

INSTITUTE POLICY



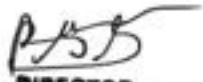
STANDARD OPERATING PROCEDURE

Bridging process-practice gap is a critical element of strategic planning. In its forward drive to become an institution of eminence, a carefully thought out department standard operating procedure (SOP) has been prepared that captures all activities of functioning of a program department.

All program departments shall adopt the standard operating procedure (enclosed herewith) as well as the standard document templates accompanying the procedure. This will set the base for unified operations within the institution as well as create a central repository for all institutional data thus ensuring that process-practice gap is eliminated.

By Order




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COLLEGE OF ENGINEERING

**VIJAYARAM NAGAR CAMPUS, CHINTALAVALLASA
VIZIANAGARAM - 535005**

STANDARD OPERATING PROCEDURE

**INTERNAL QUALITY ASSURANCE
CELL**



I. INTRODUCTION

In order to facilitate smooth functioning of the departmental activities, several different cells/committees need to operate within the department, each with a coordinator and a team of staff, to monitor the execution of the designated activity. The following are the different cells created within the department:

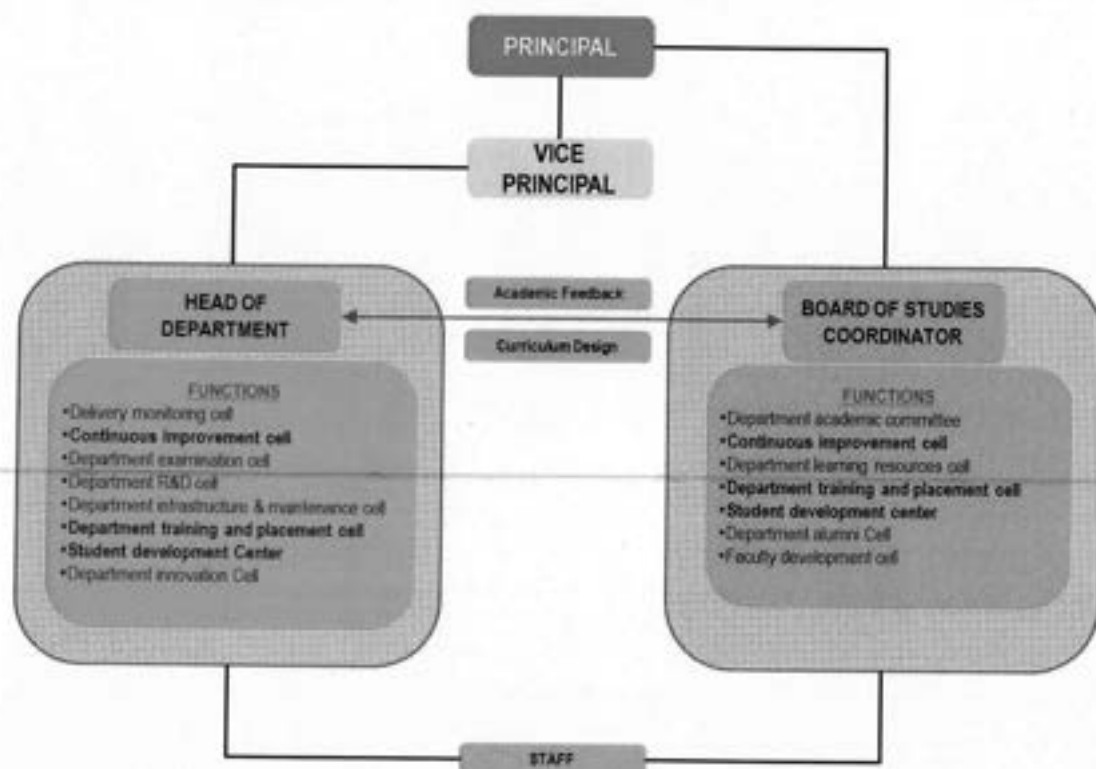
1. Departmental Academic Committee (DAC) – Curriculum design
2. Delivery Monitoring Cell (DMC)
3. Quality Improvement Cell (QIC)
4. Departmental Examination Cell (DEC)
5. Departmental R&D Cell (DRDC)
6. Departmental Infrastructure and Maintenance Cell (DIMC)
7. Departmental Learning Resources Cell (DLRC)
8. Departmental Training and Placement Cell (DTPC)
9. Student Development Centre (SDC)
10. Faculty Development Cell (FDC)
11. Departmental Alumni Cell (DALC)
12. Departmental Innovation Cell (DIC)

