC related activities in the college
Cultural Activities Team (CAT) committee	• To conduct cultural activities in the college during College Day and during other events. • To accompany with students for cultural events to be organized in other colleges/Universities
Sports Committee	• To promote and develop sports activities in the college among students and staff members. • To organize intra-college and inter-college sports events in the college. • To accompany with students for sports events to be organized in other colleges
Anti-Ragging Committee	• To look into various aspects of ragging, means and methods to prevent it, possible action that can be taken against those who involve in it and action against offenders in the event of ragging
Academic Audit Committee	• The committee has the responsibility to undertake and execute various activities related to academic and administration processes
IQAC (Internal Quality Audit Cell)	• To maintain, modify and assure the quality management system for the institution
AICTE – Approval and VTU – Affiliation Process Committee	• To do works related to AICTE Approval and VTU Affiliation process
Research Council	• To promote R&D related activities in the college
Planning Committee	• To make a planning of academic/co-curricular/extra-curricular activities for the forthcoming semester/academic year. As well, to review the activities of the previous semester/year and make recommendations to the Principal/Management for further improvement. • To overview the financial viability of the college in each financial year and based on the report of the auditor it will make suggestions /recommendations to the Principal/Management about further facilities/amenities/laboratories to be included in the forthcoming semester/year. • To overview the Research and Development activities of the college in each year and make suggestions for further improvements

5. Roles and Responsibilities/Authorities of all the Positions

Correspondent / Secretary

- As a management representative, the Correspondent assumes key role in the overall governance of the institution
- Articulation of long-term policies by the Management.
- Overseer of policy implementation.
- Releasing funds according to the budgetary approvals and contingent cases on specific request.
- A constituent member of the Staff Selection Committee and approve all appointment and relieving orders.
- He is authorized to take decision on all college related activities.
- Acquiring Endorsement of annual budget.

Principal

- Principal is an ex-official member of the governing council.
- He is authorized to take decision on all college related activities in consultation with Secretary and Registrar.
- Principal is responsible for the conduct of all academic activities, which include
  - To define the responsibility and authority of all teaching and non-teaching staff.
  - To conduct HODs meeting periodically regarding the academic matters/monitoring
  - To define the Quality Objectives in line with the Quality Policy and monitoring it periodically.
  - Initiate corrective measures to be carried out within the time limit.
  - To respond readily to all quality improvement programmes.
  - Responsible for procurement activities for the various requirements of the Institution.
  - Responsible for student admission as per the norms in consultation with Correspondent.
  - Working towards fulfilling the requirements to obtain NBA for all courses offered.
  - To collaborate with the management in policy making and decision making on goal achievement and to prepare a master plan to transform the college as a center of excellence in a green campus.
  - Adhering the norms of University, Director of Technical Education (DTE) and All India Council for Technical Education (AICTE).
  - Setting priorities for short term and long-term goals.
  - Training and appraising faculty members and managing curricular, co-curricular and extra-curricular activities.
  - Standardize and Streamline all the procedures to implement Quality Management System.
  - Establish global contacts with industries, institutions, research and development Organizations, leading to MOU.
  - To bring out the natural talents of students and sharpen them.
  - Conducting both internal and external examinations as a Chief Superintendent.
  - Identify and conduct of in house programmes for the value addition of faculties, staff and students.

HOD

- Affiliating the activities of faculty and the supporting staff in the department towards achieving the institutional goals and department objectives.
- Systematic, Planning and Supervision of overall activities with special reference to:

- Setting of time frame for syllabus coverage, internal examinations and dates for Closing and reopening of semester.
- To make effort to fulfill departmental requirements like staff, equipments, books, class-rooms and other learning materials.
- Preparation and submission of annual departmental budget to the Principal.
- Installing laboratories, Up-keeping and improving the existing laboratories.
- Conducting departmental staff meetings periodically.
- Act as a facilitator, motivate high achievers and encourage slow learners.
- Explore the opportunities for staff development programmes including projects and research for both teaching and non-teaching category.
- Coordinate with the Principal in the administration of the College.
- Reporting to the Principal regularly regarding academic activities.
- Co-ordinate with the University in curriculum up gradation.
- Enroll faculty members in professional organizations.
- Allocate and share workload evenly among the faculty.
- Delegation and Decentralization of Staff and Power.
- Fix deadline for the assigned work.
- Conduct class committee meeting involving student representatives.
- Identify and organize counseling programmes for the students through the Student Counselor / Class in-charges.

Professor/ Associate Professor/ Assistant Professor

- To co-ordinate with the head of the department in all academic and
- Maintains the course file with lesson plan; ensures that syllabus of each unit is covered in time; get the summary of class work and assessment and "Attendance record" non-academic activities.
- Undertaking specific and special tasks assigned by the head of the department.
- Completion of Syllabus including practical.
- Close follow up of absenteeism.
- Answer script correction/evaluation.
- To act as invigilators and examiners during the conduct of examinations.
- To shoulder the responsibilities of the head of the department in his / her absence.
- Guiding students on specific task like industrial visit, etc.
- Maintaining ethical standards both in and outside the campus on their part and students.
- Taking additional responsibilities like warden ship, timetable in-charge, Purchase In-charge, maintaining student record, sending progress report, getting student feedback, Student Counselor / Class in-charges and project guide etc.
- Attending FDP / Refresher Courses, Summer Schools, Winter Schools and Seminar etc. to ensure that their knowledge level is enhanced continuously.
- To keep up-to-date of the state-of-art technologies in their field by utilizing journals in library.
- To grant leave for the students within his (or) her domain.
- To grade individual performance and award internal marks.
- certified by the HOD.
- Ensures that all Laboratory programs, projects are planned and completed well in time.
- Ensures that any arrears in the laboratory programs by any student by any reason are taken care of and the student is helped to complete the programme immediately.
- Faculty ensures that all the periodical tests and model examinations for theory and practical are held as shown in the calendar.

- Ensures that the students maintain their notebooks records etc. for the subjects systematically by making periodical random checks.
- Ensures that the course delivery is carried out efficiently and effectively preferably with the support of teaching aids and course files.
- Ensures that maximum possible references to various university questions are made possible by widening the scope of question banks in advance to university examination.
- Ensures that students are encouraged and guided properly to participate in seminars, competitions, projects and visits.
- Ensures wherever necessary special classes are arranged and makes himself / herself available for the students seeking clarifications and to clear doubts.
- Faculty assists HOD in getting the exam result analysis, progress report, maintaining student record and feedback from students etc to ensure improvement wherever needed.
- Faculty assists in association meetings and assigned committees.

Class In-charge

- Class in-charge takes the responsibility of the class.
- Class in-charge advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.
- Class in-charge works as a liaison officer or person between the student and parent on matters pertaining to them with particular emphasis on studies, attendance, performance and matters of discipline.
- Class in-charge keep constant touch with the members of faculty regarding discipline and academic program of the students.
- Class in-charge ensures that the results of the periodical tests and University examination are collected with analysis and acts on that by conveying to HODs, Principal and parents.

Student Counselor/Proctor/Mentor

- Each Student Counselor takes the responsibility of maximum no. of 20-30 students.
- Student Counselor advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.
- In carrying out the counseling process the Student Counselor establishes a system of consultation with the HOD and other connected faculty members and updates the relevant information and requirements of his / her students.
- Student Counselor keeps constant touch with the members of faculty regarding discipline and academic program of the students.
- Student Counselor counsels the students in respect of university examination and guides them for successful performance.
- Student Counselor helps in spotting of talents among students, direct them to various activities and monitor their performance and progress.
- Student Counselor is expected to keep his / her own counseling file (student record) with all the information's and correspondence to efficiently implement and monitor the effectiveness of counseling in achieving overall improvement of student performance and development.

Laboratory In-charges

- Responsible for monitoring the operations and maintenance of Lab equipments.
- Responsible for assisting and purchase of lab equipments.

- Responsible to take necessary steps to replace the worn-out equipments.
- Responsible to maintain the stock and other relevant files and register for the laboratory assigned to them.

Laboratory Technician

- Installation, Operation, Identification, Maintenance and service of repaired items of laboratory equipments / instruments / tools / accessories / spares etc.,
- Assistance in conducting laboratory sessions.
- Reporting the damages, worn-out parts to the HOD through lab-in charges and setting it right.
- Help faculty in consultancies and project test.
- Attending all other assignment assigned by the HOD.
- Assisting HOD for clerical works.
- Assigning unique identification number for all the equipment / instrument purchased.
- Assigning unique location for the items stored in the laboratory / workshop
- Carry out preventive maintenance as per plan and maintaining records for the same.
- Identifying the faulty equipment / instrument and taking necessary step to rectify the fault.
- Keeping the equipment/instruments/accessories etc., neat and tidy.

Registrar / Administrative Officer

- Responsible for the entire administration of the college activities in consultation with the Principal in matters related to:
- Approval process of existing courses, application of additional Courses and Increase in intake in existing branches (AICTE & VTU)
- Keep all related documents of AICTE & VTU
- Assist the Principal to conduct staff Interviews, keeping the all received applications, preparation of appointment orders, receiving the joining reports from recruited staff.
- Preparation and submission of promotion and salary fixation to Correspondent as per the qualification and experience of staff members in consultation with Principal.
- To assist the Correspondent and Principal in student admission process.(Fresh Admissions, Lateral Admissions, Transfer Admissions, Re-admissions)
- Keep Staff original Certificates and other achievement certificates etc.
- Maintain Staff Service Registers, File (SR) and Staff disciplinary action files.
- Prepare Staff recruitment advertisements for publishing in dailies.
- Keep the records of relieved staff members.
- Keep all documents of Govt of Karnataka, AICTE, VTU, DTE and others (Related to staff, students, admissions, fees collections, ragging and others).
- Keep all the legal records of Staff, Students, Suppliers and Others.
- Keep all original deeds and documents under safe custody. (MOUs, Land Documents, Receipts of Taxes paid, Building plans, Staff Bonds and others)
- The maintenance of records and files related to all admissions. (Nominal Roll, Discontinued students details, shortage of attendance, long absentees, students medical leave and others)
- the issue of Mark Statements, Provisional Certificates, Degree Certificates, Transfer Certificates, Conduct Certificates and other certificates.
- Supervision of all Examination works. (Internal Exams, Model Exams and University Examinations-theory and practical, collecting questions papers for printing, issuing question papers to concern department)
- Maintenance of Exam related Files, Records, Exam Remuneration Bills, Issuing of Exam Hall tickets, No Dues Certificates, University Exam Hall Arrangements.

