Vishwatmak Jangli Maharaj Ashram Trust's

Atma Malik Institute of Technology & Research (AMRIT)

ATMA MALIK INSTITUTE
∠ OF TECHNOLOGY AND RESEARCH ⌐

Academic Process Manual

AS PER INTERNATIONAL STANDARD ISO 21001:2018

ISSUE NO: 01 DTD. 11-07-2022

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ALL THE PROCEDURES IN THIS MANUAL ARE				
Computer Engineering				
Electronics & Telecommunications Engineering				
Mechanical Engineering				
Civil Engineering				
First Year Engineering				
Prepared By: Departmental ISO Coordinator		Reviewed By: Vice-Principal & Dean Academics	Approved By: Principal	Issued By: ISO Coordinator

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All	00	11-07-2022	Original Issue, Issue No. 01 dtd. 11-07-2022.		Principal
ACA / PR / C	01	21-11-2022	New formats Equipment list for calibration ACA/DI/75 and TH/PR Attendance sheet ACA/DI/76 added.		Principal

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ACA/PR/A	Academics process Manual	00	All HOD, Principal	Department ISO Coordinator	File-ACA-I	ALL	Permanent	
EOMS-DI-12	Non-conformity Register	00	ISO Coordinator	HOD	Register	All	5 Years	Shred
EOMS-DI-15	EOMS Objective Status	00	ISO Coordinator	HOD	File – ACA-I	All	5 Years	Shred
EOMS-DI-16	Students Complaints / Appeal Register	00	Principal	HOD, Cell I/Cs	Register	All	5 Years	Shred
ACAD-DI-01	Process Risks & Opportunities - Academics	00	ISO Coordinator	HOD	File – ACA-I	All	5 Years	Shred
ACAD-DI-02	List of Committees / Academic Portfolio distribution	00	All HODs, Principal, Vice-Principal	Vice- Principal/ Dean Academics	File – ACA-II	All	3 Years	Shred
ACAD-DI-03	Institute Academic Calendar	00	All HODs, Registrar, College web site	Vice- Principal/ Dean Academics	File – ACA-II	All	3 Years	Shred
ACAD-DI-04	Department Event Calendar	00	All faculties	HOD, Event coordinator	File - A-02	All	3 Years	Shred
ACAD-DI-05	Elective Choice	00	All faculties	Students, Class Coordinator, Dept. Academic Coordinator	File – A-02	All	3 Years	Shred
ACAD-DI-06	Subject Choice	00	HOD	HOD	File – A-02	All	3 Years	Shred
ACAD-DI-07	Work Load Distribution	00	All faculties	HOD	File – A-02	All	3 Years	Shred
ACAD-DI-08	Master Time Table	00	HOD	Timetable In charge	File – A-02	All	3 Years	Shred
ACAD-DI-09	Class Timetable	00	Notice Board (N/B), All Faculties, College web site & HOD	Timetable In charge	File – A-02	All	3 Years	Shred
ACAD-DI-10 A	Class Room Timetable	00	HOD	Timetable In charge	File – A-02	All	3 Years	Shred
ACAD-DI-10 B	Lab Time table	00	Lab I/C	Timetable In charge	File – A-02	All	3 Years	Shred
ACAD-DI-11	Individual Time table	00	HOD	Timetable In charge	File – A-02	All	5 Years	Shred
ACAD-DI-12	Content Beyond Syllabus	00	Concern Faculty & HOD	Concern Faculty	File – A-02	All	3 Years	Shred
ACAD-DI-13	Course Plan	00	Concern Faculty & HOD	Concern Faculty	File – A-02	All	3 Years	Shred
ACAD-DI-14 A	Lab Plan	00	Concern Faculty & HOD	Concern Faculty	File – A-02	All	3 Years	Shred

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ACAD-DI-14 B	Tutorial Plan	00	Concern Faculty & HOD	Concern Faculty	File – A-02	All	3 Years	Shred
ACAD-DI-15 A	Academic Monitoring Report	00	IQAC Director, HOD	IQAC Director HOD, Dept. Academic Coordinator	File – A-03	All	3 Years	Shred
ACAD-DI-15 B	Consolidated Academic Monitoring Report	00	Principal, Vice-Principal, IQAC Director, HOD	IQAC Director, HOD, Dept. Academic Coordinator	File – A-03	All	3 Years	Shred
ACAD-DI-16	Roll call list	00	Notice Board, Concern Faculty & HOD	Class Coordinator	File – S-01	All	3 Years	Shred
ACAD-DI-17	Internal Assessment Question paper	00	Concern Faculty & HOD	Concern Faculty, Dept. Exam Coordinator	File – A-09	All	3 Years	Shred
ACAD-DI-18	Internal Examination Time Table	00	N/B, HOD & All Faculties	Exam Section	File – A-09	All	3 Years	Shred
ACAD-DI-19	Exam Block-wise seating arrangement	00	N/B, HOD & All Faculties	Exam Section	File – A-09	All	3 Years	Shred
ACAD-DI-20	Supervision Duty Chart	00	N/B, HOD & All Faculties	Exam Section	File – A-09	All	3 Years	Shred
ACAD-DI-21	Exam Attendance and Mark Sheet	00	HOD & All Faculties	Exam Section	File – A-09	All	3 Years	Shred
ACAD-DI-22	Continuous Assessment sheet	00	All faculties	HOD	File – A-03	All	3 Years	Shred
ACAD-DI-23	Internal Examination Result Analysis	00	HOD	Dept. Exam Coordinator	File – A-09	All	3 Years	Shred
ACAD-DI-24 A	List of Project Guide with Specialization	00	All faculties	HOD	File – A-08	All	3 Years	Shred
ACAD-DI-24 B	Project Guide allocation	00	All faculties	HOD	File – A-09	All	3 Years	Shred
ACAD-DI-25	Project Review Schedule	00	HOD, All faculty, students	Project Coordinator	File – A-09	All	3 Years	Shred
ACAD-DI-26 A	Evaluation-Project Review	00	HOD, All faculties, students	Project Coordinator	File – A-09	All	3 Years	Shred
ACAD-DI-26 B	Presentation and Report submission Sheet Format	00	All faculties	HOD	File – A-09	All	3 Years	Shred
ACAD-DI-27 A	Monthly Attendance Monitoring Report	00	HOD, Dept. Academic Coordinator	HOD, Dept. Academic Coordinator	File-A-03	All	3 Years	Shred

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ACAD-DI-27 B	Defaulter list	00	HOD, Class Coordinator	HOD, Class Coordinator	File-A-03	All	3 Years	Shred
ACAD-DI-28 A	Departmental Annual Progress Report	00	Principal, Vice-Principal, IQAC Director	HOD	File – A-03	All	3Years	Shred
ACAD-DI-28 B	College Annual Progress Report	00	Principal, Vice-Principal	IQAC Director	File – ACA-II	All	3Years	Shred
ACAD-DI-29	Mentor Book	00	HOD, Mentor Coordinator, Mentors	Mentors, Mentor Coordinator	File – A-04	All	3 Years	Shred
ACAD-DI-30	Dead Stock Register	00	--	Lab Incharge, Lab. Asst.	Register	All	3 Years	Shred
ACAD-DI-31	Parent Teacher Meet Report	00	HOD, Class Coordinator	Dept. Academic Coordinator	File –D-06	All	3 Years	Shred
ACAD-DI-32	Students and Parents undertaking	00	Class Coordinator	HOD, Dept. Academic Coordinator	File –D-06	All	3 Years	Shred
ACAD-DI-33	Preventive maintenance record	00	Lab Incharge	HOD, Lab Incharge	File –D-04	All	3 Years	Shred
ACAD-DI-34	Parent Communication Letter	00	Class Coordinator	HOD	File –D-06	All	3 Years	Shred
ACAD-DI-35	Result Analysis	00	Principal, Vice-Principal, HOD	Exam Section, Dept. Exam Coordinator	File – A-09	All	3 Years	Shred
ACAD-DI-36	Permission for Alternate Examiner	00	Exam Section, Principal, HOD	Exam Section	File – A-09	All	3 Years	Shred
ACAD-DI-37	UoM Exam Pattern	00	Principal, Vice-Principal, HOD	Exam Section	File – A-09	All	3 Years	Shred
ACAD-DI-38	CO-PO-PSO Mapping sheet	00	HOD	Concern faculty	File –A-03	All	3 Years	Shred
ACAD-DI-39	CO-PO-PSO Mapping Sheet	00	HOD	Concern Coordinator	File –A-03	All	3 Years	Shred
ACAD-DI-40	CO-PO-PSO Course Attainment Sheet	00	HOD	All Faculty, Concern Coordinator	File –A-03	All	3 Years	Shred

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ACAD-DI-41	CO-PO-PSO Overall Attainment	00	HOD	All Faculties, Concern Coordinator	File –A-03	All	3 Years	Shred
ACAD-DI-42A	Research Paper Publication Report	00	HOD, Principal, Vice-Principal	Concern Coordinator	File – F-03	All	3 Years	Shred
ACAD-DI-42B	Research Paper Presentation Report	00	HOD, Principal, Vice-Principal	Concern Coordinator	File – F-03	All	3 Years	Shred
ACAD-DI-43	Funded Research Projects Report	00	HOD, Principal, Vice-Principal	Concern Coordinator	File -F-04	All	3 Years	Shred
ACAD-DI-44	Research and Development Consultancy Report	00	HOD, Principal, Vice-Principal	Concern Coordinator	File -F-04	All	3 Years	Shred
ACAD-DI-45	Book and Book Chapter Publications	00	HOD, Principal, Vice-Principal	Concern Coordinator	File – F-03	All	3 Years	Shred
ACAD-DI-46	IPR & Copyright Report	00	HOD, Principal, Vice-Principal	Concern Coordinator	File – F-03	All	3 Years	Shred
ACAD-DI-47	Summary of Conference-Workshop-STTP-FDP-Training Attended Report	00	HOD, Principal, Vice-Principal	Concern Coordinator	File –F-02	All	3 Years	Shred
ACAD-DI-48	Summary of Conference-Workshop-STTP-FDP-Training Program Organized	00	HOD, Principal, Vice-Principal	Concern Coordinator	File –F-02	All	3 Years	Shred
ACAD-DI-49	Summary of Awards Received	00	HOD, Principal, Vice-Principal	Concern Coordinator	File – F-03	All	3 Years	Shred
ACAD-DI-50	Summary of Guest Lecture	00	HOD, Principal, Vice-Principal	Concern Coordinator	File –A-07	All	3 Years	Shred
ACAD-DI-51	Summary of Research Lab or Industry Collaboration	00	HOD, Principal, Vice-Principal	Concern Coordinator	File – F-03	All	3 Years	Shred
ACAD-DI-52	Equipment Or Instrument Verification Record	00	HOD, lab In-charge	Concern Coordinator	File – D-02	All	3 Years	Shred
ACAD-DI-53	Breakdown Maintenance Record	00	HOD, lab In-charge	Concern Coordinator	File – D-04	All	3 Years	Shred
ACAD-DI-54	Department Minutes of Meeting	00	HOD, Principal, Vice-Principal	Dept. Academic Coordinator	File – D-07	All	3 Years	Shred
ACAD-DI-55	Course File	00	HOD	All staff	File – A-03	All	3 Years	Shred