HoD ■

BoS Coordinator ■

Both ■

The following shall be the functioning structure within the department:



All the members of the respective cells/committees are appointed for a period of two years on a rotational basis. In the sections that follow, this manual gives the standard operating procedure of the department which includes that of the various cells established within the department.



1. Departmental Academic Committee (DAC)

Structure

The DAC is set up with the following members:

- BoS Coordinator - Convenor
- 2-3 Senior faculty in the department

Responsibilities

- Curriculum design
- Establishing a network with experts from Industries, Alumni and Academia.
- Seeking regular feedback on Curriculum from all stakeholders
- Incorporating changes from time to time in consultation with subject experts/owners in the department and outside the institution.
- Seeking approvals at BoS meetings and forwarding the minutes to College Academic Council.
- Identifying the new technologies/areas where faculty needs training before delivering to the students and taking necessary steps to fill the gap.
- Finalising the Owners of all courses and allocating the task of Subject files preparation including the Course Information Sheet, Sample Lesson Plan etc.
- All BoS minutes should be forwarded to BoS Chairman, HoD of concerned department, all committee members, College Academic Council, and IQAC to present before auditing/ranking/accreditation agencies.
- Minutes should be provided to the requested party (authenticated only) on request.

Procedure

1. Establish a network with experts from various industries/premier institutions and diversified areas/domains. Prepare a list of experts.
Doc. No.: DS-1.1
2. Identify the emerging technologies and list out what needs to be included into the new curriculum.
3. Design Curriculum based on the structure as decided by the College Academic Committee.
4. Approval of Syllabus in BoS and minutes to be drafted and circulated to all the members of BoS, staff of Program Department(s), office of the Director, Principal & Vice-Principal.
5. Collect feedback from all stakeholders periodically i.e., once every academic year ends.
Doc. No.: TD-1.1 to TD-1.4
6. Identify the Owners of all the courses along with HoD for Subject File Preparation and other material and submit to the DLRC member in the department.



7. All the students of Third year (VI Sem) have to be divided into a batch of 3-4 members for mini projects. (Recommended Guidelines provided in appendix)
Doc. No.: TD-1.5
8. All the students of Final year have to be divided into a batch of 3-4 members for major projects. (Recommended Guidelines provided in appendix)
Doc. No.: TD-1.5

2. Delivery Monitoring Cell (DMC)

Structure

The DMC is set up with the following members:

- Head of the Department - Convener
- Class In-Charge – Co-convener
- Time-Table In-charge
- Feedback In-charge
- IQAC Member

Responsibilities

- Monitoring the smooth conduct of classwork (Class In-charge)
- Weekly & Monthly Attendance monitoring (Class In-charge)
- Monthly reports on syllabus coverage of all semesters (Time Table In-charge)
- Periodically (Monthly Once) monitor syllabus completion and report to HoD. (Time Table In-charge)
- Planning (Timetable In-charge) & monitoring (Class In-charge) for Make-up classes on monthly basis to assess completion of syllabus within stipulated time.
- Planning (timetable In-charge) & monitoring (class In-charge) of remedial classes for slow learners to cope-up for end semester examinations.
- Planning & conducting remedial classes for students having backlogs. (Course Coordinator)
- Collecting Semester-wise, Cycle-wise, Course-wise Feedback from students on learning outcomes (Feedback In-charge)
- Collect course outcome feedback after completion of semester course delivery. (Feedback In-charge)
- At the end of semester, the course files need to be collected from respective course coordinators. (IQAC Member)
- Monitoring the smooth conduct of Projects as per the defined process (Project Coordinator)
- Prepare an academic calendar for Project development timelines including reviews. (Project Coordinator)
- Conduct project reviews timely and continuous assessment has to be done promptly. (Project Coordinator)
- Identifying the course coordinators for handling the courses. (HoD)
- Place requisition to other departments for inter-department course instructors. (Time Table In-charge)



- Post-mortem report to be prepared by the Course Coordinator. (Lesson Plan vs Delivery, Course Feedback, Learning Outcome Feedback)
- All reports should be provided to the requested party (authenticated only) on request.