- Supervision of all types of Scholarships, Railway Concessions forms, Transport details (Driver Arrangement, Route Arrangement, Diesel Bills, Bata Register and others), despatch registers. (Inward, Outward and Local tapals, distribution of the tapals to concern departments or incharges)
- Maintenance of all leave files and registers (Casual Leave, permission, late, On Duty, Vacation, Medical Leave, Maternity Leave), all attendance registers (Faculties, Non-Teaching Staff, Administrative Staff, Hostel and Canteen Staff)
- Maintenance of Telephones, Xerox Machines, Fax Machines, Computers, Printers, Cash Counting Machine, Stationeries stock.
- Maintenance of Key movements (All departments and class rooms), furniture conditions, Supervision of Bell timings.
- Identification of training needs of the office staff.
- Execution all other works assigned by the Correspondent and Principal from time to time.

Manager

- To act as Administrative Officer in the absence of the Administrative Officer.
- To assist Administrative Officer in all his day to day activities.

Accountant

- Responsible for the following activities in consultation with the Office Superintendent:
  - Writing & maintaining accounts, cash books / ledgers
  - Preparation of monthly accounts including writing of cash books, journals
  - Verifying of bills prepared
  - Preparation & consolidation of budgets
  - Cash collection
  - Supervision of challan writing and remittance to bank
  - Supervision of postal accounts
  - Preparation of daily receipts &challans and submission of associated details along with remittance details to Principal for scrutiny
  - Verification of cheques & bills
  - Writing daily collection register for college accounts, hostel etc,.
  - Writing demand draft register, money value register
  - Preparation of audit reports & replies
- Responsible of keeping the following in safe custody
  - Bill books / receipt books
  - Files
  - Registers
  - Cash books
  - Ledgers
  - Vouchers
  - Cheque books / pass books
  - Bank challans
  - Fixed deposit certificates
  - Other important office documents
- Preparation of salary reports
- Preparation of acquaintance and getting of signatures
- Attending to the subject of income tax
- Writing Caution deposit register

Cashier

- Collection of all types of fees.
- Writing challan and remittance to bank

Admission and Exam clerk

- Keeping custody of all original certificates
- Closing of daily attendance
- Writing Application form register

Scholarship clerk

- Responsible of keeping the following in safe custody
    - Scholarship forms
    - Distribution and collection of Scholarship forms
    - Preparing the forms ready.

Transport clerk

- Preparation of students list of boarding the vehicle.
- Preparation of "fees paid students" list.
- Maintaining the details of Drivers up-to-date.
- Keeping the relevant documents related to the vehicles, in safe custody.

Dispatch clerk

- Making entry to all letters received.
- Sending the letters to the concerned persons for verification and information.
- Keeping the relevant records in safe custody.

Office Assistant

- Communicating all the office correspondence to respective department staff.

Driver

- Responsible to maintain all transport vehicles in good condition
- Attending to work related to issue of bus pass

Electrician / Plumber

- Responsible for the maintenance of building and general equipments

Gardener

- Responsible for filling water in all tanks of the college campus.
- Responsible for watering the garden/construction works in the college campus.

Sweepers

- Responsible for the house keeping of campus and buildings.
- Responsible for the respective wings cleanliness of toilets, class rooms, verandahs daily.
- Responsible for the respective wings windows, doors, roof, benches etc., cleaning every week.
- Responsible for doing the works assigned during functions and programmes in the Seminar hall

Attender

- Responsible for opening and closing of class rooms daily.
- Responsible for depositing the keys in the office every day.
- Responsible for depositing the lost and found articles in the office every day.
- Responsible for distributing the parcels and bundles to the departments as a team.

Librarian

- To achieve optimum efficiency of Library resources.
- Collection and Processing of indent from various departments.
- Procurement and Maintenance of books, journals.
- Overall supervision of Library activities
- Protecting important volumes, records and discard of the obsolete.
- Ensure the modern trend in updating the library.
- Ensure the user satisfaction by collecting the feedback and by personal enquiry.

Assistant Librarian

- Assisting the Librarian in all types of work.
- Maintaining silence during library working hours
- Keeping of all files and registers.
- Preparation of consolidated monthly reports of the usage like issues returns and entry registers.
- Responsible for issue, returns and renewal of books and journals

Library Assistant

- Automation entry
- Maintenance of digital library systems, CD, DVD Floppies.
- Issue and returns of CD, DVD
- Keeping digital library files and registers.
- Preparation of consolidated monthly reports of the usage

Library office Assistant

- Responsible for the arrangement of book in racks.
- Responsible for taking Xerox and maintaining the bill books
- Responsible for the Cleanliness of the library.

Deputy Warden (Boys & Girls)

- Assist the Warden in his duties.
- Supervise the discipline of students during study hour, silence hour and in dining hall
- Admission of students and allocation of living rooms through lot system.
- Creation of homely atmosphere inside the hostel.
- Coordinating the activities of the sub-wardens.
- Ensuring prompt housekeeping.
- Health Care and Welfare activities for the inmates.
- Adhering the rules and regulations of hostel indiscriminately.
- Conduct Hostel Representative meeting to discuss relevant issues every month second Wednesday.
- Grant permission, leave to stay inside (or) to go outside the hostel campus.
- Ensure approved remedial measures for defaulting students.

Asst. warden (Boys & Girls Hostel)

- In-charge of one wing and also for a year students

- In-charge of sanctioning leave to the concern students.
- Helping Deputy Warden in verifying Mess Bills.
- Supervise the discipline of students during study hour, silence hour and in dining hall
- Creation of homely atmosphere inside the hostel.
- Health Care and Welfare activities for the inmates.
- Adhering the rules and regulations of hostel indiscriminately.
- Ask clarification for defaults

Mess Manager (Hostel)

- In-charge of the kitchen store-room
- Maintaining hostel account and records.
- Purchase of quality food materials at competitive prices.
- Responsible for distributing the cooking materials to mess workers
- Preparation of bills and passing them for payment.
- Verifying Carpentry, electrical work in the hostel.
- Responsible for Water facilities.
- Supervising the dining hall during breakfast, lunch and dinner.
- Preparation of mess bill.
- Supervising the mess workers and sweepers.
- Supervising the cleanliness in and around the hostel.

Mess workers

- Preparing and serving food for the student and staff in the hostel
- Preventive maintenance of kitchen equipment
- Maintaining housekeeping of the dining hall

Physical Education Director (PED)

- Budgeting for the Year-regarding sports activities.
- Undertaking State Level/University level tournaments and conducting them successfully.
- Attending Physical Education Directors' Meeting.
- Participating in advanced training programmes.
- Inculcating a strong code of discipline in sports among the students.
- Developing inter-personal relationship with various departments.
- Select Participants for the competing team at the College level tournaments.
- Arranging coaching camps and friendly matches for the Players.
- To insist mandatory practice for the team players.

NSS Programme Officer

- Conducting NSS programme as per plan and submitting report

Training and Placement Officer (TPO)

- Identifying the training needs of students in II,III and IV year by obtaining one-page response sheet from them
- Identify and arrange for internal/external resource persons according to the need
- Arrange for industrial canvass by appropriate students with the help of placement coordinators/HOD
- Organize periodical tests for aptitude/mock GDs/mock interviews for students with the help of Placement coordinators/HODs/alumni

• Arrange for Industrial visits and In-plant training in consultation with HODs and obtain brief report with proof for the industrial visit/in-plant training • Organizing interaction with alumni and current students • Organizing and conducting On/Off campus interviews and maintaining records for the placement of students.
Transport in- charge
• Sanctioning of leave to drivers • Maintaining files for the leave letters of the drivers • Supervision of daily maintenance of vehicles (tinkering, greasing, air check-up etc.,) • Verification of diesel bills, workshop bills of vehicles. • Arranging Eye Check-ups periodically (Once in a semester) for drivers

6. Internal Structure

INTERNAL ORGANIZATION STRUCTURE

President
- Governing Council
- Secretary
- Board of Management

Secretary → Principal

Principal
- HODs
  - Faculty
  - Technical Staff
- BGS R&D Centers
- Training and Placement
- Library
  - Section Superintendents and Office Staff
  - Maintenance
- Registrar
  - Transportation
  - Canteen
- Sports
- Hostels
  - House Keeping & Security
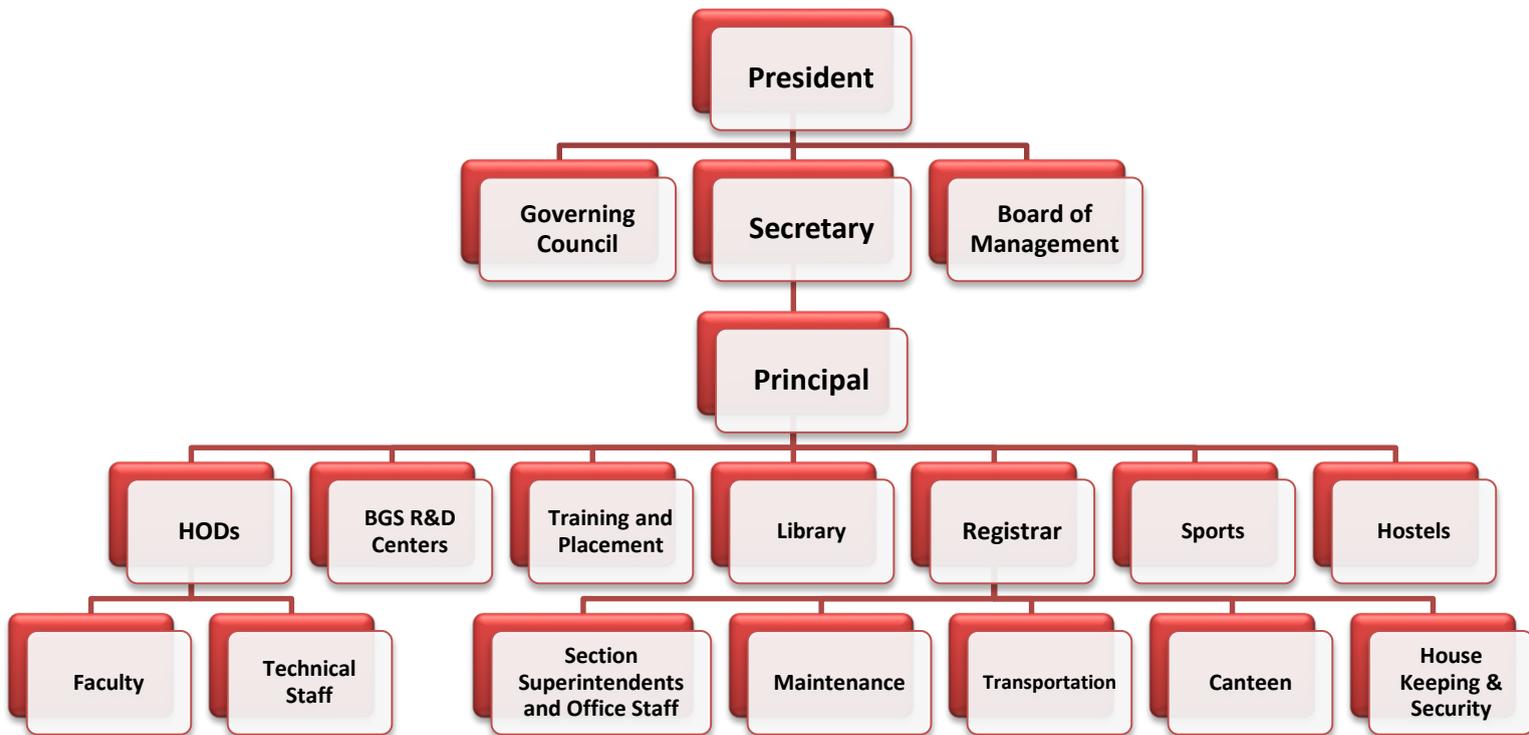
7. Teaching – Learning and Evaluation process @SJCIT