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ACAD-DI-56	Course File Verification	00	HOD, Principal, Vice-Principal	Concern Coordinator	File – A-03	All	3 Years	Shred
ACAD-DI-57	Detention list	00	HOD	Class Coordinator, Dept. Academic Coordinator	File – A-03	All	3 Years	Shred
ACAD-DI-58	Charge Handover –Takeover Report	00	HOD, Principal, Vice-Principal	All staff	File – F-01	All	3 Years	Shred
ACAD-DI-59	Activity/ Program Report	00	HOD, Principal, Vice-Principal	All staff	File – D-10	All	3 Years	Shred
ACAD-DI-60	Course Exit Survey	00	HOD	All staff, Dept. Academic Coordinator	File – D-03	All	3 Years	Shred
ACAD-DI-61 A	Student Feedback Form	00	HOD, Principal, Vice-Principal	Concern Coordinator	File – D-05	All	3 Years	Shred
ACAD-DI-61 B	Analysis of Student Feedback	00	HOD, Principal, Vice-Principal	Concern Coordinator	File – D-05	All	3 Years	Shred
ACAD-DI-62	Industrial Visit Report	00	HOD	Concern Coordinator	File – S-03	All	3 Years	Shred
ACAD-DI-63	Summary of Students Co-Curricular, Extra Curricular Activity Report	00	HOD, Principal, Vice-Principal	Concern Coordinator	File – S-09	All	3 Years	Shred
ACAD-DI-64 A	Faculty Appreciation letter	00	Principal, Vice-Principal	HOD, Dept. Academic Coordinator	File – F-01	All	3 Years	Shred
ACAD-DI-64 B	Faculty Explanation letter	00	Principal, Vice-Principal, HOD	Concern faculty	File – F-01	All	3 Years	Shred
ACAD-DI-65	Skill Matrix	00	Principal, Vice-Principal, HOD	Concern Coordinator	File – F-01	All	3 Years	Shred
ACAD-DI-66	Training Calendar	00	Principal, Vice-Principal, HOD	Concern Coordinator	File – F-02	All	3 Years	Shred
ACAD-DI-57	Training Record	00	Principal, Vice-Principal, HOD	Concern Coordinator	File –F-02	All	1 Year	Shred
ACAD-DI-68	Notice Circular	00	Principal, Vice-Principal, HOD	Concern Coordinator	File – D-18	All	3 Years	Shred

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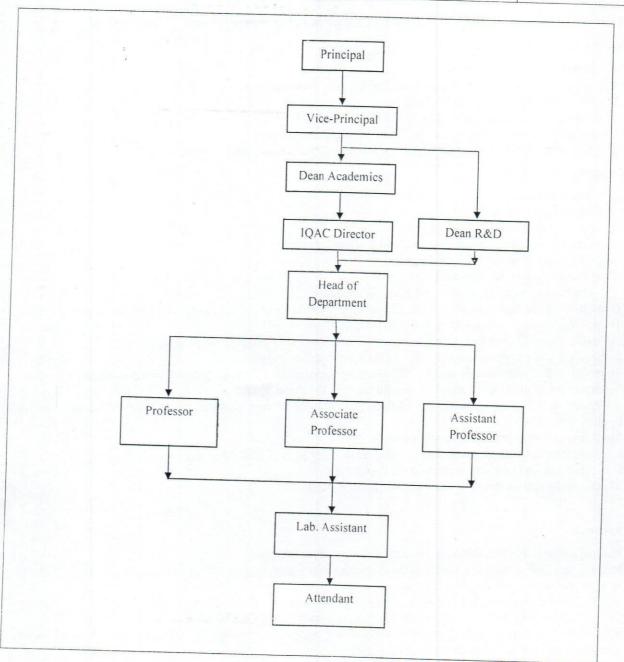| D. I. No.	D.I. / File Name	Rev. No.	Distribution	Access (For preparation & updation)	Storage	Use	Retention Period	Disposal Method
ACAD-DI-69 A	Teacher Feedback form on Syllabus/ Curriculum	00	HOD	Dept. Academic Coordinator	File-D-05	All	3 Years	Shred
ACAD-DI-69 B	Parents Feedback form	00	HOD	Mentor, Mentor Coordinator	File-D-05	All	3 Years	Shred
ACAD-DI-69 C	Alumni Feedback form	00	HOD, T&P Cell	T&P coordinator, Dept. T&P coordinator	File-D-05	All	3 Years	Shred
ACAD-DI-69 D	Employers Feedback form	00	HOD, T&P Cell	T&P coordinator, Dept. T&P coordinator	File-D-05	All	3 Years	Shred
ACAD-DI-70	Learner data consent form	00	HOD, Registrar	Faculty, OS	File-S-01	All	3 Years	Shred
ACAD-DI-71	Oral/Practical Exam Timetable	00	Notice board, Exam section, HOD & All Faculties	Dept. Exam Coordinator	File – A-09	All	5 Years	Shred
ACAD-DI-72	OR-PR- Internal & External Examiner	00	Exam section, HOD & All Faculties	Dept. Exam Coordinator	File – A-09	All	5 Years	Shred
ACAD-DI-73 A	Term work Attendance Sheet	00	Exam section, HOD & All Faculties	Exam Section	File – A-09	All	5 Years	Shred
ACAD-DI-73 B	Term Work Marksheet	00	Exam section, HOD & All Faculties	Exam Section	File – A-09	All	5 Years	Shred
ACAD-DI-73 C	OR/PR Attendance Sheet	00	Exam section, HOD & All Faculties	Exam Section	File – A-09	All	5 Years	Shred
ACAD-DI-73 D	OR/PR Average Marksheet	00	Exam section, HOD & All Faculties	Exam Section	File – A-09	All	5 Years	Shred
ACAD-DI-74	Answer-sheet Dispatch register for CAP	00	Offline CAP IC	Exam Section	Register	All	Permanent	
ACAD-DI-75	Equipment list for calibration	00	HOD, lab In-charge	Concern Coordinator	File – D-02	All	Permanent	
ACAD-DI-76	TH/PR Attendance sheet	00	HOD & All Faculties	Dept. Academic Coordinator, Subject I/C	File – A-03	All	3 Years	Shred

ACA / PR/D	Organization Chart	
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                    │ Principal │
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                  │ Vice-Principal│
                  └───────┬───────┘
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    │ Dean Academics │                   │
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    │ IQAC Director  │          │   Dean R&D      │
    └───────┬────────┘          └────────┬────────┘
            │                            │
    ┌───────▼────────┐                   │
    │    Head of     │◄──────────────────┘
    │  Department    │
    └───────┬────────┘
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  ┌─────────┼─────────────────┐
┌─▼────────┐ ┌───▼───────┐ ┌───▼────────┐
│Professor │ │ Associate │ │ Assistant  │
│          │ │ Professor │ │ Professor  │
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         │ Lab. Assistant │
         └───────┬────────┘
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         │   Attendant    │
         └────────────────┘
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!! Sabka Malik Atma !!

Vishwatmak Jangli Maharaj Ashram Trust's

Atma Malik Institute of Technology & Research (AMRIT)

Academics Process Manual

ACA /PR/ E	Responsibilities and Authorities	
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1. Responsibilities and authorities of Dean Academics:

To Assist Principal/Vice-Principal in formation of academic policy for the institute in the context of:

1. Planning & Implementation

   a. Planning of academic year
   b. Implementation of OBE based Teaching learning methodology
   c. Implementation of MOOCs, E-learning.
   d. Student assessment, evaluation and remedial methods
   e. Initiatives towards improvement in teaching learning process
   f. To contribute in institute level EOMS, NBA and NAAC activities

2. Monitoring and control

   a. Academic discipline
   b. Teaching programs.
   c. Achievement of EOMS objectives
   d. Performance of students – Internal and University exams
   e. Utilization of academic resources
   f. Overall student development activities
   g. The conformance to standard practices in academics

3. To assist the authority to Plan, execute and monitor the curricular, co-curricular and extracurricular activities.
4. To provide review of academic progress to Principal
5. To ensure that the EOMS conforms to the requirements of ISO 21001:2018 Standard.
6. To ensure that the processes are delivering their intended outputs.
7. To report on the performance of the EOMS and on opportunities for improvement to top management.
8. To ensure the promotion of student focus throughout the department.
9. To ensure that the integrity of the EOMS is maintained when changes to the EOMS are planned and implemented.
10. Managing the organization's communications.
11. Ensuring that all learning processes are integrated, regardless of method of delivery.
12. Control of documented information in the department.
13. Managing the requirements of learners with special needs.

Authorities:

a. Review and approve the academic / event calendars of the program
b. Review and approve the time tables event calendars of the program
c. Review and approve of faculty requirements for the program
d. Review and recommend the term work marks given to students
e. Recommend the disciplinary actions for faculty, staff and students to Principal.
f. Review the academic process by surprise attendance of lectures, verification of files, student interaction, faculty interaction and visits to faculty cabins and cubical.

2. Responsibilities and authorities of IQAC Director

Overall responsibility:

1) To conduct the perspective plan meeting at the beginning of year.
2) Prime agenda of the meeting would be review based planning of academic policies for the sustainable growth of the College.
3) To develop a monitoring system for quality assurance of the policies.
4) To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Principal / Governing Body / NAAC.

!! Sabka Malik Atma !!

Vishwatmak Jangli Maharaj Ashram Trust's

Atma Malik Institute of Technology & Research (AMRIT)

Academics Process Manual

A.CA /PR/ E	Responsibilities and Authorities	
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Academic Activities:

1) To organize an interactive session with faculty members following the guidelines given by Governing Body, College development committee to strengthen the Teaching-Learning process.