Procedure

1. Send a request to the respective department head for the deputation of course coordinators for interdepartmental courses (once a semester).
Doc.No. TD-2.1
2. Consolidate the departmental and interdepartmental courses and assign the course coordinator for departmental and interdepartmental courses by HoD. (once in a semester)
Doc.No. TD-2.2
3. The timetable in-charge prepares class time tables and individual course coordinator time tables (once in a semester)
Doc.No. TD-2.3
4. The class in-charge gathers weekly and monthly attendance data, identifies children with low attendance, and provides the information to parents and counsellors.
Doc No. TD-2.4
5. Monthly syllabus coverage for all semesters' courses has to be gathered by the timetable in-charge.
Doc No. TD-2.5
6. The timetable in-charge schedules make-up sessions once a month to gauge if the syllabus is completed in the allotted amount of time. (Whenever it is required)
Doc.No. TD-2.6
7. Remedial classes for slow learners are scheduled by the timetable in-charge to help them prepare for the end semester exams. (once in a semester)
Doc. No. TD-2.7
8. The course coordinator conducts remedial classes for slow learners to prepare for end semester examinations. (Weekly)
Doc. No. TD-2.8
9. The course coordinator conducts remedial classes for backlogged students
Doc.No. TD-2.9
10. The feedback coordinator collects feedback (2 times in each semester) from students on learning outcomes of courses offered in the semester
Doc.No. TD-2.10
11. The feedback coordinator collects feedback from students on Course outcomes at the end of each semester
Doc.No. TD-2.11
12. The feedback coordinator collects feedback from students on Program outcomes at the end of graduation (once in a year)
Doc.No. TD-2.12
13. Formation and circulation of project batches for various projects offered in the curriculum by project coordinator (once in a year)



Doc.No. TD-2.13

14. Preparation of project review schedules for different projects offered in the curriculum by project coordinator (once in a year)

Doc.No. TD-2.14

15. Continuous assessment of project reviews for various projects offered in the curriculum done by project coordinator

Doc.No. TD-2.15

16. Submission of post-mortem report on lesson plan vs delivery, course feedback, learning outcomes Feedback by course coordinator (once in a semester)

Doc.No. TD-2.16

17. Collection of course files from course coordinators by IQAC member (once in a semester)

Doc.No. TD-2.17 (Check List)

3. Quality Improvement Cell (QIC)

Structure

The QIC is set up with the following members:

- Head of the Department – Convenor
- IQAC Member – Co-convenor
- BoS Coordinator
- 1-Senior Faculty
- Class In-Charge
- T & P Member
- Time-Table In-charge

Responsibilities

- Adopt best practices
- Attainment analysis of all semesters. (Once a Semester)
- Analyse delivery plan of the course and gap analysis to be done. (Once a Curriculum Revision)
- Suggest for enhancements in delivery planning and other supplementary material for hand holding the slow learners. (Once a Semester)
- Collecting the analysis report on Remedial classes conducted by Course Coordinators. (Once a Semester)
- Prepare an action plan for the next semester's academic activities and checkpoints to minimise the failure cases. (Once a Semester along with HoD & Senior faculty)
- Analyse the Successfully completed (Degree) students and pass percentages of all semesters and prepare an action plan to improve the percentage of successful students' percentage. (Once a Semester)
- Obtain feedback on current curriculum gaps. (Once a Year)
- Analyse the feedback and recommend for curriculum refinements wherever required. (Once a Year)
- Introduction to new/emerging technologies laboratories wherever required. (Once a Curriculum Revision)



- Recommend for new infrastructural requirements for the department. (Once a Curriculum Revision)
- Analyse the placement index and suggest to improve the placement index along with average and highest packages offered by the industries. (Academic Year End)
- All reports should be provided to the requested party (authenticated only) on request.