Preparation - Students

- Orientation course at the start of each semester. Eminent persons from research organizations / industries / educational institutions are invited to address and motivate the students
- Expert lectures arranged periodically for various courses
- Workshop and training programmes for advanced courses and exposure to new technologies.
- Periodic assignments to expose the students to a variety of problems and concepts
- Tutorial classes to make the student well versed with the subject
- Students are divided into groups based on their understanding levels and group activity will be assigned to them
- A faculty member is assigned for a group of 15-20 members to help them to clarify their doubts and improve their technical aspects of the courses
- The mentors meet the students periodically and monitor their performance and their activities. Guidance regarding the lagging issues is provided. Occasionally proctor meeting with the parents is conducted based on the requirement
- Members of faculty handling different courses interact with students in clearing all their Concept-oriented and test based mechanics of the respective courses
- The teachers after first of formative evaluation, guide the students as far as student-specific gray areas are concerned
- Each of the lab sessions are handled by two Teachers in order to have special care for the students while experiments are being handled. A demonstrative presentation is given by the teacher concerned before every experiment. The Laboratory records are evaluated after the experiment is held. In other words, there is active involvement of the members of faculty Pre-experiment stage, at the time of experiment and after the experiment.

Preparation - Faculty

- Subject allotment is done after review of teachers skills, interests and capabilities well in advance
- Lesson plan with objectives and expected outcomes is prepared before the starting of the course
- Maintain Work diaries
- Handouts, notes prepared in advance
- Lab training for faculty handling for the first time
- Lab manuals prepared in advance

Evaluation

- End semester exam conducted by VTU.   Theory Course – 100 marks, Lab – 100 marks
- Internal tests are conducted for 50 Marks and reduced to 30 Marks. Avg. of the three tests are taken
- The other assessment is evaluated for 10 Marks
- In Labs assessment is continuous and done for each individual experiment
- End semester internal Lab test (40 Marks)
- End semester external Lab Exam (100 Marks)
- IA tests valued within one week and progress reports sent to parents
- Parents of poor performers called for meeting with HOD and faculty

Tutorials and Remedial classes

- 1 Extra hour added in timetable for tutorials.
- Revision classes held before tests
- Weaker students advised to meet faculty personally by mentors. Get extra coaching.
- 20 students assigned to a mentor who keeps tracks of their attendance and performance and informs HOD (if special counseling is required)
- Special classes conducted for lateral entry students.
- Students whose performance below average in IA are given remedial tests.
- Extra lab classes scheduled for weaker students/ for revision
- Faculty available on the day before exam in library/department for students
- Special assignments given to help weaker students
- Students who have special problems are counseled by HOD along with the parents

Feedback System

A standard feedback questionnaire is collected from the students every semester-end course wise.
- Feedback mechanism is a well-organized system in the college.
- The system of feedback collection is online and automated
- The feedback is quantified and has 10 parameters

1. **Preparation of the class**
   - Excellent
   - Good
   - Satisfactory
   - Poor
2. **Stressing on important ideas and points**
   - Excellent
   - Good
   - Satisfactory
   - Poor
3. **Communication of teacher**
   - Excellent
   - Good
   - Satisfactory
   - Poor
4. **Response to questions and doubts**
   - Excellent
   - Good
   - Satisfactory
   - Poor
5. **Coverage of syllabus**
   - Excellent
   - Good
   - Satisfactory
   - Poor
6. **Availability of teacher outside the class**
   - Excellent
   - Good
   - Satisfactory
   - Poor

7. **Usefulness of notes given**
   - Excellent
   - Good
   - Satisfactory
   - Poor
8. **Knowledge gained by attending the class**
   - Excellent
   - Good
   - Satisfactory
   - Poor
9. **Maintenance of discipline in the class**
   - Excellent
   - Good
   - Satisfactory
   - Poor
10. **Overall ranking of performance of teacher**
    - Excellent
    - Good
    - Satisfactory
    - Poor

Assessment

- Each Factor/Point is on a grade of 4.   All Factors/ points have equal weight age
  - 4 is highest and 1 is lowest (Excellent, Good, Fair, Poor)
  - 10 points * 4 = 40 *2.5 = 100
- Final Grading
  - 85 and above :   Excellent
  - 81 and 84   :   Very Good
  - 71 and 80   :   Good
  - 61 and 70   :   Average
  - 51 and 60   :   Satisfactory
  - 50 and Below :   Poor
- Each parameter discussed with faculty members to help them improve
- All the parameters mentioned in the feedback form will be analyzed in two levels
  1st level: Average of one parameter with respect to teachers is calculated.
  2nd level: Average of averages of the parameters is calculated.
- Ability of teaching with respect to each item and comprehensive ability of the teachers will be analyzed
- All the comments written by the students in the feedback forms will be communicated to the respective faculty members along with their feedback levels to know their strengths and weaknesses and to enhance their teaching skills.
- Percentage of students participating: 75% to 95%
- Faculty members who get average feedback below 85% are identified. Those faculty members are given orientation lectures and special inputs by the head of the department.
- Also the faculty members who get average feedback of 85% or above are appreciated at the department level staff meetings.

Motivation for Self-learning and Beyond Syllabus

- Training programs given
  - Aptitude

- ✓ Programming
- ✓ Soft skills
- ✓ Technical – OpenGL, VHDL & MultiSim, VC++,
- ✓ Mobile applications
- ✓ e-learning
- ✓ e-Vidya program by VTU (SJCIT a constituent Instn)
- ✓ Mini-projects

Additional contents to bridge Curriculum gaps

- Diploma students are given bridge courses in Mathematics.
- Detained candidates, who join the main stream after a gap of an year are given bridge courses to help them clear new / additional subjects if any as per VTU.
- Training programs on OpenGL, SQL, VHDL, MultiSim, VC++, Web2.0
- Extensive training for placement activities from the 4th semester itself.
- Professionals train the students in communication skills, group discussions, interview facing and overall personality development.
- The students trained in Aptitude tests and in programming abilities.
- The College carves out an additional 1 hour per week for tutorials and for training.
-

Examination and Evaluation system - Summary

Sl.	Constituents of Sessional work	Evaluation Process
1.	Periodical tests (3 tests)/semester/subject	Average of three tests & Examination
2.	Practical – Laboratory	Lab Records, Terminal test & Examination
3.	Practical – Workshops	Lab Records, Terminal test & Examination
4.	Practical – Drawing / Survey etc.	Through terminal test + valuation of drawing sheets & Examination
5.	Project work – Main	7th & 8th semester-Viva voce by VTU + Internal continuous evaluation
6.	Seminar	Final semester - Oral presentation & Report

Academic Performance Evaluation:

- **Tests:** Three Internal tests are conducted and average marks of three for a Max of 30 marks is awarded.
- **Practical / Lab work Internal evaluation:** Each experiment is evaluated. The students face viva-voce in every class. Further internal lab test is conducted in the end of the semester and marks integrated.
- **Question Papers:** for a max marks of 100, are centrally set by senior examiners and scrutinized by the BOE.
- **Paper Valuation:** VTU organizes central valuation by the panel of experienced evaluators of the university. Further, selected senior faculties act as moderators to ensure fairness and efficiency.
- **Practical / Lab work external evaluation:** Lab exams for a maximum of 100 marks. University appoints one internal and one external examiners for the same.
- **Seminar:** At 8th Semester, the students has to present a seminar paper on any related technical subject, evaluated for 100 marks by the internal faculty of the department.

- **Project Work:** The project work is evaluated by one internal and one external examiners appointed by the University.

Professional Guidance:
The departments are well equipped with knowledgeable Human resources in the form of members of faculty who by keeping themselves of developments offer guidance to the prospective professionals in addition to the classroom teaching.

Career advancement:
The Training and Placement cell has been active not only in arranging campus recruitment drives, but also offering awareness and training for the students

Total Development:
As stated above, the college puts forward efforts to realize total development of the student. In addition to academics, literary, cultural and sports activities are conducted which offer leadership qualities, decision making abilities, team spirit, precision, analytical capabilities, socio-psychological awareness etc. which make an individual an intellectually mature being.