2) Preparation and release of guidelines regarding all Academic activities before the commencement of Semester

3) Uploading of Academic plans prepared by respective faculty members on the college portal for easy access to the students

4) Preparation of list of faculty coordinators at Department level for various academic activities and compilation of the same.

5) To conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities

6) Preparation of mentoring guidelines to be followed

7) To conduct interactive session with all faculty mentors regarding mentoring of students

8) To help the Departments in monitoring the mentoring process

9) To coordinate the process of feedback from students about Teaching-Learning process in respective classes and communicate the assessment of the same to respective faculty members and Department

To help the Departments in monitoring following activities:

1) Tutorials / Unit Test

2) Assignments

3) Seminars / Projects

4) Add on content - Theory & Lab

5) Remedial classes

6) Collection of teaching course outcome feedback from students at the end of the semester

7) Collection of Programme exit Survey from final year students at the end of the academic year

3. Responsibilities and authorities of Dean R & D

1) Planning of research activities, resource mobilization and management of R&D projects.

2) Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, follow up with the funding agencies, for securing sanction of projects.

3) Identify R&D projects to be taken up with college funding.

4) Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.

5) Develop and establish a policy to promote research culture in the college

6) Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.

7) Develop plans, and co-ordinate efforts of departments of college, to obtain recognition for their research activities by national, international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.

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Vishwatmak Jangli Maharaj Ashram Trust's

Atma Malik Institute of Technology & Research (AMRIT)

Academics Process Manual

ACA /PR/ E		Responsibilities and Authorities	
Rev.: 00 Date: 11-07-2022		Clause: 5.3	Page: 03 / 06

To help the Departments / bodies / authorities / clubs in collection and analysis of feedback from the following stake-holders:

> ➤ Parents

> ➤ Industry Experts / Employers

> ➤ Executives of professional bodies

> ➤ Alumni

1) To help in the preparation of various rubrics regarding feedback from students and stakeholders, examination result, Course assessment, placement etc.

2) To suggest various value-added programs and to coordinate the execution of the same

3) To suggest various ways to strengthen the departments / Incubation centers to help in enhancing the technical skills of the students

4) To organize the review / audit of all the academic activities by a team of internal experts and external experts and present the observation in the meeting of GB / CDC for further guidelines

5) To coordinate the collection and compilation of self-appraisal forms from faculty members at the end of academic year

6) To coordinate the collection, documentation and actions to be taken on the information about funding agencies, their norms and passing by the R&D centre and respective Departments

3. Responsibilities and authorities of Head of Department (HOD):

Head of the Department is responsible for academic, day to day administration and overall development of the department. HOD shall assist Principal for implementing and monitoring policies and guidelines issued by higher authorities. Various academic and administrative responsibilities of HOD include (but not limited to):

1) The Head of Department is overall In-charge of the department. He / She is required to ensure smooth functioning of the department in addition to his/her regular teaching load.
2) To maintain the conducive environment for the students in the department.
3) To conduct departmental meeting regularly for smooth functioning of departmental work.
4) To monitor the effective execution of academic activities.
5) To distribute the Teaching load before the summer / winter vacation.
6) To assign Departmental Portfolios to staff members and monitor the effective execution of the same.
7) To ensure the effective implementation of orders / instructions received from higher authorities.
8) To prepare departmental academic calendar and class timetable before commencement of the semester.
9) To ensure lab manuals are maintained up to date and all the experimental set up in the laboratories are in working condition before start of the semester.
10) To make regular visits to the laboratory to ensure conduction of the sessions as per curriculum.
11) To arrange industrial visits / expert lecturers for students in order to increase technical proficiency.
12) To conduct Student feedback and ensure compliance of the short falls.
13) To arrange a parents meet once in a semester to discuss students' performance.
14) To regularly monitor student's attendance, display the defaulter list as specified in academic calendar and communicate the attendance status to the parent through class in-charge / Mentor.
15) To organize conferences, workshop, STTP, Project exhibitions and other Technical Events to give technical exposure to the student and faculty.
16) To motivate faculty members to attend conferences, workshop, FDP, STTP and other Technical Events for their knowledge up gradation.

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17) To ensure the proper maintenance of students' records related to curricular, co-curricular and extra-curricular activities through in-charge / Mentor.
18) To prepare and implement schedule for Practical/ Oral University examination as per the rules and regulation laid by the UoM.
19) To ensure result analysis to be submitted to Principal and IQAC cell within three days from the date of receipt of the ledger.
20) To grant a leave to the faculty after ensuring work load arrangement.
21) To ensure that the EOMS conforms to the requirements of ISO 21001:2018 Standard.
22) To ensure that the processes are delivering their intended outputs.
23) To report on the performance of the EOMS and on opportunities for improvement to top management.
24) To ensure the promotion of student focus throughout the department.
25) To ensure that the integrity of the EOMS is maintained when changes to the EOMS are planned and implemented.
26) Managing the organization's communications.
27) Ensuring that all learning processes are integrated, regardless of method of delivery.
28) Control of documented information in the department.
29) Managing the requirements of learners with special needs.

Authorities:

1) Delegate responsibilities and load allocation to the faculty and staff for the proper conduction of academic process.
2) Review the performance of faculty and staff. Take and recommend suitable actions to the Principal.
3) Approve the academic requests of faculty and staff such as leaves, participation and organization of events, qualification improvement, requirement of resources etc.
4) Approve the leaves of faculty and staff in accordance to the guidelines of the Principal.
5) Recommend the faculty and staff for various activities at institute level.
6) Approve the academic requests of students such as leaves, participation and organization of events, requirement of resources etc.
7) Review and approve the performance of students such as consideration of term work, marks given, detention of students etc.

4. Responsibilities and authorities of Professor / Associate Professor:

1) To execute the academic activities as per UoM curriculum for allotted classes.
2) To help the Head of Department in administration and overall development of department.
3) To motivate students for internship/training programs/industrial projects.
4) To encourage faculty members to inculcate content beyond syllabus while executing academic activities.
5) To motivate the teaching and non-teaching faculty of the department for engagement in self and department activities.
6) To update technical knowledge by completing industrial training/FDP/STTP at reputed organizations.
7) To guide the junior faculty in the department as and when required.
8) To take involvement in research activities to improve the research environment of department and generate the opportunities for the funding from funding agencies.

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Atma Malik Institute of Technology & Research (AMRIT)

Academics Process Manual

ACA /PR/ E		Responsibilities and Authorities	
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9) To look for consultancy in the respective department

10) To ensure that the EOMS conforms to the requirements of ISO 21001:2018 Standard.

11) To ensure that the processes are delivering their intended outputs.

12) To ensure the promotion of student focus throughout the department.

13) Managing the organization's communications.

14) Ensuring that all learning processes are integrated, regardless of method of delivery.

15) Managing the requirements of learners with special needs.

Authorities:

1) To mentor faculty and student

2) To improve academic and research activity

3) To improve publication and IPR

4) To monitor teaching learning process

5) To suggest changes in EOMS

5. Responsibilities and authorities of Assistant Professor

Faculty is responsible for academics functioning of the department. Other than academics, department level and institute level responsibilities will be assigned to assist Head of Department and Principal. Responsibilities of Assistant Professor include (but not limited to);

1) To execute the academic activities as per UoM curriculum for allotted classes

2) To execute the duties of laboratory in-charge of the allotted laboratory.

3) To maintain student's academic record and continuous assessment for allotted classes (Theory / Practical).

4) To develop, update and circulate resources and study material to the students.

5) Assisting in departmental administration and other duties assigned time to time by the higher authorities.

6) To update technical knowledge by completing industrial training/FDP/STTP at reputed organizations.

7) To motivate students for co-curricular and extra-curricular activities.

8) To motivate students for internship/training programs/industrial projects.

9) To ensure that the EOMS conforms to the requirements of ISO 21001:2018 Standard.

10) To ensure that the processes are delivering their intended outputs.

11) To ensure the promotion of student focus throughout the department.

12) Managing the organization's communications.

13) Ensuring that all learning processes are integrated, regardless of method of delivery.

14) Managing the requirements of learners with special needs.

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Atma Malik Institute of Technology & Research (AMRIT)

Academics Process Manual

ACA /PR/ E	.	Responsibilities and Authorities	
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Authorities:

1. To Find out laboratory requirement and propose to H.O.D.

2. To mentor staff and students.

3. To suggest changes in EOMS.

6. Responsibilities and authorities of System & technical Support / Lab. Assistant

Non-teaching technical staff shall ensure smooth functioning of the various systems (Computer / Electrical etc.) and labs. available in the institute/ department.

a) System and Technical Support

1. To administer and maintain servers, firewalls, routers, network accessories, UPS etc.

2. To initiate maintenance / purchasing of equipment(s).

3. To provide support for various software servers.

4. To ensure continuous internet services.

5. To assist examination cell during On-line exam, Seminar, Workshop, technical training program etc.

b) Laboratory Assistant

1. To prepare & maintain the laboratories for smooth conduction of laboratory session.

2. To help teaching staff and students during laboratory sessions.

3. To maintain laboratory log book, Dead stock register, Instrument / Equipment movement register and maintenance register.

4. To conduct installation of new equipment and maintenance of existing equipments.

Authorities:

1. To plan and monitor laboratory cleanliness.

2. To suggest changes in EOMS.

7. Responsibilities and authorities of Attendant

1. To execute the verbal and non-verbal orders of various authorities to carry out the day-to-day activities.

2. Opening and closing of assigned locations.

3. To switch off all the electrical appliances in the laboratories and class rooms at the time of closing of the assigned locations.

4. To report the authorities about any damage to the assets as soon as they notice it.

Authorities:

To suggest changes in EOMS processes.

Atma Malik Institute of Technology & Research (AMRIT)

Academics Process Manual

ACA /PR/F		Monitoring of EOMS objectives		Page: 01 / 02
Rev.: 00 Date: 11-07-2022		Clause: 6.2		

Sr. No.	Objectives (What will be done)	Indicator	Resources Required	Methodology of Measurement (How)	Frequency of monitoring (When)	Responsibility
01	To maintain or improve subject results – a. Student Passing b. First class c. Distinction	%	Competent staff, availability of required infrastructure, materials	% of passed, First class and Distinction students	Once in semester	Subject teacher and Respective HOD
02	To improve overall development of student through participation in Co-curricular and extra-curricular activities.	% of student participation	Competent staff, availability of required infrastructure, materials, manpower, approved budget	Calculate % of students participating in Co-curricular and extra-curricular activities in the department.	Once in a year	Respective HOD
03	Improve / Sustain student satisfaction by 5% compared to the last feedback.	Rating	Competent staff, availability of required infrastructure, materials	Obtain student feedback once in a semester.	Once in semester	Respective HOD
04	To reduce Student Complaints related to Academics	Numbers		Count student complaints received per month	Monthly	Respective HOD
05	To ensure syllabus completion on time	%		Plan vs actual of course plan	Monthly	Subject teacher and Respective HOD
06	To execute content beyond syllabus	Numbers		Number of activities conducted for content beyond syllabus per subject per semester	Semester	Subject teacher and Respective HOD
07	To increase research and publications (intellectual property)	Numbers		Number of papers published per faculty per semester	Semester	Subject teacher and Respective HOD
08	To increase extension and outreach activities by 5% compared to the previous year	%		Plan vs actual of outreach activities	Yearly	Respective HOD

Note: Targets are defined in EOMS objectives status.