Procedure

1. Prepare Action Plan for next academic year
Doc. No.: TD-3.1
2. Prepare impact of Remedial classes on semester end exams.
Doc. No.: TD-3.2
3. Prepare a consolidated report on feedback obtained about curriculum gaps.
Doc. No.: TD-3.3
4. Prepare placement index and measures to improve/set targets for next final year batch.
Doc. No.: TD-3.4

4. Departmental Examination Cell (DEC)

Structure

The DEC is set up with the following members:

- Head of the Department – Convener
- Examinations Incharge-1 – DEC – Co-Convener
- Examinations Incharge-2 – DEC (Optional for branches having more than 1 sections)
- Examinations Incharge-3 – DEC (Optional for branches having more than 2 sections)

Responsibilities

- Prepare and send the subject registration and galley of the students with subject wise registration to the main exam cell in the first two weeks after commencement of the course instruction.
- Get the subject and quiz question banks for all the courses from the respective teams (Approver, Reviewer and Framer).
- Update the status of question bank submission to the server at exam cell.
- Prepare the list of rooms, seating plan and absentee statements upon receiving the examination schedules for Mid, Online Quiz exams and Audit Course final examination from Central Examination Cell (CEC).
- Display the schedules in the notice board and share the same information through Email groups along with WhatsApp and others social media also.
- Print the absentee statements and arrange the answer booklets along with them as per the seating plan.
- Prepare the list of invigilators and coordinate smooth conduction of exams.



- On the day of examination, question paper generated from the server shall be printed for the distribution to students in the examination halls.
- Collect the Absentee statement along with the answer scripts from the respective invigilators and dispatch the answer scripts to the course coordinators for evaluation.
- Collect the evaluated answer scripts along with the Award list from the respective course coordinators.
- Consolidate award lists of MID exams and send them to CEC as per the format for uploading to the exam cell server.
- Prepare the list of students whose performance is not up to the minimum mark and send the list to DAC.
- Collect the semester exam applications from the student's end and submit them to the central examination cell.
- Prepare the list of rooms and share the same to the main exam cell upon receiving the semester end examination schedules from the central examination cell.
- Prepare the list of invigilators and coordinate smooth conduction of semester end exams.
- Send the Data books/supplement material to the main exam cell during semester end examinations.
- Send the semester end examination question papers to the respective chief valuers upon their appointment and follow-up on the submission of scheme of evaluation to CEC by concerned chief valuers.
- Prepare and coordinate the list of scrutinizers to the CEC after receiving the requirement from their end.
- Prepare schedules for external Laboratory examinations including internal examiners list.
- Coordinate the conduction of the external Laboratory examinations and ensure that scripts and award lists are submitted to CEC.
- Compile results of Semester end exams and prepare result analysis.
- After completion of the semester, all the internal examination scripts should be secured for about 3 academic years for reference and any other reasons.
- All reports should be provided to the requested party (authenticated only) on request.

Procedure

First Year:

1. Get the student details as per the format.
Doc. No: DS-4.1 (All details of the students as required for ECAP also)
2. Allotment of Enrollment (Registered) Numbers.
Doc. No.: DS-4.2 (Within 1 week from the date of final ratified list received from University)

All Years:

3. Prepare the List of students eligible for course work.
Doc. No. DS-4.3 (Within 1st week of Semester Starting)



4. Prepare List of registered students vs course list viz., gally and to be sent to the central exam cell.
Doc. No.: TD-4.1
5. Gally to be uploaded by the Central exam cell into BET Server.