8. Enforcing Discipline - Monitoring Absentees in Classes/Tests

1. Monitoring Absentees in Classes (Theory/Practical)

- **Attendance** is **Mandatory**. Although it is acknowledged that Students can miss classes for certain authorized reasons, **every effort has to be made (both by Students/Teachers) to keep these absences to a minimum**.
- Each Teacher shall inform University attendance policy at the first class and is responsible to monitor the same from day one till the end of the semester on regular basis in their respective classes.
- Possible reasons for Absence
  - Certain medical and personal emergencies
  - Representing the College in extracurricular and co-curricular activities
- For a Student to miss a class for any reason, He/She has to make every attempt to notify his/her Teacher/Class Teacher at least 24 hours in advance. However f it is not possible to notify in advance, the student must bring to the notice of concerned Teacher/Class Teacher immediately the reason for absence.
- If a student is late for any class more than10 minutes, the Teacher may mark that student as absent. However, he/she may be allowed to sit and listen in the class
- Absentees and late comers in a class shall be reported to **Class Teacher** by concerned Teacher
- Class Teachers shall maintain a File containing **weekly monitoring reports**, **students' grievances/leave letters** and any other documents pertaining to that class
- Class Teachers shall monitor the conduction of classes and record the **#classes conducted**, **%portion covered, #tutorials/assignments given, #continued absentees** of that class on a weekly/monthly basis. They shall bring to the notice of Coordinators/HODs in case of continued irregularities such as absent for prolonged periods. Same shall be informed to their Parents via E-mail/SMS/Call and brought to the notice of Principal.
- Class Teachers meeting will be conducted after every CIE result.
- There shall be Coordinators for I/II Sem PHY/CHEM cycle classes. Class Teachers meet with Coordinators/HODs shall be on weekends at convenient time on regular basis. Class Teachers and HODs/Coordinators shall go to the concerned classes for addressing/tackling continued irregularities.
- Consideration may be taken into account if students are absent from classes with an approved letter for representing the College in extracurricular and co-curricular activities OR for medical, personal, family or other unavoidable reasons. This consideration may brought to the notice of Principal while condoning the attendance (**75% - 85%)**
- During any month of the semester, a student should not miss more than **3** days without approval in a course. Failure to meet this requirement will mean that the student will not be allowed to sit for his/her **Test-1**/**Test-2** for that course.
- Students must attend the all the three tests (**Test-1, Test-2 and Test-3**) compulsorily.
- During any semester, any student who has been **continuously absent from all classes** OR **with attendance < 85%**, without approval, is liable for punishment and brought to the notice of their Parents, called for explanation, shall be allowed to sit in classes with the permission of Principal.
- During any semester, Students who have less than the minimum attendance of **85 %** by the end of semester is liable for detained for that academic year as per University norms.

2. **Monitoring Absentees in Tests**

- During any semester, any student who has been **absent for the classes** OR **with attendance < 85%** without approval, shall not be allowed to take up the **Tests.** However, with the permission of Principal/HOD, they may be allowed to take the **test.**
- Attendance on all the test days shall be counted for class attendance
- SMS shall be sent to parents of those students who do not attend the tests, immediately after the test.

3. **General Guidelines/Rules**

- Teachers shall prepare a plan of execution for **complete coverage** of syllabus in their respective subjects.
- Teachers shall cover a minimum of **2 modules** before the **1st Test** and set the question paper covering at least **1.5 modules.** The same procedure may be continued for **2nd test** also.
- Question Bank (**module** wise) shall be prepared and made available to students well in advance.
- Teachers shall maintain utmost confidentiality and ethics in all respects while dealing with students
- Teachers shall interact more frequently with the weaker section of students to know their difficulties in understanding and help them in preparing for exams.
- During laboratory sessions, Teachers shall help students in understanding the experiments and give more attention to weaker students with more and more viva questions. Little stricter follow up on irregular students.
- Students must be made to think on devices/experiments/equipments and Also an attempt should be made to improve the skill set of students
- Teachers shall counsel the students with respect to academic matters, in case they are in need of the same.

9 Preparation of Question Bank for the allotted Subjects - By the Faculty

Objectives

1. To create the awareness about the possible type of questions on each unit of Syllabus
2. To give complete insight into the subject matter knowledge
3. To enable the Faculty/Students to read Textbooks and References
4. To motivate the Faculty/Students towards Preparedness well in advance
5. To explore all possible questions on prescribed syllabus of a subject

How to Prepare?

1. Know the prescribed Textbooks and Reference Books for each of the Subject you teach
2. Know at least **4** Books from **International leading publishers** such as TMH, Pearson, Wiley, PHI, EEE, Oxford, etc., on each of the Subject you teach
3. Collect the Question papers of previous exams (at least THREE) from VTU and other reputed Universities. Also collect the Test question papers from the faculty who handled the subject previously
4. Go through the exercise problems/questions and worked examples of all the Textbooks, References and additional books.
5. Consolidate the type of Questions on each concept/topic for each unit of syllabus
6. Prepare questions on each module of syllabus covering all the concepts using Bloom's Taxonomy (i.e., from Remember/Recall level to Create level)
7. Prepare a softcopy in DOC/PDF form containing all the questions on all the modules of syllabus of a subject

Implications/Benefits/Advantages

1. Faculty/Students will get better insight into the subject
2. Enabling the Faculty/Students to know the Textbooks/References
3. Enabling the Faculty/Students to use the Library effectively
4. Making the Students well prepared for the Tests/Exams
5. Assignments/Tutorials may be enforced on this Question bank
6. Results in better Teaching-Learning process with increased knowledge on subject

10 Innovative Approaches/Methodologies for handling Practical Classes

Objective:

- To explore the varying understandings of the practical classes
- To improve the effectiveness in handling the practical classes
- To motivate the students to get interest and knowledge in the theory and practical aspects required for each lab
- To have some sort of seriousness and commonalities in handling the lab classes
- To create awareness on different approaches for conducting practical classes that better enable all of us to consider which is the best suited for our own purposes when handling the practical classes

Preamble:

- *Lab practical classes*

    - means classes in an Electrical/Electronics/Computing lab in which students work at Electrical/Electronic devices / Computers to learn the use of an electrical/electronic device, software tool, programming language or similar, with tutors at hand to assist them in learning to use all of them.

Preparedness | Faculty

- Awareness, basic knowledge, potential knowledge on all the experiments in a particular lab.
    - Do I have? Think before you opt for any lab
- Collect all the required resource materials/inputs for conducting each experiment in the lab
- Work out all the experiments before the commencement of the lab
- Work out additional experiments related to each class experiment.
- Prepare lab manual with basic theory, important characteristics/properties/terminologies, procedure, ckt diagram/logic, expected results, viva questions for each experiment. For ex: Half adder/Full adder, Counter, Matrices

Preparedness | Students

- Students shall come to the lab with

    - Little knowledge on theory and practical aspects of the experiments they are supposed to conduct in that lab
    - Awareness of the equipments/logic required for conducting the experiment
    - Work book / data sheets that contain theory, procedure, expected results before the commencement of the experiment
    - Record book that contain the theory, procedure, obtained results of the experiments conducted in the previous lab
    - Mindset to take up the viva-voce

Instruction classes

- ▶ Faculty In-charge of the labs

  - Shall give instructions for all the experiments well in advance in a class room for all the students of the section/class
  - Shall explain thoroughly the theory and practical aspects, end results, important characteristics/gist of each experiment
  - Shall demonstrate the use of equipments, execution environment, requirements for each experiment
  - Shall explain the related applications/experiments/assignments
  - Shall instruct the students to come with well preparedness, how to write and maintain the work books/record books, how the evaluation is done etc.

General Guidelines/Tips

- ▶ Allow the students to conduct experiments by themselves only.
- ▶ Monitor the students while they are conducting the experiments
- ▶ Regularly take viva-voce on theory/important results/properties/characteristics of each experiment they conduct
- ▶ Correct the work books and record books on the same lab, evaluate and allot the marks on the record
- ▶ Every lab session shall be conducted like a Exam session (Here you help the students in making them understandings of the experiment, where as in exam we will not)

What distinct ways/approaches you follow and present learning material to students

- ▶ Is there a typical structure? Why do you do it that way?
- ▶ Is there something distinctive about your's compared with other's in the department/ Institution?
- ▶ Do you expect students to do any preparation prior to? How do you encourage this? Why do you think it is important that students do this preparation?
- ▶ Can you give an example of the way you followed which was **more effective** than most? Why was it more effective?
- ▶ Can you give an example of the way you followed which was **less effective** than most? Why was it less effective?
- ▶ Can you imagine an alternative approach to make your least effective the approach better? For example, you might restructure it or present it in a different format
- ▶ Do you think it is appropriate for students to talk among themselves as they follow an approach? Why? What opportunity do you provide to support this?

- What sorts of thing do you expect your students to be able to do when they finish

- What are the main problems students have with your approach?

- How do your approach link with your other presentations of learning material?

Focus shift

- Transmission of information to students or the development of conceptual understanding in students

- The teachers and their teaching strategies or the students and their learning and development

  - focus on knowledge transmission by the teacher;
  - focus on teacher-student relations;
  - focus on student engagement; and
  - focus on student learning.

- Teachers should aspire to using approaches focused on student learning since these experiences encourage students to take deeper approaches to their learning, approaches that are often associated with higher-quality learning outcomes

11 Scholarships and Social Activities

- NSS activities - Blood Donation, Tree plantation, Eye camp.
- Annual intra-college cultural and literary festival
- Annual inter-college Technical festival
- Inter-Institutional Symposia
- Open House for Projects
- National Technology Day
- Rajyotsava Day
- Independence Day
- Republic Day
- Teachers day
- International Women's Day
- Blood Donation Day
- Eye Camp
- Science Day
- Ayudha Pooja
- Ganesha Pooja
- International Year of Mathematics
- Vivekananda Birthday
- Engineers day
- Rama Navami
- Farewell for outgoing students

12 Accreditation and Awards:

- Considered as one of the best Engineering Teaching Institutions

- Accredited for three years, The departments of ECE, CSE and ME were Accredited by NBA

    - **8 Gold Medals @ SJCIT**
        - Given to the top rankers at SJCIT in the branches: ECE, CSE, CV, IS, AE, ME, MBA and M.Tech

13 Industry – Institute Relationship

MOU with the Following:

- HitBullsEye Platform for Placement Practice Test

- Infosys Campus Connect

- IBM Academic Initiative

- Microsoft Developer Network Academic Alliance

- EMC^2 Academic Initiative

❖ Integrated training of pre final students for Aptitude, Soft skill and Technical for placement enhancement.

❖ Out-Bound Training for MBA Students

❖ Campus connect/ Jump Start program for M/s. Infosys /M/s. WIPRO placed students.

❖ Head Start Foundation Program by M/s. ACCENTURE for high performing students.

❖ IBM certification program on software like JAVA

❖ Training Classes for CAT /GMAT/GRE/TOEFL/GATE / German Class

❖ Special Training through IEEE Chapter on Python, Android, Cloud Computing, IBM tools.