ACA/PR/F		Monitoring of EOMS objectives	
Rev.: 00 Date: 11-07-2022		Clause: 6.2	Page: 02 / 02

Sr. No.	Process	Process Owner	Process Out put
01	Establish the EOMS objectives at relevant functions, levels and processes.	Principal & HODs	--
02	Ensure that EOMS objectives are: • Consistent with the EOMS policy • Measurable & targets are defined • Applicable requirements are taken into consideration • Relevant to the services and enhancement of student satisfaction • Monitored and frequency of monitoring is defined • Communicated to relevant functions & levels	Principal & HODs	--
03	Determine following for achieving the EOMS objectives: • What will be done • What resources will be required • Who will be responsible • When it will be completed • How the results will be evaluated	Principal & HODs	--
04	Maintain the data as per above requirements at relevant functions & levels.	HOD	EOMS Objective Status
05	Compare it against the set target and determine level of performance.	HOD	EOMS Objective Status
06	In case of non-achievement of the target, analyze, evaluate the failure and initiate necessary actions.	HOD	EOMS Objective Status
07	Present the data and actions initiated (if any) related to EOMS objectives in the Management Review Meeting.	HOD	EOMS Objective Status

ACA/PR/01		Academic year Planning		
Rev.: 00 Dated: 11-07-2022		Clause: 8.1, 8.5.1.1		Page: 01 / 02

Input	UoM, Academic Calendar, Campus holidays, Co-curricular and Extracurricular activities.

Sr. No.	Activity	Owner	Process Output
01	Assign the work of planning to responsible faculty at least a month before commencement of academic year. Communicate to the concern faculty.	Principal/Vice-Principal	List of Committees
02	Receive correct inputs from all the concerned before the start of the semester with scheduled dates. Identify college level activities in academic session.	HOD	--
03	Finalizing activities in academic session.	Principal/Vice-Principal, HOD	--
04	Prepare & finalize portfolio of academic activities.	Principal/Vice-Principal, HOD	List of committees
05	Prepare & finalize academic calendar of institute and department consisting of – - Commencement of term - Induction program for First year, Direct Second year Engineering (DSE) students - Curricular Activities such as Lectures, Practical, Seminars and Projects - Industrial Visits as per syllabus requirement. - Holidays - Co-curricular activities - Extracurricular activities like annual social gathering, sports. - Social responsibility events - FDP events - Unit Tests, UoM Examination. - Student feedback - Principal Meeting, Department meeting, Mentor - Mentee Meeting, Parent's meeting - Academic monitoring committee meeting - Term work submission, Defaulter list and Conclusion of teaching - Examination Schedule	Principal/Vice-Principal, HOD	Institute Academic Calendar, Department Event Calendar
06	Mention total number of working days in Institute Academic Calendar, Department Event Calendar.	Principal/Vice-Principal, HOD	Institute Academic Calendar, Department Event Calendar
07	Authentication by higher authorities.	Principal/ Vice-Principal	Institute Academic Calendar, Department Event Calendar

ACA/PR/01	Academic year Planning	
Rev.: 00 Dated: 11-07-2022	Clause: 8.1, 8.5.1.1	Page: 02 / 02

Sr. No.	Activity	Owner	Process Output
08	Circulate to each concern section & department at least one week before commencement of the semester (Once received from University)	HOD	Institute Academic Calendar, Department Event Calendar
09	Track the Institute Academic Calendar, Department Event Calendar for completion of events as planned. Take follow-up, make alternate arrangements if required and ensure completion of events.	Principal, Vice-Principal, HOD, Academic Coordinator	Institute Academic Calendar, Department Event Calendar

Output	Prepared academic / semester plan

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely preparation of Institute Academic Calendar, Department Event Calendar	Days	No. of days the finalized calendar is circulated to all the departments prior to the commencement of the semester	Each Semester	Vice-Principal, HOD, Academic Coordinator	Institute Academic Calendar, Department Event Calendar
Execution of Institute Academic Calendar, Department Event Calendar	%	Calculate the percentage execution of the calendar events	End of each semester	Vice-Principal, HOD, Academic Coordinator	Reviewed Institute Academic Calendar, Department Event Calendar

ACA/PR/02		Preparation of Timetable	
Rev.: 00 Date: 11-07-2022		Clause: 8.1, 8.5.1.1	Page: 01 / 02

Input	University curriculum / scheme, Academic Calendar, Load Distribution

Sr. No.	Activity	Owner	Process Out put
01	Assign the work to the Time table Coordinator. Communicate to the concern faculty.	Principal, Vice-Principal, HOD	List of academic committees
02	Prepare & finalize teaching load distribution of subjects to faculty by offering subject choice. Ensure even load distribution and balanced portfolios at the institute and department level to avoid overloading / under loading of the faculties.	HOD	Load Distribution
03	Decide & submit faculty requirement (if necessary).	HOD	Faculty Requirement
04	Check the availability of laboratories & class rooms.	Time Table Incharge, lab Incharge	--
05	Arrangement of lecture & practical within existing lab & class rooms without overlapping of Class room, faculty and Laboratory.	Time Table Incharge	--
06	Include Meditation Slot, long break & short break.	Time Table Incharge	--
07	Include details of subject name, name of faculty, class room number & Subject- laboratory name.	Time Table Incharge	--
08	In case of shared faculty with other department, discuss final draft of the time table with the concerned department time table in-charges and ensure no overlapping of workload.	Time Table Incharge	--
09	Prepare class wise time table, Laboratory Time Table with its utilization, Individual Time Table with load/week and Class Room Time Table.	Time Table Incharge/ Lab Incharge	Class wise time table, Laboratory Time Table, Faculty Time Table, Class Room Time Table
10	If more number of time slots are available than requirement, discuss and decide the extra-activities which can be covered during these slots.	HoD & Time Table Incharge	--"--
11	Authentication by higher authorities.	Principal, Vice-Principal, HOD, & Time Table Incharge	--"--
12	Prepare master time table.	Time Table Incharge/ HOD	Master time table
13	Circulate to faculty and Display time table on notice board.	Time Table Incharge	--

ACA/PR/02	Preparation of Timetable	
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Sr. No.	Activity	Owner	Process Out put
14	To avoid frequent changes in the time tables, anticipate the disturbances and make alternate arrangements if required.	HOD, Dept. Academic Coordinator & Time Table Incharge	--

Output	Prepared Time table

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely preparation of Time tables	Days	No. of days before the finalized time tables are circulated to all the faculty prior to the commencement of the semester	Each Semester	Time table In-charge	All Time tables
Accuracy of time tables	Numbers	No. of revisions / modifications made in the time tables in the semester due to incorrect input	Each Semester	Time table In-charge	All Time tables

ACA/PR/03		Course Plan & Lab Plan		
Rev.: 00 Date: 11-07-2022		Clause: 8.1, 8.5.1.1		Page: 01 / 02

Input	Academic calendar, Teaching scheme, UoM syllabus, Text and Reference books, Faculty Time Table, Online reference material

Sr. No.	Activity	Owner	Process Out put
01	Refer syllabus and teaching scheme and allocate the number of lectures to each unit. In case of practical, allocate number of practical hours to each Experiment/Assignment.	Faculty/ Subject Incharge	--
02	Prepare teaching plan as per UoM syllabus in prescribed format with following details. a. Module/ Chapter Name b. Lecture Number c. Topic Planned d. Planned date e. Conducted date f. Delivery Method g. CO mapped h. Remark (if any variations) i. Learning outcomes – CO / PO j. Provision for content beyond syllabus.	Faculty	Teaching plan, CO-PO Mapping sheet
03	Prepare batch wise practical plan as per university curriculum in prescribed format with following details. a. Experiment no. b. Name of Experiment c. Equipment/ Software Required d. Planned Hrs. e. Date of Performance f. Date of Assessment g. Remark (if any variations) h. Learning outcomes –LO/ CO / PO	Faculty	Practical plan, LO CO-PO Mapping sheet
04	Ensure that syllabus completion as per teaching / practical plan.	Faculty	--
05	Authenticate teaching and practical plan from HOD.	Faculty	--
06	At the end of every month, review syllabus completion as per teaching / practical plan & fill monthly report.	Faculty	Academic monitoring report
07	Check & identify non-conformity in lecture / practical (Absent / Non completion of topic within lecture).	Faculty	--

ACA/PR/03		Course Plan & Lab Plan		
Rev.: 00 Date: 11-07-2022		Clause: 8.1, 8.5.1.1		Page: 02 / 02

Sr. No.	Activity	Owner	Process Out put
08	Initiate the action for non-conformity in lecture/practical and ensure to complete syllabus within stipulated time.	Faculty	--

Output	Plan for syllabus coverage within time

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely preparation of teaching Plan (Lecture / practical)	Days	No. of days the finalized plan is prepared and approved from HOD prior to the commencement of the semester	Each Semester	Faculty	Course Plan (Lecture / practical)
Execution of plan	No of lectures / Practical	Number of lectures / practicals conducted as per plan	Monthly	Faculty	Cumulative number of classes / practicals taken report
Execution of plan	%	% Syllabus coverage as per plan.	Monthly	Faculty	Syllabus coverage Report

ACA/PR/04	Preparation of Course File	
Rev.: 00 Date: 11-07-2022	Clause: 8.1, 8.5.1.1	Page: 01 / 01

Input	University syllabus, teaching plan & Practical plan, Text & reference books

Sr. No.	Activity	Owner	Process Out put
01	Prepare module wise notes, PPT (If required)	Faculty	Notes & PPTs
02	Prepare module wise question bank.	Faculty	Question bank
03	Prepare module wise assignment.	Faculty	Assignment
04	Check the time table. If more number of time slots are available for classes than requirement, engage additional classes to impart knowledge beyond syllabus /Library/ Mediation Slot.	Faculty	--
05	Ensure syllabus completion as per teaching plan and scheduled time period.	Faculty, HOD	--
06	Verify &update the course file. Course file should contain- a. Index of content b. Vision, Mission, EOMS policy& Goals of institute c. Vision & mission of the department d. Academic Calendar of institute and department e. Program structure and Course Syllabus f. COs and CO-PO Mapping g. Class time table, Individual time table h. Course Plan/Lab Plan i. Course Material (Notes, PPT handouts, etc.) j. Test (1 & 2) Question papers k. Test (1 & 2) sample answer script l. End-sem. Question papers m. End-sem. sample answer script n. Assignments/Question Bank o. Last Year Result of the subject, if any p. NPTEL Video Lecture of Course (If any). q. Content Beyond Syllabus /Course Gap	Faculty	Course file
08	Prepare the laboratory manuals with sample readings	Faculty	Laboratory manual
09	Preparation of the laboratory for conduction of experiments	Faculty & Lab assistant	--
10	Prepare practical wise oral question bank	Faculty	Practical oral question bank

Output	Prepared for course delivery

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely preparation of course file and lab manual.	Days	One week before commencement of semester*	Twice in a Semester	Faculty	Course File, Lab Manual

*If the subject is allotted to the faculty for the first time or in case of revision in UoM syllabus, 50% notes should be prepared before the commencement of semester and remaining notes should be prepared by the mid of semester.