Second Year:

6. Awareness session to be conducted to all the 4th Semester on Elective Verticals offered by the department along with the Major-Minor Degree & Honours Degree guidelines. (HoDs and Senior faculty should conduct the awareness sessions and all the faculty members should have awareness of the structure and degree programs offered by the department)
7. All the guidelines along with Terms & conditions and list of courses offered should be circulated to all the students.
8. The students option form regarding Elective Verticals, Major-Minor degree and Honours Degree should be taken from students during 4th Semester.
Doc. No.: DS-4.4 (By the end of 4th Semester)
9. The list of students to be prepared and sent to the central exam cell.
Doc. No. TD-4.2

All Years

10. Consolidated Attendance statement along with Detention and Condonation students' list should be circulated to Faculty members, Vice-Principal, Principal and Director along with the Central Examination Cell.
Doc. NO.: TD-4.3 to 4.6.
11. Collect the Continuous Assessment marks (mid exams) from all the faculty members after the completion of mid examination as per the template.
Doc. No.: TD-4.7
12. After the results are announced, a consolidated results statement should be prepared along with the List of Top 3 students and subject-wise Pass/Fail statement.
Doc. No. DS-4.5 to 4.7.

Final Year:

13. Project review evaluation marks should be obtained from Project Coordinator
Doc. No.: TD-4.7

5. Departmental R&D Cell (DRDC)

Structure

The DRDC is set up with the following members:

- Head of the Department - Convenor
- R & D Member – Co-convenor
- 1 Senior faculty
- IQAC Member



Responsibilities

- Prepare an action plan for the forthcoming academic year.
- Motivating faculty members for research publications
- Promoting projects and research that can be easily identifiable with the public and helpful to the local community and community at large.
- Identifying the thrust / emerging research areas and advice on the research processes and current technological practices.
- Faculty members are invigorated to apply for research projects to various funding agencies/sponsors.
- Faculty members are advised to undertake research leading to quality publications/presentations/invited talks/generation of IPR/Socially useful outcomes, etc.
- Faculty members are encouraged to publish their findings in SCI/SCIE/Scopus/peer reviewed journals indexed in reputed libraries that are considered by NAAC/NBA/ranking agencies.
- Book Chapter/Book publications/Research guidance etc., shall be encouraged.
- Departments are encouraged to organize conferences/seminars at national level to promote research activities.
- Faculty are encouraged to participate in Seminar/Workshop/Conference/Orientation Programme/Refresher Course/Faculty Development Programme subject to screening of the application through the Research & Development Committee.
- To foster interest and atmosphere among the staff members to take up Research projects and improve their knowledge, skills and qualifications by registering in PhD programmes for those who haven't acquired the degree.
- Networking with institutions of eminence for gaining access to use of their state-of-the-art facilities.
- Networking with industry for the purpose of sourcing consultancy opportunities in the form of expert advice, testing and analysis, code development, product design and development, work outsourcing etc.
- Networking with start-ups and MSMEs for design development or product development support, problem solving, employee training etc.
- Identifying the funding agencies
- Identifying the Research projects
- Review the progress of the research projects
- Efforts looking for additional resources for research infrastructure.
- Contributing towards the development of curriculum.
- All reports should be provided to the requested party (authenticated only) on request.



Procedure

1. Update the List of faculty members' contributions/achievements to the concerned authorities. (Periodical updation by respective faculty members).
Doc. No.: TD-5.1-5.3 (Template as per Vidvaan Portal).

6. Departmental Infrastructure and Maintenance Cell (DIMC)Structure

The DIMC is set up with the following members:

- Head of the Department - Convenor
- Purchase Committee – Co-convenor
- Maintenance Committee
- E-Services Committee

ResponsibilitiesPurchase Member

- Plan for the equipment to be procured and estimate the budget.
- Look after department budgeted items and initiate the procurement process.
- Send the proposal for the procurement of equipment after the approval of the budget.
- Coordinate with purchase committee members and request for quotation and complete the process of finalising the supplier by negotiations with the vendors who participated in the tendering process.
- Should manage the department's contingency fund.
- Take care of the department's contingent fund and submit the bills to the central office timely on a monthly basis to the central office for reimbursement.
- Updating Department stock register, article register, department (office) equipment register with the support of Jr./Sr. Asst. in the department and stock & maintenance registers shall be maintained by respective lab in-charges.
- Classrooms, ICT Tools & Labs and other amenities in the department
- All reports should be provided to the requested party (authenticated only) on request.