- Membership with Professional Bodies

  - **IEI – Institutional member**

  - **ISTE – Institutional member**

  - **IEEE – Student Chapter**

  - **CSI – Student Chapter**

  - **IETE – Staff members**

  - **ACCE – Organize Member**

  - **ICI - Student Chapter**

  - **IGBC - Student Chapter**

  - **CIDC - Institutional member**

14 Research and Innovation

- 6 R&D Centres with more than 90 Research Scholars Pursuing PhD in diversified areas

- Research Grants worth more than 1 crore from last five years

- #Papers Published: more than 500 from last five years

15 Best Practices @ SJCIT

- **Management Related**

  - Non-Interfering and Pro-active Management
  - No intervention in
    - ✓ Academic matters (Attendance, Internal marks, Policies)
    - ✓ Recruitment Process
    - ✓ Day-to-Day Activities @ SJCIT
  - High degree of Transparency in respect of Admissions
  - Standardized procedure for Management Quota Seats
  - Concession Seats will be paid by Management
  - Magnanimous in supporting academic activities
  - Conduction of Conferences / FDPs / Technical Events
  - Deputing Staff for Higher Studies under QIP
  - BGS brand name
  - Retaining the Quality and providing the best Services in all their endeavors

- **Administration Related**

  - Humane Approach
  - Strong and Disciplined work culture
  - Democratic setup
  - Easy Approachability
  - Well-structured Recruitment methodology
  - Prioritized Preference – Students, Parents and Staff
  - Non-teaching staff treated on par
  - A good on-line faculty appraisal mechanism
  - No cash transaction
  - Care and demand
  - Structured meetings
  - Zero-delay system
  - Team-work re-defined
  - 3H Concept (Never- Humiliate, Hurt, Harm)
  - Impartial and Uniform Policies
  - Unsupervised work Execution

- **Staff Related (Teaching and Non-Teaching)**

  - Highly Calibered HODs (with at most Loyalty) supported by dedicated and committed Faculty/Staff
  - Well-structured Recruitment procedures
  - Induction program for Teachers
  - Standardized Promotional / Leave(ML/EL/CL) / Vacation policies
  - Increments and additional benefits with suitable interviews
  - Encouragement towards higher education (under QIP)
  - Support for Organizing/ Attending FDPs/STTPs/Conferences/ Invited Talks etc., on regular basis
  - Incentives for funded projects
  - A good feedback system on faculty appraisal
  - Salary on time (last working day of the month) with remittance of Taxes – Professional and Income tax
  - Staff rooms with basic facilities
  - Creative activities for Teachers during Internals
  - Implementation of AICTE/State Govt. policies in full

- **Student Related**

  - Efforts for attracting better Quality Students (input) year after year
    - Continuous Improvements in Performance/Results, Teaching-Learning Process, Placements, Projects, Internships, Higher Studies
  - Induction/Orientation program for students
  - Standardized discipline enforcing policies
  - Recognition of Achievers and Incentives for best performers
  - Encouragement towards Internships/Higher Education
  - Support for Organizing/ Attending Symposiums/ Workshops/ Technical Fests / Invited Talks etc., on regular basis
  - Encouragement for Sports and Cultural activities
  - Incentives for unique projects
  - Practicing projects from 2nd year onwards
  - Coverage of content beyond the syllabus
  - In-house Technical Training on C,C++, DS, RDBMS
  - Professional training on Aptitude, soft skills, GD
  - Strict adherence to Calendar of Events
  - No hassle at entry and exit level

- **Others**

  - ➢ Newsletters @ Every Dept.
  - ➢ Annual College Magazine
  - ➢ Involvement of Senior Faculty in handling practical classes
  - ➢ Concession to National level and State level athletes in admissions
  - ➢ Academic Punishment to Non-Performers and Late comers
  - ➢ A good proctor system for counseling students (20 Students/Teacher)
  - ➢ Class Teacher for every class and Coordinators for 1ˢᵗ year Classes
  - ➢ Industrial Visits
  - ➢ Publishing Calendar of events well in advance
  - ➢ Use of SMS facility for sending information on students to parents
  - ➢ No letting-off of any class
  - ➢ Engaging Students in Lab for full 3 hours
  - ➢ Preparation and distribution of Question bank on each subject to students
  - ➢ Project Open House for showcasing talents
  - ➢ Covering related problems in Practicals with viva-voce in each lab
  - ➢ Transparency in Evaluation of Blue Books with feedback to Students
  - ➢ Progress report on performance in Tests on regular basis
  - ➢ Taking 5 hours/week for tougher subjects
  - ➢ Quality Laboratory Manuals and Course Materials
  - ➢ Focus on Concepts, Fundamentals and Basics

16 Online Teachers Appraisal System (OTAS)

1. Appraisal of the faculty will be taken at the end of the semester in DHI software**.**
2. College level DHI Coordinator inform to concerned DHI incharge to trigger the feedback form.
3. DHI Coordinators of the respective departments inform to the students to give the course wise feedback for the faculty.
4. Once the Appraisal process ends, the department DHI coordinator
   a. Generate a consolidated Appraisal list and handover the same to HOD
   b. Generate the overall statistics about the % or # of students given appraisal department/semester/section wise and handover the same to HOD
5. Individual Teacher Appraisal reports shall be generated.

|| Jai Sri Gurudev ||
Sri Adichunchanagiri Shikshana Trust (R)
SJC Institute of Technology
Chickballapur - 562 101, Karnataka
VTU Affiliated, AICTE Approved, Accredited by NAAC & NBA (CSE, ECE, ME), Gold Rated by QS I-Guage
www.sjcit.ac.in
Estd : 1986
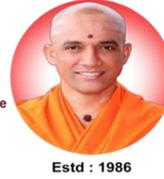
REGISTRATION FORM

Name of the Student											
USN	1	S	J								

Course and Branch (Please Tick)	UG: B.E.		EC	CS	IS	AE	AS	ME	CV
	PG: M.Tech		CSE		DCN		MBA		

Semester and Section (Please Tick)	1	2	3	4	5	6	7	8				
	A	B	C	D	E	F	G	H	I	J	K	L	M

Address for Communication with PIN code	

Permanent Address with PIN code	

Contact Number and Email-Id of the Parent/Guardian	Land Line	
	Mobile	
	Email-Id	

UNDERTAKING BY STUDENT

1. I hereby declare that, I have read and understood all the rules and regulations of SJCIT and VTU thoroughly as detailed overleaf.
2. I am aware that, I will not be eligible to appear for the Internal Tests, Laboratory Tests, VTU examinations and Placement activities if my attendance is less than 85% in theory, practical, drawing and pre-placement training classes.
3. I fully understand that, the Principal has all the rights to take disciplinary action /expel me from the Institution for any violation of the rules of conduct and discipline prescribed by the Institution and VTU.

Date: /   /   **Signature of the Student**

UNDERTAKING BY PARENT / GUARDIAN

Mr./Mrs. _____ Father / Mother / Guardian of
Mr./Ms. _____ studying at your Institution detailed as above have read and understood all the rules and regulations of SJCIT and VTU thoroughly as detailed overleaf and I will advice my Son / Daughter/ Ward to strictly abide by the same.

Date: /   /   **Signature of the Parent/Guardian with Contact No.**

Signature with date:

Faculty-In-charge/Coordinator   **HOD**   **Principal**

RULES and REGULATIONS:

Students are strictly instructed to follow the rules and regulations of the Institution and VTU for smooth conduction of all the academic activities related to the Course.

1. All the Students are advised to attend the classes from **day one** in line with VTU calendar of events, failing which they will have to
   a. Pay a penalty per day fixed by the Institution until they start attending the classes.
   b. Bring their parents to get permission to attend the classes.
2. Opening day of every semester is treated as **Registration Day** and every Student will have to
   a. **Submit filled-in registration form duly signed by the parents** along with the latest stamp size photograph to the Faculty-In-Charge/Coordinator at their respective departments on the day of registration.
   b. Note down the calendar of events, time table and other schedules (if any)
3. Students shall **attend** the **classes regularly** as per the VTU rules and shall maintain more than **85% attendance in each subject** for being eligible to appear for VTU examinations. A Student with **shortage of attendance even in one subject** will be **detained** and **no appeal** in this regard will be entertained. Students are required to take **prior permission** before being absent for classes.
4. Students are required to be **more disciplined** in the academic premises (Class rooms, Laboratories, Corridors etc.) in order to maintain the decorum of the Institution. In case of violation of any said rules by any student, a disciplinary action will be initiated by the authorities.
5. Students are strictly **advised** not to indulge in ragging activities as **ragging is prohibited as per the decision of the Supreme Court of India** and **punishable under Section 116 of the IPC**.
6. Students shall **wear Identity card** compulsorily inside the campus, failing which they are not allowed to access any of the facilities. Duplicate ID card may be obtained if the ID card is lost on payment of penalty.
7. Students shall write all **three tests compulsorily**. No additional/make-up test will be given. Students found committing malpractice in theory and laboratory internal tests will be booked under Internal Malpractice Case (IMPC) and will be handed over to discipline committee for further actions.
8. Use of **cell phones** inside the academic premises of the Institution is **strictly prohibited**. Violation will lead to fine/confiscation of cell phones.
9. Students are required to
   a. Pay the **prescribed fee** and **dues** (if any) on or before student registration to odd semester of the year.
   b. Maintain the **dress code** with proper foot wear. The following are not allowed: **Girls:** short skirts, leggings, see-through tops, sleeveless tops and ultra-thin transparent shirts Boys**:** Low waist pant, multi pocket pant, cargo pant, T-shirts with slogans and multi colors.
   c. Wear prescribed **uniform** and **shoes** for the laboratory classes.
   d. Use the **Library facility** effectively.
   e. Participate in **Co-curricular, Extra-curricular** and **sports activities** in planned and limited manner with prior permission.
   f. Attend all the **Pre-Placement Training classes** and **Placement** activities
   g. **Switch-off** lights and fans before leaving the class rooms.
   h. Not to write anything on desks, walls and boards. Safeguarding and preserving good environment is a mandatory requirement.
10. Students shall observe **self-discipline, cleanliness** and **punctuality**.