ACA/PR/05	Lecture / Course Delivery	
Rev.: 00 Date: 11-07-2022	Clause: 5.1.3, 8.5.1.1, 8.5.1.6, 9.1.1	Page: 01 / 02

Input	Syllabus, Teaching Plan, Teaching aid, Lab Manual, Adequate Infrastructure

Sr. No.	Activity	Owner	Process Output
A	**Theory Sessions**		
01	Ensure availability of the course file as per content.	Faculty	Course file
02	Summarize the topic covered in the previous lecture. Sort out the Queries (if any) related to that topic.	Faculty	--
03	Cover planned topic as per teaching plan.	Faculty	Course Plan
04	Conclude the session and sort out student queries (if any).	Faculty	--
05	Take student attendance. (Can be conducted at the start or end of Lecture)	Faculty	Attendance Record
06	Faculty availing leave shall adjust his/her work load with respective class subject faculty &conduct missed session in following days	Faculty	--
07	The faculty should refer the previous subject results for the course and plan corrective measures.	Faculty	--
B	**Practical Session**		
01	Faculty to ensure the availability/working of the equipments in respective laboratories. Laboratory timetable to be displayed	Laboratory Assistant & Faculty	--
02	Prepare experimental set-up as per Lab Manual. (Physical/Virtual)	Tech/Lab Assistant	Lab Manual
03	The list of the practical is prepared as per syllabus and conduction plan is approved by HOD.	Faculty	Lab Plan
04	Details about the practical are explained to each batch and guide lines for performing the practical are given to students. Laboratory manual is made available to the students for reference before/during the conduction of Practical.	Faculty	--
05	Conduction of the experiment.	Student & Faculty	--
06	At the end of the experiments, practical Incharge ensures the necessary readings/outputs are taken and log book/Journal is completed & Certified.	Student, Faculty	Practical Journal
07	Resolve queries of the student (if any).	Faculty	--
08	Verify the results and conclusion.	Faculty	--
09	Check the Student Journals in Same/Next laboratory session. Share the result of assessment with the student.	Faculty	CAS Sheet
10	Take student attendance.	Faculty	Log Book
11	Maintain record of practical session	Faculty	Attendance Sheet

ACA/PR/05	Lecture / Course Delivery	
Rev.: 00 Date: 11-07-2022	Clause: 5.1.3, 8.5.1.1, 8.5.1.6, 9.1.1	Page: 02 / 02

Sr. No.	Activity	Owner	Process Output
C	**Tutorial**		
1	Prepare Practice Numerical / Assignment	Faculty	Assignment
2	Resolve queries of the student (if any).	Faculty	--
3	Check the Tutorial Practice Numerical/Assignment in Same/Next Tutorial session. Share the result of assessment with the student	Faculty	CAS Sheet
4	Maintain record of Tutorial session	Faculty	Attendance Sheet

Output	Syllabus coverage as per plan, student ready to appear for internal / external examination.

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Syllabus (Theory and practical/Tutorial) completion as per plan	%	Monitoring of syllabus completion	Monthly	Faculty	Monthly syllabus completion report
Effective delivery of course content to the students	Numbers	Student feedback received through Mentormeeting	Monthly	Faculty	Mentor Meeting Report
Understanding of the Student	%	Student Feedback	Once in Semester	Faculty	Course/Lab Exit Survey

ACA/PR/06	Conduction of Internal Examination (IA-1 & IA-2)		
Rev.: 00 Dated: 11-07-2022	Clause: 8.5.1.5, 8.6, 9.1.1		Page: 01 / 02

Input	UoM Syllabus, Academic calendar		

Sr. No.	Activity	Owner	Process Out put
1	Assign the work to the Exam Section	Principal	Circular
2	Preparation of internal examination time table	Exam Section & Dept. Examination Coordinators	Internal examination time table
3	Allotment of supervision duties	Exam Section & Dept. Examination Coordinators	Circular
4	Prepare & submit question papers as per institute format	Subject Teacher	question papers
5	Arrangement of class room	Exam Section & Dept. Examination Coordinators	--
6	Conduction of internal examination collection of answer sheets	Exam Section, Dept. Examination Coordinators & Junior supervisor	--
7	Distribution of answer sheet to the concerned faculty.	Exam Section, Dept. Examination Coordinators	--
8	Assessment & declaration of internal examination result.	Exam Section, Subject Teacher and Departmental Examination Coordinators	Internal examination result
9	Show the respective answer sheets to the students in class. Ensure that the students are given the opportunity to appeal or ask for rectification of the outcomes of the assessment activity and grade. Also ensure that the students have full access to their work and its detailed assessment, as well as opportunities for feedback.	Subject Teacher	--
10	Prepare record of internal examination marks, display on department Notice Board and information to parents through mentor	Exam Section, Dept. Examination Coordinators & Mentor	Mentor report
11	Retain the sample answer sheets in the department.	Dept. Examination Coordinators	--

Output	Preparing students to appear for internal / UoM examination.		

ACA/PR/06		Conduction of Internal Examination (IA-I & IA-II)			Page: 02 / 02
Rev.: 00 Dated: 11-07-2022		Clause: 8.5.1.5, 8.6, 9.1.1			

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely preparation of question papers	Days	Number of days the question papers is submitted to the test coordinator before commencement of internal tests.	Every examination	Subject Teacher	Question Paper
Timely preparation of test results	Days	Number of days the internal examination result is submitted to the departmental examination coordinator	Every examination	Subject Teacher	Internal Assessment result
Attendance	%	Number of students present for the internal examination	Every examination	Subject Teacher	Internal Assessment records

ACA/PR/07	Preparation & Conduction of End Semester Examination		
Rev.: 00 Date: 11-07-2022	Clause: 8.5.1.4, 8.6, 9.1.1		Page: 01 / 02

Input	UoM Examination time table & Stationary from UoM

Sr. No.	Activity	Owner	Process Out put
	• **End Semester Theory Examination**		
1	Refer & display UoM examination time table.	Exam Section	Examination time table
2	Submit requirement of stationary for practical, oral& theory examination to UoM.	Exam Section	Letter of submission
3	Appointment of Internal Senior supervisor	Principal, Vice-Principal and Exam Section	Office order
4	Allotment of supervision duties & issuing junior supervisor order.	Exam Section	Office order
5	Receiving stationary from UoM.	Exam Section	--
6	Distribution of hall tickets to the students.	Department Exam Coordinator	Hall tickets
7	Arrangement and preparation of examination block with seating arrangement.	Exam Section	Block allotment
8	Display of seating arrangement of candidates on notice board prior to examination scheduled time.	Examination clerk and Peon	Seating arrangement
9	Print examination question papers from the UoM authorized web portal as per schedule of the examination.	Exam Section	Question paper
10	Distribution of question papers as per block arrangement and conduction of examination.	Internal Senior & Junior supervisor	Examination conduction
11	Ensure that methods to detect malpractices during exam conduction.	Exam Section & Vigilance committee	--
12	Submission of Junior supervisor report and answer sheet to examination control room.	Junior supervisor	--
13	Sealing & dispatch of answer FE and BE answer sheets to respective CAP center.	Senior Supervisor& Dispatch clerk	Answer sheets Dispatch at CAP
14	Sealing and submission of SE and TE answer sheets to college CAP center.	Senior Supervisor& Dispatch clerk	Answer sheets Dispatch at college CAP
15	Assessment of SE and TE answer sheets at college CAP	CAP director	Mark lists
16	Online assessment of FE and BE answer sheets through UoM link	CAP director	Mark lists
17	Submission of SE and TE mark lists to UoM	COE, Exam Section	Result
18	Distribution of result through Exam section.	COE, Exam Section	-

ACA/PR/07	Preparation & Conduction of End Semester Examination		
Rev.: 00 Date: 11-07-2022	Clause: 8.5.1.4, 8.6, 9.1.1		Page: 02 / 02

Sr. No.	Activity	Owner	Process Out put
19	Prepare, Audit & submit bill of examination to UoM as per audit schedule.	Exam Section	Examination Bill
20	Distribute examination remuneration to all Teaching & Non-teaching staff	Accountant	Remuneration distribution
• Practical / Oral Examination			
1	Appoint the Subject faculty for conduction of the examination.	Head of Department and Dept. Exam Coordinator	Allotment of examiners
2	Preparation of tentative budget for conduction of PR / OR to the exam Section.	Dept. Exam Coordinator, Exam Section	Availability of remuneration to examiners
3	Prepare & submit department wise tentative PR / OR /TW schedule to Exam Section.	Department Examination Coordinator	Tentative Time table
4	Collect stationary from examination section required for practical examination.	Dept. Exam Coordinator & Lab assistant	--
5	Finalize & display PR / OR /TW time table consulting with external examiner as per schedule prepared.	Head of Department and Dept. Exam Coordinator	Final Time table
6	Conduction of PR / OR /TW examination as per schedule	Concerned internal and external examiner	--
7	Issuing conduction certificate & remuneration to external examiner as per the remuneration rules of UoM.	Exam Section & Department Examination Coordinator	Conduction of examination
8	Submission of Mark lists to Exam Section after conduction of examination.	Concerned internal and external examiner, Dept. Exam Coordinator	OR/PR mark list
9	Prepare and submit bill of OR/PR exams to examination section.	Dept. Exam Coordinator	Exam Bill submission