Procedure:

1. Update stock register as and when new stock is purchased.
Doc. No.: DS-6.1
2. Update article register as and when new item is purchased.
Doc. No.: DS-6.2
3. Update maintenance register as and when equipment maintenance (Preventive or upon Failure) is done.
Doc. No.: DS-6.3



7. Departmental Learning Resources Cell (DLRC)

Structure

The DLR is set up with the following members:

- Head of the Department - Convenor
- BoS Coordinator – Co-convenor
- DLRC In-charge
- R & D Member
- IQAC Member

Responsibilities

- Content Creation and Curation: (Subject/Course Expert & Review Team)
- Develop and curate high-quality digital learning resources, ensuring alignment with course objectives and pedagogical best practices.
- Collaboration with Faculty: (Subject/Course Expert & Review Team)
- Work closely with faculty members to understand course requirements, content needs, and instructional preferences.
- Digital Content Development: (Subject/Course Expert & Review Team)
- Design and create multimedia content, interactive modules, videos, presentations, and other materials to enhance engagement and learning.
- Keep track of the ICT tools used by the faculty while delivering the courses.
- Technology Integration: (Technical Team)
- Integrate educational technologies, content management systems, and online platforms to deliver and manage digital resources.
- Quality Assurance and Review: (Subject/Course Expert & Review Team)
- Conduct regular reviews of digital content to ensure accuracy, clarity, and alignment with educational standards.
- Accessibility and Usability: (Subject/Course Owner)
- Periodical update of the Subject file has to be done with the consent and approval of the subject owner.
- Ensure that digital content is accessible to all students, including those with disabilities, and that it's user-friendly.
- Professional Development: FDT
- Provide training and workshops for faculty on effective use of digital resources, technology tools, and best practices.
- Feedback Collection: (Subject/Course Expert & Review Team)
- Gather feedback from faculty and students to continuously improve content quality, user experience, and alignment with needs.
- Content Maintenance: (Technical Team)
- Regularly update and maintain digital resources to reflect changes in the curriculum, technological advancements, and emerging trends.
- Innovation and Research: (Subject/Course Owner)



- Explore innovative educational technologies, methodologies, and trends to enhance the learning experience.
- Data Analysis and Insights: (Technical Team)
- Analyse data on content usage, engagement, and effectiveness to inform decision-making and improvement strategies.
- Faculty Support: (Technical Team)
- Offer guidance and support to faculty in effectively using digital resources in their teaching.
- Student Support: (Technical Team)
- Ensure students have easy access to digital content and provide support for technical issues or challenges.
- Alignment with Curriculum: (BoS Coordinator - Convenor)
- Work to align digital content with the overall curriculum, program outcomes, and accreditation standards.
- Continuous Improvement: (BoS Coordinator - Convenor)
- Initiate improvement initiatives based on feedback, data analysis, and emerging educational trends.
- All reports should be provided to the requested party (authenticated only) on request.

Procedure:

1. Subject file
Doc. No.: CL-7.1 (Check List)
2. Course File
Doc. No.: CL-7.2 (Check List)
3. List of courses/modules for which modern tools are used.
Doc. No.: DS-7.1

8. Departmental Training and Placement Cell (DTPC)

Structure

The DTPC is set up with the following members:

- Head of the Department – Convenor
- T & P In-charge – 1 – Co-convenor
- BoS Coordinator
- T & P In-charge – 2 (Optional)

Responsibilities

- Collects and maintains the students' database for the purpose of T&P activities/drives.
- Does the training need analysis for all third year students. Basing on the same, plans for imparting the necessary skills such as soft skills, hard skills and technical skills.
- Responsible for identifying placement opportunities across reputed organisations.
- Make students register for the companies' assessment tests.
- Motivate students towards the companies visiting campus.
- Arrange for interaction with industry and bridge the gap between Institute and industry.
- Arranges for better conduct of industry – specific Training programmes