DECLARATION

We hereby declare that, we have read and understood all of the above instructions and agree **to abide by rules and regulations of the Institution and VTU.**

Signature with date:

               STUDENT   **PARENT/GUARDIAN**
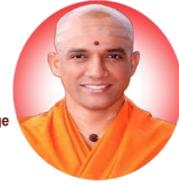
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www.sjcit.ac.in
Estd : 1986

INTERNAL QUALITY ASSURANCE CELL
Alumni Feedback Form

We shall be thankful to you and appreciate you, if you can spare your precious time to fill up this feedback form and give us your valuable suggestions for further improvement of the College. Your valuable inputs will be of great use to improve the quality of our academic programs and enhance the credibility of the Institution.

Name of the Alumnus			
Degree Studied [√]	BE	M. TECH	MBA
Branch			
Passing Year			
Current Employment / Professional Details			
Organization Working with			
Designation			
Joined Year			

Dear Alumni,
Please give your overall assessment of our Institute academics. Please rate us on following
Criterions: 1-Unsatisfactory (UN), 2- Satisfactory(S), 3- Fair (F), 4- Good (G), 5- Very Good (VG)

Sr. No.	Details	VG	G	F	S	UN
1	Admission Procedure					
2	Fee structure					
3	Environment					
4	Infrastructure & Lab facilities					
5	Faculty					
6	Project Guidance					
7	Quality of Support material					
8	Training & Placement					
9	Library					
10	Canteen Facilities					
11	Hostel Facilities					
12	Overall Rating of the Institution					
13	Alumni Association/ Network of Old Friends					

Please suggest any additional skills you want our Institution should focus on for grooming of students. All of your suggestions are most welcome

Suggestions:

Relevance of curriculum in your Job; if not, please specify the topics to be included in the syllabus which is relevant to your nature of job and also to the scope of programme.

_____
_____
_____
_____

Improvements in teaching and learning Process:

_____
_____
_____
_____

Any other suggestions/comments:

_____
_____
_____
_____
_____

Signature:

Personal Details:

E-mail   :

Mobile   :

Gender   :   Male   Female

Marital Status :   Married   Un Married

Present Status :   Higher study   Employed   Un Employed

Address   :

If doing higher studies Now, Country : _____

University   : _____

Degree   : _____

INTERNAL QUALITY ASSURANCE CELL

Parents Feedback Form
Department :_____

Student Details	Parent Details
Name: **Roll No:** **Reg. No:** **Degree:** **Branch:** **Year:** **Semester:**	**Name:** **Designation:** **Present Address:** **Mobile No:** **Landline No:** **E-mail ID:**

1. Are you satisfied with the quality of teaching offered by the Institution?

2. Does your ward / Institution inform you regularly about his / her performance?

3. Are you satisfied with the student discipline measures of the Institution?

4. The extent to which the following facilities satisfies (Please write Yes / No)

        Extracurricular & Co-curricular ☐

        Medical ☐

        Hostel ☐

        Library ☐

        Counseling & Guidance ☐

        Canteen Transport ☐

        Internet Facilities ☐

5. Are the Faculty / Wardens / Head appraise you about your ward : Yes / No

6. Are you satisfied with the evaluation process adopted in the Institution? Yes / No

7. Please give your valuable suggestions for improvement of the Institution

      1.

      2.

Signature of the Parent

SJC Institute of Technology, Chickballapur – 562 101
Faculty - Self Appraisal/Evaluation

Name of the Faculty	Designation	Department	Date of Joining	Appraisal Year

What are the Unique Features of SJCIT as noticed/observed by YOU?

a. e.

b. f.

c. g.

1. Subjects Handled/Currently handling - Statistics (last Two years)

Sl. No.	Subject Code / Title	Class / Section/ Strength	Result (Pass %)	Appraisal (%)
1				
2				
3				
4				
5				
6				

Self-Assessment on Appraisal (Please list the major points in which you are weak)	Action plan for improvement
1. 2. 3.	1. 2. 3.

2. Laboratories Handled so far:

Sl. No.	Laboratory	Pass %	Specific Contributions	Any Steps to Improvement
1				
2				
3				
4				
5				

3. **Additional Skills/Knowledge Acquired**
    a.
    b.
    c.
4. **Specific Contributions to the Department/Institution**
    1.
    2.
    3.
5. **Inclination towards Creative Thinking and Research**
    1.
    2.
6. **Use of facilities like Library/Digital Library at SJCIT**
    1.
    2.
7. **Use of Black Board and other Teaching aids for effective delivery of Lecture**
    1.
    2.
8. **Any specific Complaints on your performance by students/colleagues**
    1.
    2.
9. **Any specific Appreciations on your performance by students/colleagues**
    1.
    2.
10. **SWOC Analysis**

Strengths (at least THREE): 1. 2. 3.	Weaknesses (at least TWO): 1. 2.
Opportunities (at least THREE): 1. 2. 3.	Challenges (at least TWO): 1. 2.

11. **Attitude (Professional / Personal)**

Professional	Personal
1. 2.	1. 2.

12. **Please rate on the following (on a scale of 1-10):**

Loyalty to the Institution	
Loyalty to the Profession	
Involvement in the Profession	
Availability in the Campus	
Availing Leaves	
Satisfaction on working Environment	

Satisfaction on your Performance	
Satisfaction about the Facilities	
Satisfaction on Welfare schemes	
Satisfaction on your Abilities	

In completing the self-assessment, please indicate the extent to which you engage in the listed teaching "best practices". Use the following scale: N - Never, S - Seldom, P - Periodically, C - Consistently

How Often?	Variety and Pacing of Instruction
	Uses a variety of instructional methods
	Allows adequate wait time when asking questions
	Responds to wrong answers constructively
	Draws non-participating students into activities/discussion
	Asks probing questions when student answers are incomplete
	Mediates conflict or differences of opinions
	Uses active learning strategies (group work, paired discussions, polling)
	Allows sufficient time to complete in-class assignments
	Provides opportunities for students to practice what they have learned

How Often?	Organization of Lecture
	Begins and ends class on time
	Relates this and previous class(s) or provides students with opportunity to do so
	Provides and follows an outline or organization for the class session
	Has all necessary materials readily available
	Uses effective transitions between class topics
	Conveys the purpose of each class activity or assignment
	Completes the scheduled topics
	Summarizes periodically throughout and at end of class or prompts students to do so
	Previews by connecting current content to future classes
	Takes attendance throughout the semester

How Often?	Presentation Skills
	Communicates audibly and clearly
	Establishes and maintains eye contact with students
	Varies pace and tone to keep students alert
	Uses positive and appropriate humor
	Incorporates various instructional supports (diagrams, ppts)
	Responds to changes in student attentiveness
	Handouts (easy to follow)

How Often?	Clarity
	Notes and explains new terms or concepts
	Elaborates or repeats complex information

	Uses examples to explain content
	Makes explicit statements drawing student attention to key ideas
	Pauses during explanations to ask and answer questions
	Relates new ideas to familiar concepts

How Often?	Instructor-Student Interaction
	Attends respectfully to student comprehension
	Asks questions to students that challenge them to think more deeply
	Invites student participation and comments
	Incorporates student responses when appropriate
	Encourages students to respond to their peers throughout the discussions
	Treats students with respect
	Uses positive reinforcement to encourage student participation and
	Encourages students to interact civilly/respectfully with each other
	Addresses potentially disruptive behaviors before they impact

What went well in the Classes that you handled?

How might you improve on your current teaching practices?

Please list any Professional Development workshops that you feel would help you improve Your teaching skills.

Describe your involvement in discipline, department and college activities which may include but are not limited to: evaluation of student performance, curriculum development, sponsorship of co-curricular activities, college or department committee work, faculty meetings or in-service training or staff development

Signature of the Faculty with date   **Signature of HOD**

SJC Institute of Technology, Chickballapur – 562 101
Weekly Class Teacher Diary/Report (FYE)

Class/Sem: **Section:**   **Class Teacher Name:**

Week: 1/2/3/4/5/6/7/8/9/10/11/12/13/14

Subjects	Coverage of Syllabus			Tutorials/Assignments Given	Deviations from the Schedule/ Alternate Arrangements	Absentees
	#Units/Modules	%	#Classes Held			
Sub1						
Sub2						
Sub3						
Sub4						
Sub5						
Sub6						
Lab1						
Lab2						

Signatures

Class Teacher   **HOD**   **Coordinator**   **Principal**

INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting held on

Agenda:

1. Result analysis
2. Skill set enhancement programmes for students/faculty
3. FDPs in all departments
4. Faculty appraisal
5. Placement related

The following points were discussed in the meeting:

- ➤ Principal formally welcomed all the members and appraised about the agenda points
- ➤ HODs of each department presented the result analysis of their department and also made the comparative result analysis with respect to nearby competitive institutions and at university level.
- ➤ Principal advised all HODs to have the corrective measures to improve the results and standing of our Institution at university
- ➤ Placement Officer gave the feedback from the employers about the skill demands from industries, accordingly, Principal told all HODS to organize various skill enhancement programmes for students so as to prepare them for industry needs.
- ➤ It was proposed to organize at least one FDP in every department per semester to enhance the subject knowledge of our teachers focusing on recent trends in the respective disciplines
- ➤ It was resolved to make a thorough analysis on the feedback from students on teachers and prepare an action plan for the same
- ➤ It was proposed to streamline and strengthen the activities of placement cell so as to prepare the students industry ready.
- ➤ Principal insisted on upholding the quality in all the activities of the institution in order to increase the visibility of the Institution.
- ➤ Meeting was concluded with remarks by Principal.

Members of IQAC:

Chief Patron	Paramapoojya Jagadguru Sri Sri Sri Dr. Nirmalanandanatha Maha Swamiji.	
Patron	Poojya Sri Sri Mangalanatha Swamiji	
Chairperson	Dr. G T Raju	
Registrar	Mr. Suresha J	
Chief Coordinator-IQAC	Dr. B N Shobha	
HOD of CSE	Dr. Manjunath Kumar	
HOD of ISE	Prof. Satheesh Chandra Reddy	
HOD of ME	Dr. Ranganath	
HOD of CV	Dr. Narayan G	
HOD of AE	Mrs. Deepa M S	
HOD of AS	Dr. Madhusudan	
HOD of MBA	Dr. I G Srikanth	
HOD of Phy	Dr. Rajashekar	
HOD of Chem	Dr. Manjunath M N	
HOD of Maths	Dr. Srinivasa Reddy	
External Member		
Nominee from Alumni		
IQAC Coordinators		

IQAC Coordinator   **Chairperson**   **Patron**

Name of the Faculty: Dept: Subject:

Exercise - 1: **Write down at least TWO questions for each Learning level from the Subject that you are currently Teaching** (Upto TWO units)

Level	Learner Action	Question Cues	Sample Questions from the Subject you are Teaching now
Knowledge	Recall content in the exact form that it was presented. Memorisation of definitions, formulas or procedures	List, define, label, identify, name, State	1. 2.
Comprehension	Restate material in their own words or can recognise previously unseen examples of a concept.	Describe, Explain, categorise, Discuss Summarise	1. 2.
Application	Apply rules to a problem, without being given the rule or formula for solving the problem.	Apply, calculate, illustrate, solve	1. 2.
Analysis	Break complex concepts or situations down into their component parts and analyse how the parts are related to one another.	Analyse, compare, separate, order	1. 2.
Evaluation	Concerned with the ability to judge the value of material	Assess Decide Rank Judge	1. 2.
Create	Ability to put parts together to form a new whole. May involve the production of a unique product/experiment	Create Design Invent, What if	1. 2.