Output	Smooth conduction of university theory and practical exam

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Smooth conduction of examination	Number	Number of cases of unfair practices in exam	Each Semester	Exam Section & Team	Exam Record

ACA/PR/08		Student Projects		
Rev.: 00 Date: 11-07-2022		Clause: 8.5.1.1, 9.1.1		Page: 01 / 02

Input	UoM syllabus, Academic Calendar, Teaching Scheme and Project Diary / Log Book

Sr. No.	Activity	Owner	Process Output
1	Appoint guide and project review panel consisting of all faculty members. Designate one faculty member as project coordinator.	Head of Department	Notice
2	Selection of topic / area of interest & formation of project groups as per their interest.	Student	----
3	Addressing and guiding to the students related to Project, distribution of project diary.	Project Coordinator	----
4	Allotment of project guides to the project groups or individuals as per UoM guidelines.	Head of Department and Project Coordinator	Notice
5	Submission of synopsis with duly signed by Guide and Head of Department.	Project Coordinator	Synopsis Report
6	Schedule, Organize and review the progress of project	Project Coordinator, Review panel	Review of progress
7	Progressive review of the project work by review panel.	Review panel	----
8	Guideline regarding the detail documentation of project report by faculty members.	Project Coordinator	Project Guidelines
9	Prepare & finalize project report by consulting with project guide as per UoM guidelines.	Student and project guides	Project report
10	Preparation & submission of department wise tentative Project examination schedule to the Exam Section.	Exam Section &Dept. Exam Coordinator	Tentative schedule of project exam
11	Display final Project examination schedule on notice board.	Dept. Exam Coordinator	Final schedule of project exam
12	Evaluation of project work by external examiner.	External examiner	----
13	Submission of project report & project to the department.	Student	project report
14	Issuing conduction certificate & remuneration to external examiner.	Dept. Exam Coordinator	Certificate
15	Submission of Mark lists to Exam Section after conduction of examination.	Project Guide & Dept. Exam Coordinator	Project mark list
16	Prepare and submit bills of all exams conducted to examination section.	Dept. Exam Coordinator	Exam Bill submission

ACA/PR/08		Student Projects	
Rev.: 00 Date: 11-07-2022		Clause: 8.5.1.1, 9.1.1	Page: 02 / 02

Output	Smooth conduction of project examination

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Smooth conduction of examination	Number	Number of pass and fail students	Each Semester	Project Guide and Project coordinator	Mark sheet and attendance sheet.

ACA/PR/09	Industrial / Academic Visit	
Rev.: 00 Date: 11-07-2022	Clause: 8.5.1.1	Page: 01 / 02

Input	UoM syllabus, Academic Calendar

Sr. No.	Activity	Owner	Process Out put
	• Pre-Visit plan		
1	Assign the work to the concerned faculty who will be the Industrial/Academic Visit Coordinator	Head of the Department	Notice
2	Identify and shortlist the industries as per the curriculum of UoM	Industrial Visit Coordinator & Faculty	--
3	Finalize the industries in consultation with Head of the Department and send request letters for industrial visit mentioning its necessity with details of institute	Industrial Visit Coordinator& faculty	Request letters to the industries
4	Finalize date of visit and time in consultation with the industry.	Industrial Visit Coordinator & faculty	Visit confirmation Letter/Email
5	Finalization of transport & accommodation facility if required, route and schedule.	Industrial Visit Coordinator & faculty	--
6	Prepare the budget of the Industrial visit and take approval from principal & Higher authorities	Industrial Visit Coordinator & faculty	Budget approval and Visit approval letter
7	Circulate notice to the respective students with necessary instructions along with contribution towards visit expenses if any	Industrial Visit Coordinator & faculty	Notice to the students
8	Prepare list of students and Faculties in consultation with the Head of the Department	Industrial Visit Coordinator & Faculty	List of the students and Faculty visiting the industry.
9	Undertaking from the students participating in visit.	Industrial Visit Coordinator, faculty and Head of the Department	Undertaking from students participating in visit
	• On the date of visit		
1	Instruct the students regarding discipline and safety	Industrial Visit Coordinator & Faculty	--
2	Take attendance of the students before leaving the campus.	Industrial Visit Coordinator & Faculty	Attendance of the Participating Students
3	Form the batches of the students for smooth conduction of the visit if required.	Industrial Visit Coordinator & Faculty	--
4	Letter of thanks to industry and concerned Personnel at the end of visit.	Industrial Visit Coordinator & Faculty	Letter of thanks
5	Attendance of the students before leaving industry	Industrial Visit Coordinator & Faculty	Attendance List of the Participating Students and photographs

ACA/PR/09	Industrial / Academic Visit		
Rev.: 00 Date: 11-07-2022	Clause: 8.5.1.1		Page: 02 / 02

Sr. No.	Activity	Owner	Process Out put
	After the Visit Conclusion		
1.	Instruct the students to prepare Industrial visit report mentioning the key take-away from the visit and its usefulness.	Industrial Visit Coordinator & Faculty	Visit Report
2.	Prepare the Industrial expenditure report and get the necessary approval from the Head of the Department for further actions and display for student information.	Industrial Visit Coordinator & Faculty	Visit Expenditure Report
3.	Feedback from the Students regarding Transportation and other facilities, Visit Location and Visit Usefulness	Industrial Visit Coordinator & Faculty	Feedback Report

Output	Smooth completion of industrial visit

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Execution of the visit as per the schedule	Number of visits Planned Vs Actually conducted	Monitoring of Planned Vs Actual execution of industrial visit	Each Semester	Industrial visit Coordinator	Visit Report

ACA/PR/10	Co-Curricular & Extra-curricular Activities	
Rev.: 00 Date: 11-07-2022	Clause: 8.5.1.1, 7.1.3.2	Page: 01 / 02

Input	Academic calendar, Event calendar

Sr. No.	Activity	Owner	Process Out put
	• **Co-curricular Activities:**		
1	Assign the work to the concerned faculty as Coordinator.	Principal/ Head of the Department	Notice
2	Plan to organize expert lectures, workshops, training programs, technical events consulting with higher authorities	Coordinator	Academic calendar/ notice
3	Prepare & take approval of activities and budget from Principal and higher authorities	Coordinator	Budget/approval Letter
4	Finalize & invite the resource persons	Coordinator	Invitation Letter
5	Publicity & promotion of the event	Coordinator	--
6	Smooth conduction of event as per the plan.	Coordinator	--
7	Obtain feedback from the participants.	Coordinator	Event feedback form
8	Prepare & submit activity report to concern authority.	Coordinator	Activity report
9	To avoid non-execution of any of the planned event, anticipate the disturbances and make alternate arrangements if required.	Coordinator	--
	• **Extra-curricular Activities:**		
1	Assign the work to the concerned faculty as Coordinator.	Principal/ Head of the Department	Notice
2	Plan to organize extra-curricular activities (Sports, Social events, cultural events etc.) in consultation with department coordinators & higher authorities.	Coordinator	Academic calendar/Notice
3	Work distribution as Faculty & Students Coordinators, team members & Volunteers for the event.	Coordinator	Notice
4	Prepare & take approval of activities and budget from Principal and higher authorities	Coordinator	Budget/approval letter
5	Finalize & invite chief guest for the event.	Coordinator	Invitation letter
6	Motivate the students to participate in the event.	Committee Members	--
7	Smooth conduction of event as per the plan.	Coordinator	--
8	Ensure safety of the sports ground and other sports equipment which is suitable to support students' development of competence.	Coordinator	--
9	Prepare & submit activity report to concern authority.	Coordinator	Activity report
10	To avoid non-execution of any of the planned event, anticipate the disturbances and make alternate arrangements if required.	Coordinator	--

Output	Smooth conduction of Co-curricular & extra-curricular Activities

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ACA/PR/10	Co-curricular & Extra-curricular activities		
Rev.: 00 Date: 11-07-2022	Clause: 8.5.1.1, 7.1.3.2		Page: 02 / 02

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Conduction of activities	Number	Number of activities conducted. Plan Vs Actual	Every Semester	HOD & Event Coordinator	Record of student participation, Report of the event& Awards won by the students if any

ACA/PR/11	Nonconformity in Teaching & Learning process	
Rev.: 00 Date: 11-07-2022	Clause: 8.7, 10.1	Page: 01 / 02

Input	Teaching Plan, Syllabus, Attendance registers, Term work, test results.

Sr. No.	Activity	Owner	Process Out put
A.	**Nonconformities related to Student performance**		
01	Following are the nonconformities related to student: Poor attendance – Aggregate (Theory and Practical) attendance < 75%. Failure in class test	----	Non-Conformity Register
02	Consolidate the data related to student attendance at Mid-semester. Forward the data to Parents in case of defaulter student (Student with poor attendance).	Class Coordinator / HOD	Parent communication report
03	At the end of semester, Identify students with Aggregate (Theory and Practical) attendance < 75%. Display the list.	HOD	Provisional Detention List
04	Decide appropriate disciplinary action.	Principal, HOD	Minutes of Principal Meeting
05	Display final list of detained students.	Principal, HOD	Detention List
B.	**Nonconformities related to Conduct of Theory and Practical sessions**		
01	In case of noncompliance to the Teaching Plan, plan for extra lecture / practical session to cover the syllabus.	Faculty	----
02	On monthly basis, review percentage syllabus coverage against planned, in case variance is more than 10%, initiate necessary corrective actions so that 100% syllabus coverage is achieved at the end of semester.	Faculty & HOD	Non-Conformity Register

Sr. No	Nonconformities observed in Teaching - Learning process.		
	Aspect	Nonconformity	Actions
01	Student Attendance	Poor Student Attendance i.e. less than 75 % at the end of semester	Monitoring student attendance twice in the semester and communicating the same to student & parents.
02	Teaching	Lectures are not conducted asper teaching plan.	Monthly monitoring
03	Teaching	Syllabus not covered as per teaching plan.	Monthly monitoring
04	Learning	Failure in the internal tests	Counseling, Assignments
05	Student satisfaction	Poor Performance of Student	Special Attention and counseling by Mentor and monitoring by Head of the Department per semester.
06	Student Complaint	Major and Repetitive Complaint about student.	Initiate necessary actions after due investigation.
07	Maintain records of all the non-conformities encountered along with correction, root cause and corrective action.	HoD	Non-Conformity Register /Attendance register, Mentor Book