- Assists companies in the recruitment process by conducting interviews, group discussions, written tests etc. in the Campus.
- Analyse the deficiencies in students on the skill set required for the assessment tests of companies visiting the campus.
- Report to HoD & Dean T&P on areas in which the training is required for students.
- Monitor the performance of students in the mock/practice test and report department and send the reports to parents through the department office.
- Arranges the special sessions for providing the contemporary trends and development in the technologies and tools to the students
- The Training and placement Cell conducts lectures on personality development communication skills and conducts mock sessions for improving presentation skills.
- Plan, design, and impart Soft skills to the students.
- Plan, design and impart personality development to the students.
- Plan, design finishing schools for the students.
- Coordinates with the Training Officer for identifying the training requirements related to Soft and communication skills.
- Counsel the students on placement aspects.
- All reports should be provided to the requested party (authenticated only) on request.

Procedure

1. Get the data on Students who are eligible for placements (CGPA till VI Semester should be calculated and considered as eligibility criteria.)
Doc: DS-8.1
2. Circulate the list of students eligible among the students for final verification. After the student's get selected for a placement, their data should be prepared.
3. After the process is completed, a final database has to be updated with company and package details.
Doc: DS-8.2

9. Student Development Centre (SDC)

- NSS/NCC
- Cultural committee
- Student Clubs
- FYFP and others

Structure

The SDC is set up with the following members:

- Head of the Department – Convenor
- SAC In-charge – 1 – Co-convenor
- BoS Coordinator
- SAC In-charge – 2 (Optional)



Responsibilities

- To plan, conduct all sports in the college including competitions
- Train students for inter college and inter university, state and national level competitions
- Monitor and maintain the discipline in student players
- For up keep of all playgrounds, sports equipment,
- For scheduling all the related activities without affecting the class/Lab work, examination schedules.
- To give System of development of sports and extracurricular activities
- To plan and monitor the maintenance of all the infrastructural facilities related to sports and games
- To Organise competitions of Intramural, Republic Day Cup, Fresher's Day Cup, Independence Day cup etc.,
- To Organise Inter collegiate tournaments.
- To Coach players to participate in All India Inter University and various Inter collegiate meets.
- The committee is responsible for:
 - Event planning
 - Scheduling the events
 - Budget planning
 - Ensuring maximum possible participation
 - Coordinating the student activities
- All reports should be provided to the requested party (authenticated only) on request.

Procedure

1. Collect the data from students regarding their interests on extracurricular activities through option form.
Doc. No.: TD-9.1
2. Maintain student activities list
Doc. No.: DS-9.1

10. Faculty Development Cell (FDC)Structure

The FDC is set up with the following members:

- Board of Studies Coordinator – Convenor
- FDC In-charge – Co-convenor
- BoS Coordinator
- IQAC Member

Responsibilities

- Identify training needs for faculty members on emerging technologies.
- Coordinate training needs with curricular requirements
- Prepare an action plan for the forthcoming academic year.



- Propose additional student related add-on training facilities to cater the needs of industry readiness. (train the trainer programs)
- Identify the training needs on Learning Management systems (viz., MOODLE, Canvas etc.) multimedia tools, online assessment platforms and other educational software for faculty members.
- To organise FDPs, Seminars etc., on various topics related to Teaching methodologies, curriculum design, assessment strategies, and technology integrations.
- All reports should be provided to the requested party (authenticated only) on request.