Exercise - 2: **Identify the Bloom's Levels for each of the following Question types**

Question type	Description	Blooms levels
True/false	Present a statement and prompt the student to choose whether the statement is truthful	
Matching questions	Involve paired lists that require students to correctly identify or "match," the relationship between the items	
Multiple-choice	Ask students to choose from a list of possible answers. Most multiple-choice questions feature one correct answer and two to four "distractor" choices that are not correct.	
Calculation	Present a statement which includes variables from a formula that is being assessed.. Can also test understanding of dimensions appropriate to the calculation. Can also handle inexact responses - so making students aware of the precision of answers.	
Essay/Short notes	Like short-answer, are constructed-response questions. However, essay answers are typically much longer than those of short-answer, ranging from a few paragraphs to several pages.	
Problem based	Students are asked to interpret information and make an informed decision as to what further information is required so that judgements, decisions and course of action can be decided upon.	
Simulation testing	Use of a simulation capable of testing (in a controlled way) a student's ability to carry out a process.	
Performance	Examination by performance raises particular difficulties of assessment and documentation. Performance-based assessments test the student's interpretation and presentation of material Students are also assessed on their ability to work as a group and to communicate to an audience.	

24 Brand Building for SJCIT

Aim: To identify the ways to build a *"Brand"* for **SJCIT**.

- What are all the *factors* that are *involved* in building a **Brand** for **SJCIT**?
- What are all the *factors* that can *support* to build a **Brand** for **SJCIT**?
- What are all the basic *Building Blocks* of **Brand Building** for **SJCIT**?

1. Introduction:

Environmental changes such as privatization, decentralization, internationalization and increased competition have an effect on higher educational Institutions. Branding of education is gaining momentum with increasing number of private Institutions, change in people's attitude towards education and changing scope for the different courses being offered. Education is a service, thus it is an experiential and intangible in nature. So, branding in education has to be based on the "experience" and employability" aspect. Brand and academic quality of an Institution of higher education are interrelated criteria to attract the right talent both as faculty members as well as the students. Brand building is an integral aspect of personal and Institutional development. It not only increases the voice and consumer awareness of a brand, but it also gives it an identity and worth. In the following sections, we define brand building and the factors that affect and support it especially for SJCIT. This is an outcome of the meeting of Staff, Professors and HODs with the Principal on the topic "**Brand Building for SJCIT**".

2. What Is Brand Building?   **Brand building** is a *process of creating value to all of our Consumers*. It encompasses all things that our consumers know, feel and experience about our Institution in its entirety.

Brands are a signal of quality. In particular, higher education brands may be used to send a strong signal to potential students about the quality and credibility of the institution. Potential students may then use these cues to assess the attractiveness of a number of Institutions. A good brand should not only resonate with external audiences (thereby polishing the Institution's image), but should also speak to internal audiences (i.e. faculty, staff, students, donors, etc.) and instill pride in the Institution.

Factors that have direct affects on Branding:

- The behavior of our Students and Staff members (Attitude)
- Student service levels and facilities (Hostel, Library, Sports, Health., etc.,)
- The state of the buildings and facilities on campus (Infrastructure)
- The research output by our academics
- The advertising efforts of different sections of the Institution, as well as the institution as a whole
- Events and exhibitions staged by different departments (these may include conferences, student competitions, community outreach programmes, etc.)

3. **Some of the key steps to successfully brand our SJCIT**:

- ❖ Having a creative **logo** and **tag line** that lets our SJCIT to occupy the minds of our customers.

- ❖ Focusing on **public relations** that creates a sense of belonging through engagement.

  - ➢ Staff, faculty, administrators and students all play a key role in delivering an Institution's brand promise.

  - ➢ Engagement through our web site, social media, video, local cable TV/media, Open house etc.,

- ❖ Building a brand promise based on academic offerings, student experience or an Institution's prestige.

- ❖ Developing brand strategies that reflect the emotional and psychological dynamics of our Institution as a whole. (alumni, staff culture, student experience, recruitment efforts, instructor reputation, faculty engagement and community relations).

- ❖ Building an emotional brand experience that creates loyalty (High retention rate)

4. **Factors** that *support* to build a **Brand** for **SJCIT**

- Having a Brand Shop within the campus (Store that contains all the most frequently used items like Pen/Pencil, Notebook, Blue book, Bag, T-shirt, Scribbling pads etc., with the Brand Name SJCIT)
- Display about profile of the Institution with the achievements at prominent places through posters or social media or website
- Display of Quality Policy/Slogan everywhere within the campus and in all our advertisements, events(conferences/seminars etc.,) and presentations
- Conduction of one day Induction Training for incoming Students and Faculty, giving an overview of BGS group of Companies, ACU, SJCIT achievements, SJCIT best practices, SJCIT policies, SJCIT services/offerings, SJCIT expectations, SJCIT Discipline related issues and follow-ups etc.,
- Conduction of meetings with all our stake holders (Students, faculty, Parents, Recruiters/Companies) on regular basis for obtaining feedback about our services and to use this in improving our performance
- Conduction of Conferences/Seminars/Symposiums/Inter-Collegiate Events/workshops etc., on regular basis
- Collaboration with Industries, Universities, Agencies etc.,
- Encouraging our Students to get admissions for their higher studies at world class or internationally renowned Institutions like National University Singapore(NUS), IISc, IITs and Universities abroad
- Continuous improvement in providing basic facilities and Infrastructure of repute
- Providing quality ID cards for Students and Staff, signboards, quality bluebooks, etc.,
- Knowing our nearest Competitors' strengths and weaknesses, working on them
- Frequent workshops for attitude building leading to Institution ownership
- Adopting nearest Bus stops, Public Schools and Parks

- Recognizing the Rank and Distinction getters
- Encouraging rigorously the Industry-Institute Interactions leading to get internships for students
- Bringing loyalty by a way of willingness to accept and excel
- Regular interactions with our proud Alumni and recognizing the distinguished Alumni
- Providing visiting cards to all our faculty members
- Having display about BGS accomplishments on compound walls of SJCIT and at other prominent places wherever necessary

5. Basic Building Blocks of Brand Building for SJCIT

- Quality in Teaching (Teachers)
- Quality in Input (Students)
- Quality in Research and Consultancy Services
- Quality in Infrastructure and basic facilities (Library, Laboratories, Classrooms, Seminar halls, Staff rooms, Stores, Hostel, Transportation etc.)

6. Conclusion

The power of a brand lies in the minds of our students, Faculties, Parents and Companies perceptions: what they have learned, heard, felt or seen as a result of their experience overtime. Ultimately our *students, faculties, parents and the companies* are the brand ambassadors who determine what our brand means. Hence taking care of all our stake holders matter a lot in branding SJCIT.
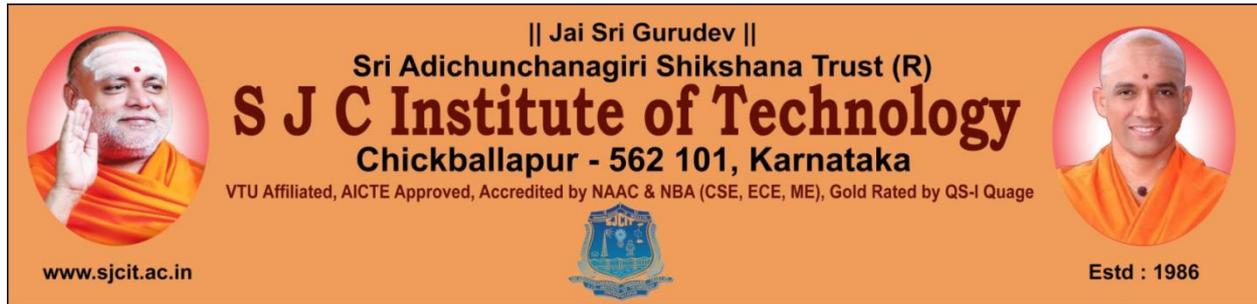
VISION

Preparing Competent Engineering and Management Professionals to Serve the Society

MISSION

- ➤ Providing Students with a Sound Knowledge in Fundamentals of their branch of Study.
- ➤ Promoting Excellence in Teaching, Training, Research and Consultancy.
- ➤ Exposing Students to Emerging Frontiers in various domains enabling Continuous Learning.
- ➤ Developing Entrepreneurial acumen to venture into Innovative areas
- ➤ Imparting Value based Professional Education with a sense of Social Responsibility.

OBJECTIVE

- ➤ To commit & strive continuously to impart Quality Education in Engineering, Technology and Management by achieving Excellence in Teaching, Training & Research to serve Industry and Society

CORE VALUES

Integrity, Dedication, Compassion, Self-discipline, Spirit of Teamwork and Spirituality

26 Strategic Plan

**To be elevated to the status of an "Autonomous Institution" by 2025
and "Deemed to be University" by 2030**

Future Plans

- Two plans for the Institution

    - **Immediate Plan**
    - **Five Year Plan**.