Output	Coverage of syllabus & Students eligible to appear for the University examinations

ACA/PR/11	Nonconformity in Teaching & Learning process		
Rev.: 00 Date: 11-07-2022	Clause: 8.7, 10.1		Page: 02 / 02

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effective actions on internal non-conformities	Numbers	Number of repetitive internal non-conformities in the department	Monthly	Head of the Department. Dept. Academic coordinator &class teacher	Non-Conformity Register

ACA/PR/12	Result Analysis	
Rev.: 00 Date: 11-07-2022	Clause: 8.5.1.5, 9.1.4, 9.1.5	Page: 01 / 01

Input	University result gazette, Student database

Sr. No.	Activity	Owner	Process Out put
01	Allocate the department wise faculty for result analysis	HOD	Notice
02	Collection of results data from Exam Section.	Department Exam Incharge	Term End Examination result
03	Detailed Result analysis as per prescribed format	Department Exam Incharge	Result analysis
04	Inform result analysis to the concerned faculty and higher authorities.	Head of the Department and Department Exam Incharge	--
05	Counseling of faculty members having poor result	Head of the Department	--
06	Mentoring and Counseling of Failed students by Mentor	Mentor	Mentor Book

Output	Appreciation of faculty & measures to improve result

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Class Result	%	Class students result with Distinction, First class, All clear, ATKT, Fail	Each Semester	HOD & Department Exam In charge	Result Analysis
Subject teacher result	%	Subject wise percentage of result	Each Semester	HOD & Department Exam In charge	Result Analysis
Class toppers	%	Percentage result of toppers	Each Semester	HOD & Department Exam In charge	Result Analysis

ACA/PR/13	Faculty Development Program		
Rev.: 00 Date: 11-07-2022	Clause: 7.2		Page: 01 / 02

Input	Academic Calendar, Advances in Technology, Training Calendar (AICTE/University), Event calendar, Pamphlets, websites

Sr. No.	Activity	Owner	Process Out put
a. Organized by AMRIT			
01	Decide subject and Plan to organize programs under FDP (STTP, Workshop, Conference and Seminar).	Principal, Vice-Principal & HOD	Notice
02	Permission & approval of budget for the program from Principal &Higher authorities.	Head of the Department and Faculty Coordinator	Budget approval letter
03	Finalize & invite the resource persons for the event.	Faculty Coordinator	Invitation Letter
04	Formation of committees & assign duties to faculty.	H.O.D./Faculty Coordinator	Notice
05	Publicity & Promotion of the event.	Faculty Coordinator/Committee members	Event Brochure/social media
06	Smooth conduction of program as per the plan.	Faculty coordinator &Committee members	FDP Agenda
07	Feedback of the participants.	Faculty coordinator &Committee members	Event feedback form
08	Prepare & submit activity report to concerned authority.	Faculty coordinator/committee members	Event report
b. Attended by faculty outside AMRIT			
01	Refer received pamphlets, web sites etc. of FDP (STTP, Workshop, Conference and Seminar).	Head of the Department& FDP coordinator	Events availability
02	Depute faculty for the FDP.	Head of the Department and Principal	Faculty participant
03	Receive the participation certificate for FDP.	Faculty participant	Attendance certificate
04	Share the training material with other faculties in the department.	Faculty participant	Report/Training Material
05	Maintain record of knowledge sharing by faculty participant with other departmental faculties.	HOD & FDP coordinator	Training Record

ACA/PR/13	Faculty Development Program		
Rev.: 00 Date: 11-07-2022	Clause: 7.2		Page: 02 / 02

Output	Successful completion of program with enhancement in knowledge & skills sets

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Participation in Trainings / Workshop / Conference / MOOCs	Number	Number of Trainings / Workshop / Conference / MOOC undergone by the faculty	Every Semester	All Faculty	Record of Trainings / Workshop / Conference/ MOOC attended
Faculty Publication / Paper presentation	Number	Number of Publications	Every Semester	All Faculty	Faculty Publication Record

ACA/PR/14	Internal Academic Monitoring	
Rev.: 00 Date: 11-07-2022	Clause: 9.1.1, 9.1.4, 9.1.5	Page: 01 / 01

Input	UoM Syllabus, UoM academic Calendar, Institute Academic Calendar, Teaching Plan, Time Table

Sr. No.	Activity	Owner	Process Out put
01	Appoint Academic Monitoring Committee with prior discussion with Principal.	IQAC director, Principal, Vice-Principal and All HODs	List of committee member
02	Prepare list of parameters to be monitored & Academic Monitoring report formats.	IQAC director and Head of Department	Academic Monitoring report
03	Communicate parameters to be monitored to faculty, it's importance and effectiveness.	Head of Department	Minutes of meeting
04	Prepare & Submit monitoring report to IQAC Director Monthly – syllabus coverage Monthly – student attendance report	Head of Department, Dept. Academic Coordinator	Academic monitoring report
05	Corrective action if necessary for non-completion as per the plan.	Head of Department, Dept. Academic Coordinator	Corrective / Preventive Action Report

Output	Continuous improvement in academics

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of Teaching & learning processes	%	Plan Vs Actual syllabus coverage	monthly	Faculty / HOD / IQAC director	Academic monitoring report

ACA/PR/15	Monitoring and Measuring Resources (Calibration / Verification)		
Rev.: 00 Date: 11-07-2022		Clause: 7.1.5	Page: 01 / 01

Input	Monitoring & measuring equipment's in the laboratory.

Sr. No.	Activity	Owner	Process Out put
01	Prepare working status report of all equipment in the laboratory before commencement of semester and complete the maintenance if required.	HOD, Laboratory Incharge & Laboratory Assistant	Equipment working status report
02	Enlist all monitoring & measuring equipment's.	Laboratory Incharge	List of all monitoring & measuring equipment
03	Identify the equipments which require calibration or internal verification.	Laboratory Incharge	List of Equipments
04	Determine the calibration or verification frequency.	Laboratory Incharge	---
05	Get the instrument calibrated from authorized vendor and receive the certificate, if calibrated.	Laboratory Incharge	Calibration Certificate
06	Carry out Laboratory Audit as per the frequency; compare the result against the acceptance criteria. In case the error is more than acceptable criteria, identify the instrument and keep it separately to avoid un-intended use.	Laboratory Incharge	Dead Stock Register, Verification Report

Output	Verified or calibrated equipment ready for use.

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Verification of equipment / Calibration	Plan vs actual	Plan vs actual of Verification/ Calibration	As per Verification / Calibration schedule	Laboratory Incharge & Laboratory Assistant	Verification Report & Record or Calibration Certificate

ACA/PR/16	Control of Student Property		
Rev.: 00 Date: 11-07-2022	Clause: 8.5.3		Page: 01 / 01

Input	Journals, Assignment, Term work submission report, Internal Assessment report, Project report etc.

Sr. No.	Activity	Owner	Process Out put
01	Assign the responsibilities to control Student property	Head of Department	Notice
02	**Student property & its retention period** • Term work files – Min. 5 years (three samples) • Project report - Min. 5 years • Internal Assessment examination papers - Min. 5 years (Three samples per subject) • Project model (Institute Funded/Sample Model)	HOD, Subject Teacher & Respective Coordinator	Preservation of Student property
03	Ensure the Submission of the Student property	HOD, Subject Teacher & Respective Coordinator	----
04	Preserve & check the student property till the retention period.	HOD, Subject Teacher & Respective Coordinator	Preservation of Student property
05	Decide the action to be taken after its retention period.	Principal, Vice Principal and Head of Department	Decided Policy

Output	Preservation of Student property

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Proper preservation of student property	Number	Number of incidents of loss of student property	Every Semester	HOD & Concerned faculty	----

ACA/PR/17	Student Feedback	
Rev.: 00 Date: 11-07-2022	Clause: 9.1.2.1, 9.1.3	Page: 01 / 01

Input	Academic calendar, Feedback Form, Student Attendance, EOMS & NAAC Guidelines

Sr. No.	Activity	Owner	Process Out put
01	Assign the responsibility to take student feedback.	Principal, Vice-Principal All HOD	List of committee member
02	Finalize feedback form including performance measures	Principal, Vice-Principal All HOD & IQAC Director	Feedback form
03	Student feedback shall be taken once in a semester.	IQAC Director & All HOD	Student Feedback
04	Identify the Students having attendance>= 75% attendance & maintain the list.	Class Teacher	List of students having attendance above 60%
05	Counseling the students before taking feedback.	All HODs & Class Teacher	----
06	Take feedback from students having attendance of 75% and above.	Assigned Authority	List of eligible students
07	Prepared feedback summary of individual faculty.	IQAC Director & All HOD	Feedback Analysis
08	Forward the feedback Summary to Principal & Vice-Principal	Assigned authority	Feedback Analysis
09	Identify the faculty who have feedback more than 75% for consecutive 3 semesters and give Appreciation Letter.	Principal, IQAC Director & HOD	Appreciation Letter
10	Identify the faculty whose feedback is less than 50% for consecutive 3 semesters, take explanation letter for the same.	Principal, IQAC Director & HOD	Improvement Letter & Undertaking

Output	Performance evaluation & improvement

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Enhancement in student satisfaction	% Feedback Rating	Calculate rating of student feedback	Once in a Semester	Principal, IQAC Director & HOD	Student Feedback Report

ACA/PR/18	Maintenance of Laboratory Equipments		
Rev.: 00 Date: 11-07-2022		Clause: 7.1.3	Page: 01 / 01

Input	Laboratory equipment list, Equipment manual

Sr. No.	Activity	Owner	Process Out put
01	Planning and identification of Laboratory equipment for maintenance.	HOD, Lab Incharge, Tech. Asst./ Laboratory Assistant	Dead Stock Register
02	Determine the frequency and parameters for preventive maintenance of equipment.	Lab Incharge, Tech. Asst./ Laboratory Assistant	Preventive maintenance schedule
03	Carry out the Preventive maintenance as per plan and maintain record of maintenance work carried out. Also maintain record of repair / replacement carried out during maintenance.	Lab Incharge Tech. Asst./ Laboratory Assistant	Preventive maintenance record
04	In case of breakdown, repair the equipment and if beyond repair by technical assistant then call for the external agency.	Lab Incharge Tech. Asst./ Laboratory Assistant	--
05	Maintain record of breakdown maintenance carried out.	Lab Incharge Tech. Asst./ Laboratory Assistant	Preventive maintenance record
06	At the end of semester, collect the data related to breakdowns, identify major and / or repetitive failure, analyze and initiate necessary actions to eliminate recurrence.	Lab Incharge Tech. Asst./ Laboratory Assistant	Preventive maintenance record

Output	Equipment maintained in good working condition.