Procedure

1. FDC members collect the faculty and student lists at the beginning of the academic year.
Doc. No.: TD-10.1
2. FDC members prepare documents related to faculty qualifications, Experience, S/F ratios, and Retention.
Doc. No.: DS-10.1 to 10.4
3. FDC member prepare an action plan for the forthcoming academic year based on training needs on learning management systems (e.g., Moodle, Canvas), multimedia tools, online assessment platforms, and other educational software for faculty members
Doc. No. TD-10.2
4. FDC member prepares a list of workshops, seminars, webinars, and training sessions organised on various topics related to teaching methodologies, curriculum design, assessment strategies, research methods, technology integration, and more for faculty members
Doc. No.: DS-10.5
5. The FDC member regularly monitors the updating of workshops, seminars, webinars, and trainings attended by faculty
Doc. No. DS-10.1 to 10.4
6. The R&D member in collaboration with FDC member shares information about the research equipment's/ resources available in the department at the beginning of the academic year
Doc. No.: DS-10.1 to 10.5
7. The R&D member regularly monitors the updating of faculty research publications and other research-related documents
Doc. No. DS- 10.6
8. After each academic year, the R&D member will compile a list of faculty members who have met the criteria for financial compensation and send it to Principal for approval
Doc. No. DS- 10.7
9. The R&D member will notify all department faculty of impending opportunities to apply for funding for research initiatives



10. The R&D member collects the project proposals prepared by the faculty and arrange a meeting with Principal for the necessary approval
11. The R&D member coordinates with the lab's in-charge to schedule time for students to use research equipment and oversees the department's testing and consulting operations
12. The R&D member provides a comprehensive document detailing the allocation of testing costs to the respective institute, faculty, and technical person
13. After each academic year, the R&D member compiles a comprehensive report on the success of the professors in their research endeavour
Doc. No. TD-10.3
14. Research activities for the upcoming academic year are planned by the R&D member after consultation with all of the department's professors
Doc. No. TD-10.4
15. In consultation with the person in charge of the research equipment, the R&D member develops a budget proposal for maintenance and an action plan for the procurement of new research equipment/software
Doc. No. TD-10.5

11. Departmental Alumni Cell (DALC)

Structure

The DALC is set up with the following members:

- Head of the Department – Convenor
- Alumni In-charge

Responsibilities

- Coordinate with alumni for feedback and improvement
- Coordinate with alumni to build network with industry
- Arranges industrial visits, internships and industrial tours
- Involves industrial experts to be on college Governing council, Academic council, BOS, Department Development committees, Training and Placement committee, etc.
- Fructifying the tie-ups into MOUs with industry for the purpose of training, placements, internships, for utilizing the services for entrepreneurship development programs
- Organises student and Faculty Training at the Industry
- Assists in bringing in sourcing live projects to be done by Final Year B.Tech Students
- Tie-up with the Industry to implement Virtual labs.
- Plans and implements the Entrepreneur development programs within campus.
- All reports should be provided to the requested party (authenticated only) on request.



Procedure

1. Maintain the List of alumni with all the details updated periodically.
Doc. No.: DS-11.1

12. Departmental Innovation Cell (DIC)Structure

The DIC is set up with the following members:

- Head of the Department – Convenor
- Innovation Cell In-charge - Co-convenor
- R & D Member

Responsibilities

- Motivate students to take up innovative projects/proposals
- Coordinate innovation projects
- Work towards establishment of start-ups.
- Arranges industrial visits, internships and industrial tours
- Plans and implements the Entrepreneur development programs within campus.
- Assists in bringing the R&D Projects from Research Organizations
- Handhold in getting financial support from industry, the R&D Projects from Governmental organisations which include DST, CSIR, UGC, AICTE etc.
- Assists in bringing the R&D Projects from Research Organizations
- Facilitates in marketing the consultancy services offered by departments
- All reports should be provided to the requested party (authenticated only) on request.

Procedure

1. Maintain list of industries which are accepting the student projects/internships/training for the department
Doc. No.: DS-12.1
2. Maintain the list of students who are interested to be part of innovation cell by circulating an option form. (Within 2 weeks at start of Academic Year).
Doc. No.: TD-12.1
3. Invite for innovative ideas among the students by circulating the form.
Doc. No.: TD-12.2
4. Conduct reviews to students and shortlist the projects which can be patented.
Doc. No.: DS-12.2
5. Apply for patents after completing the prototype.