Immediate plan:

- ➢ NBA/NAAC accreditation for all undergraduate and postgraduate programmes
    - ✓ Previously, UG programmes such as CSE, ECE, ME departments got accredited by NBA for about three years (2018 - 2021) and now preparing for re-accreditation.
    - ✓ UG programmes: AE, Civil and ISE have to be considered for accreditation.
- ➢ Set up Strategic Educational and Professional goals with specific **Objectives** for improving the **QUALITY** of workplace
    - ✓ Enhancement of the quality of our incoming students, staff and all stakeholders by recognizing and developing competencies
        - Increase the **Quality of Input**
        - Better Teaching Staff - Implement the policies applicable to Staff in full
    - ✓ Improve the academic ambience by reshaping the outlook of existing infrastructure
        - Equip laboratories and workshops with the modern and latest equipments and provide all modern amenities and teaching aids (charts etc.,) at academic areas such as library, class rooms, seminar rooms, etc.,
- ➢ Expansion of **Office** (Administrative) Staff
    - ✓ Annual Intake has now crossed 850
- ➢ Strengthening the Placement activities
- ➢ Strengthening the R&D activities and Consultancy Services
    - ✓ Increase the number of interdisciplinary research activities within the Institution and with other Institutions/R&D Organizations
    - ✓ Fetch Research grants and Strengthen the existing laboratories with active involvement and participation of the industry
- ➢ Improvements in Infrastructure
    - ✓ To have fully furnished Conference Halls with varied seating capacity: 300, 600, 900
    - ✓ To have separate **Administration** and **Library** Block

Five year plan:

- ➢ The objective of the **Five year plan** *'SJCIT by 2027' is to provide the strategic framework for SJCIT over the next five years.*
  - ▪ Upgrading the Institution to the status of a modern and well equipped Institution
  - ▪ Increasing the visibility of SJCIT locally, regionally and nationally
  - ▪ Continuous improvement in all aspects of the undergraduate and postgraduate programmes.
  - ▪ To have a greater range of degree courses and a close liaison with industries

Preamble

- ❖ The work of the SJCIT flows from these plans and we will be working closely to ensure that the Institution provides national leadership in education and research in its fields of endeavor.
- ❖ These plans have to be executed in phases to provide technical education in the basic and specialized fields in the time to come.

Students

- ❖ As we strive to produce the highest quality engineering graduates, we must also work to improve the quality of our incoming students. It is very important to attract high-quality candidates for SJCIT.

Faculty

- ❖ SJCIT is committed to recruit highly qualified and best suited faculty for imparting education to its students. Also, committed to retain high quality faculty that have proven success and/or considerable potential for developing high impact research programs supported by external funds

Facilities

Library

- ‐ Currently, the library is catering the needs of existing courses.
- ‐ Planned
  - ‐ to have Digital library and strengthen Departmental libraries
  - ‐ to provide on-line accessibility to the various libraries of repute in India and abroad

Training & Placement

- ‐ A central placement cell has been established for arranging the training and placement activities. The cell is in constant touch with the industrial houses and is entrusted with the responsibility of arranging on and off-campus interviews for students with the executives of the industry and projecting the students by highlighting their achievements and potential for delivering goods as per the requirements of the industry.

Activities

- SJCIT provides opportunities and encourage its students to participate in the extracurricular activities such as NCC, NSS, youth welfare and cultural programmes, debates, tech fests, sports etc. Their interaction with the other students of the University in such programmes is bound to contribute towards their overall personality development.
- Several clubs dealing with various activities such as Technical, Cultural and Literary etc. have been formed by the students so as to bolster a holistic development of the student's personality.

Extension Series Lectures, Workshops/Conferences/STTPs

- A constant active interaction with the industry has to be promoted by holding regular extension lectures from technical experts from the industrial houses and the frequent visits of the students to the industry, assigning the field/project work to the students and organizing workshops and seminars on various specific themes.

Research and Development Centers

- The research centers and programs in the Institution foster collaborative, cutting-edge research that transcends traditional departmental boundaries.
- We need to cultivate existing centers, identify promising research areas and promote the activities necessary to win research grants.

Mentor students and provide experiences for future career paths
- If we want to produce students who will excel in their career development, we must increase faculty mentoring of undergraduate students with respect to research, career development, professional opportunities and responsibilities.
- We have to educate students about graduate and professional practice.
- We have to expand opportunities for experience-based learning, both intramural research/design, etc. and extramural co-op programs and internships. These activities can have major benefits not only for the students involved, but also for recruiting, improved interaction with industry and increased impact on the engineering community.

Visibility of the Institution

- The Institution shall improve its visibility and impact with alumni, public, government, industry and the science and engineering community
    - This effort should be focused on a broad range of groups that have a vested interest in the success of the Institution such as alumni, public and Govt.
    - In addition, it is necessary to raise the awareness and the impact among potential supporters in industry and government and further raise the reputation of the Institution for excellence within the science and engineering community.
    - The primary aim of these activities is to attract higher quality students at both the undergraduate and graduate levels and to improve the Institution's ability to attract and retain outstanding faculty.
    - To this end, each department shall establish and utilize an **external advisory board** and increase the involvement and active participation of their alumni.

- An increased awareness of the academic excellence in the Institution on the national level may lead to a rise in the international prominence of our programmes.
  - Focus on students and faculty initiatives towards their outstanding achievements. Recognize and reward them.(Excellence awards for Teachers and Students)
- The Engineering Outreach Program shall be introduced to enhance the Institution's reputation in the community.

STRATEGIC PLAN - 2027

- **Infrastructure planning**
  - **Admin Block**
    - President's room, Trustees room, Board room, Principal's room, Registrar's room, Office/administration rooms/Counters
  - **Library Block**
  - **Additional Hostels for Boys and Girls**
  - **Staff Quarters / Guest house/rooms for at least 24 guests**
- **Financial planning**
  - Library
  - Student activities
  - Faculty activities
  - Departmental
  - Sports
  - Transportation
  - Infrastructure
  - Miscellaneous
- **New programme/Courses**
  - **Under Graduate**
  - **Post Graduate**

<u>Strategic Goals with Specific Objectives to Achieve by 2027</u>

GOAL 1:   *Enhancement of the quality of our graduates.*
One of our primary products is the graduates we produce. Our goal is to provide educational opportunities that adequately prepare our graduates for professional practices. Graduates are expected to be innovative, creative and should rank among the top engineering graduates in the nation.
To achieve this goal, we will:
- Increase passing rates, confidence level and research opportunities
- Improve Skill set
- Outreach to honor students
- Change in Admission criteria and impaction

Teamwork will become part of the culture in SJCIT

GOAL 2:   *Helping the students, faculty and staff reach their educational and professional goals through experiences beyond the classroom.*
We believe that a significant portion of educational opportunities afforded to students at SJCIT can be found in experiences that occur beyond the four walls of a classroom. The wise and empathetic advising is critically important for both students and staff. This requires interactions with a knowledgeable and experienced people in the field.
To achieve this goal, we will:
- Increase participation of students in pre-professional experiences, including internships, academic research, national professional organizations, national engineering and design competitions and service-learning projects.
- Provide effective curricular, professional and Institution life advising to all students through a combination of peers, professional advisors and faculty.
- Increase participation of faculty, staff and graduate students in professional development activities, research and entrepreneurship skills.
- Identify and develop strategies to assist staff in their professional and career development

GOAL 3:   *Improving the quality of the workplace for all stakeholders by recognizing and developing competencies.*

The primary asset of the Institution is the quality of its faculty, staff and students. We are committed to create an environment where our faculty, staff and students can work most effectively.

To achieve this goal, we will:
- Increase the diversity of our faculty
- Implement a variety of faculty, staff and student awards to recognize achievements and commitments to the Institution's mission and culture.

GOAL 4:   *Identify space needs and available space in existing buildings and propose solutions.*

- Additional faculty rooms
- Additional laboratory space to support projects and special student projects, particularly those that require fabricating objects out of metal, wood, composites, concrete and other materials
- Additional laboratory space to support new and upgraded instructional and research capabilities

Distinctions/Differences

- The primary goal is to continuously improve all aspects of the undergraduate programme. In doing so we wish to develop and maintain programs that distinguish us from our regional and national competitors, improve teaching and learning in the Institution, enrich the undergraduate programme and assure an excellent work environment.
  The undergraduate programs shall be distinguished by
    o a low student-faculty ratio
    o a philosophy that promotes excellent access to faculty and opportunities for one-to-one learning
    o Well-equipped laboratories that enable students to gain hands-on experience.
    o adding value and innovation to engineering projects and collaborations,
    o identifying and addressing significant problems and opportunities,
    o learning and broadening professionally and as global citizens throughout life
    o engaging with critical stakeholders, high performance teams and knowledge networks,
    o celebrating diversity and respecting differences in ideas, people and cultures
    o leading from a global perspective and commitment to a sustainable future

Expected Attributes of SJCIT ENGINEER

- **ABILITIES:**
  - Leadership, Teamwork, Communication, Decision making
  - Work effectively in diverse and multicultural environments
  - Work effectively in the global engineering profession
  - Synthesize engineering, business and societal perspectives
- **KNOWLEDGE AREAS:**
  - Science and maths, Engineering fundamentals, Analytical skills
  - Open-ended design and problem solving skills
  - Multidisciplinary within and beyond engineering
  - Integration of analytical, problem solving and design skills
- **QUALITIES:**
  - Innovative, Strong work ethic
  - Ethically responsible in a global, social, intellectual and technological context
  - Adaptable in a changing environment
  - Entrepreneurial, Curious and persistent continuous learners

Advisory Board

To advise the Principal on:

- Strategic plans for the Institution as a whole, including research and education priorities, projects and programs and the resource allocation that would best support them.
- Personnel and infrastructure planning and Implementation within the Institution
- Develop and implement policies, procedures, strategies and resources that will encourage and support research activities within the Institution.
- Identify future directions in research and the emerging research profile of the Institution and ensure that research strengths inform the educational programs.
- Establish priorities for large-scale investments in existing research and in new directions for research and establish time-frames for investment.
- Implement Institution policies in relation to undergraduate and graduate programs including admission, enrolment, academic performance, assessment, results, prizes, scholarships and other related statutory matters.
- Identify future directions in education and ensure that educational programs are aligned with research strengths.
- Develop other educational programs including, but not limited to, outreach programs, market-driven programs and cross-campus collaboration programs.

Conclusion

The SJCIT plan is bold and assertive, committing us to lead in engineering education; deepen our research capabilities and grow creative discovery; inspire action and innovation by our faculty, staff, students and alumni; and focus on quality and flexibility while managing change. This cannot be done alone, but must be done in collaboration with others across our Institution and with our academic, institutional, industrial and government partners; and our friends worldwide.

"Going from Good to Great"!!!!!!

Chief Coordinator
SJCIT-IQAC

Principal
S.J.C. Institute of Technology
Chickballapur-562101.

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