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Execution of Preventive maintenance	Plan Vs Actual	Plan Vs Actual of Preventive maintenance schedule	Every Semester	Laboratory In charge and Laboratory Assistant / Tech. Assistant	Preventive maintenance record
Failure / damage of the equipment / instrument	Number	Number of failures / Number of damaged equipment in a semester	Every Semester	Laboratory Incharge and Laboratory Assistant / Tech. Assistant	Maintenance record
Timely repair of damaged instrument / equipment	Days	Number of days taken to repair	Every Semester	Laboratory Incharge and Laboratory Assistant / Tech. Assistant	Maintenance record

ACA/PR/19	Staff Training	
Rev.: 00 Date: 11-07-2022	Clause: 7.2, 7.3	Page: 01 / 01

Input	Feedback Analysis Report, UGC Norms, AICTE emerging trends, IIIC requirement

Sr. No.	Activity	Owner	Process Out put
01	Refer Feedback Analysis Report, UGC Norms, AICTE emerging trends, IIIC requirement and observation during class monitoring.	All HOD	--
02	Define minimum skills required such as- a. Communication skill b. Subject knowledge c. Class control d. Use of teaching aids e. Competency to teach students with special needs f. Emerging trends	All HOD	Skill matrix
03	Note above skills for each staff.	All HOD	Skill matrix
04	Prepare skill matrix in prescribed format.	All HOD	Skill matrix
05	Sort and identify training needs for each faculty.	All HOD	Skill matrix
06	Ensure that the staff is aware of following through conduction of training program: • EOMS policy and strategy • Relevant EOMS objectives • Their contribution to the effectiveness of the EOMS • Benefits of improved educational organization performance • Implications of not confirming with the EOMS requirements	All HOD	--
07	Prepare the department wise list of required training programme.	FDP coordinator& All HOD	Training calendar
08	Prepare tentative plan of training programme.	FDP coordinator& All HOD	Training calendar
09	Finalizing the programme discussing with higher authorities.	FDP Coordinator and Principal	Training calendar
10	Conduct the training programme as per the plan and maintain record.	FDP Coordinator	Training Record
11	Three months after conduction of a training programme, verify the effectiveness of the training programme for all participants.	FDP Coordinator and all HODs	Training Record
12	Based on the results of the effectiveness verification, initiate appropriate corrective actions such as re-training, counseling etc.	FDP Coordinator and all HODs	Training Record

Output	Improvement in faculty competencies

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely conduction of training programme	Number	Plan Vs actual of training programme	Each semester	FDP coordinator	Training calendar
Staff attendance for training programme	Number	Number of staff attending training programme	Each semester	FDP coordinator	Training calendar

ACA/PR/20	Publication of Newsletter	
Rev.: 00 Date: 11-07-2022	Clause: 8.5.1.1	Page: 01 / 01

Input	Academic calendar, Activity report of Department

Sr. No.	Activity	Owner	Stage Out put
01	Refer academic calendar and conduct meeting with Department coordinators and Activity report of Department.	Institute Coordinator	Minutes of Meeting
02	Data Collection of Faculty and Students activity conducted / organized in the department.	HOD & Department coordinator	--
03	Collect and verify the data.	Newsletter committee	--
04	Finalize all the content to be published after discussing with higher authorities.	Institute Coordinator and Principal	--
05	Handover final document for printing.	Institute Coordinator	--
06	Check the proofs and get the required no. of copies printed and published on institute website.	Institute Coordinator	--
07	Finalize and publish at suitable date if possible.	Institute Coordinator and Principal	--

Output	Published Newsletter.

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Accuracy of data published in newsletter	Numbers	Count number of errors in newsletter	As and when	Institute Coordinator	Newsletter

ACA/PR/21	Charge Handover / Takeover	
Rev.: 00 Date: 11-07-2022	Clause: 8.5.6	Page: 01 / 01

Input	Resignation of Faculty from college, Portfolio change notice

Sr. No.	Activity	Owner	Stage Out put
01	Receive communication of resignation / leaving of faculty/portfolio change	HOD	--
02	Confirm leaving of college by the faculty.	HOD	--
03	Get information on responsibility of the leaving faculty or new faculty in charge such as subject allotted. laboratory I/C. portfolios, etc.	HOD	Charge Handover / Takeover report
04	Verify the workload of existing staff, determine if any under load staff. Also get interest from the faculties for taking up the workload of the faculty.	HOD	--
05	Allocate the subject / responsibility to existing staff if available. If the subject cannot be taken by any of the existing faculties, start recruitment process.	Principal, Vice-Principal &HOD	--
06	Verify the percentage of syllabus covered such as lectures conducted vs plan, practical's conducted vs plan. Ensure availability of student attendance record, assignments completion, test records or any other data.	Concerned Faculty	--
07	Check teaching plan and practical plan for remaining syllabus completion and prepare new plan if necessary.	Concerned Faculty	--
08	Execute teaching – learning process and maintain record of all activities.	Concerned Faculty	--
09	On monthly basis, conduct review of % completion of syllabus and other responsibilities as per the plan.	HOD	--
10	Conduct Exit Interview of the faculty who is leaving institute.	Principal, Vice-Principal & HOD	--

Output	Completion of all the responsibilities

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Availability of all lab. Materials as per dead stock register	Number	Number of materials available as per dead stock register	After staff resignation/ Portfolio handover	HOD	Charge Handover / Takeover report
Effectiveness of charge handover process	Number	Number of issues observed in charge handover process	After staff resignation/ Portfolio handover	HOD	Charge Handover / Takeover report

ACA/PR/22	Mentor-Mentee System	
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Process Input	Institute Academic Calendar, Department Event Calendar, Roll call list.

Sr. No.	Activity	Owner	Stage Out put
01	Refer the Institute Academic Calendar & Department Event Calendar and finalization of mentors.	HOD, Department Mentor Coordinator	Notice & Minutes of Meeting
02	Departmental Mentor allocation - Receive Roll Call List - Allocate students to Mentor on the basis of Class - Update Parents and Students Mobile Numbers	HOD, Department Mentor Coordinator	Roll call list, List of Student allocation
03	Prepare Students' Meeting Activity Plan by Considering Institute Academic Calendar & Department Event Calendar	HOD, Department Mentor Coordinator	Students' Meeting Activity Plan
04	Reporting of Students at the beginning of each Semester -Data Entry in Mentor book of mobile number of Parents and Students	Mentor	Mentor book

05	Student's meeting conduction
	- Conduct all the activities as per the Students' Meeting Activity Plan
	- Maintain Attendance of Students' Meeting
	- Analyze the Absenteeism in Students meeting
	- Update Mentor book regularly
	- Observe attendance of all the students and Counsel the Students for improving Attendance in classes on regular basis
	- Take the Undertaking from Parents if the student having less Attendance, less marks or Misbehavior
	- Analyze each student thoroughly on the basis of Academic performance, Emotional ground, Family background etc.
	- Motivate the students for
	  - Improving Academic performance
	  - Participating in various competitions and events
	  - Improving Technical skills
	  - Improving overall personality
	- Help Student for Placement and Higher Education
	- Maintain the Record of pass out students in the form of Students Profile Book
		Mentor	Mentor book, Undertaking Report

06	Maintain Department summary report of each Students Meeting in the Department.	Department Mentor Coordinator	Department Summary report of Students meetings

ACA/PR/22	Mentor-Mentee System	
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Process Output	List of Mentor & Students allocation, Mentor Activity Report, Defaulter list, Personal Details, Academic Details

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Execution of Mentor meeting	Plan Vs Actual	Plan vs actual of Mentor meeting	Mid-sem. and End-sem.	HOD, Department Mentor Coordinator	Mentor book
No. of issues raised Vs resolved	Number	Summary of issues	Semester	HOD, Department Mentor Coordinator	Mentor Book

ACA/PR/23	Student Complaints and Appeals	
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Process Input	College infrastructure, staff competencies, facilities provided to students, grievance committee policy

Sr. No.	Activity	Owner	Stage Out put
01	Communicate with the students about the methodology to be adopted for handling of student's complaints / appeals.	HOD	Notice
02	Receive student complaints / Appeals in the department through faculties / through Mentor / through Grievance cell.	HOD, Mentor & Grievance cell I/C	--
03	Record the complaint / appeal. Acknowledge the complaint / appeal to the student.	HOD, Mentor & Grievance cell I/C	Student Complaints / Appeals Register/ mentor book
04	Ensure confidentiality of the complainants and appellants and objectivity of investigators.	HOD, Mentor & Grievance cell I/C	--
05	Discuss the complaint / appeal in the departmental meeting and perform initial assessment of the complaint / appeal.	HOD, Mentor & Grievance cell I/C	Student Complaints / Appeals Register/ mentor book
06	Investigate the complaint / appeal and decide correction, root cause and corrective action to be taken for resolving the complaint / appeal along with responsibility for actions and the target date for complaint / appeal closure.	HOD, Mentor & Grievance cell I/C	Student Complaints / Appeals Register/ mentor book
07	In case the action at the department level is not possible, communicate the same to the concerned authorities and discuss the same in the Principals Meeting to resolve it. Give feedback of action initiated to the concerned mentor / Student.	HOD, Mentor & Grievance cell I/C	Student Complaints / Appeals Register/ mentor book
08	Communicate the actions initiated on the complaints to the students in the next meeting and document the same.	HOD, Mentor & Grievance cell I/C	Student Complaints / Appeals Register/ mentor book
09	Track the correction / corrective actions for completion and close the complaint / appeal after action completion.	HOD, Mentor & Grievance cell I/C	Student Complaints / Appeals Register/ mentor book

Process Output	Effective resolution of student's complaints / appeals

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Actions identified and taken based on the student complaints or appeals	Numbers	Student complaints or appeals related action completion status	Monthly	HOD, Mentor & Grievance cell I/C	Student Complaints / Appeals Register/ mentor book

ACA/PR/24	Control of Outsourced Faculties		
Rev.: 00 Date: 24-01-2022	Clause: 8.1.1, 8.4.1, 8.4.2		Page: 01 / 02

Input	Teaching scheme, requirement of outsourced faculties as per University Syllabus, Academic calendar, Faculty Time Table, Workload Distribution.

Sr. No.	Activity	Owner	Process Output
01	Requirement of Outsourced Faculties for various subjects as per syllabus and workload distribution requirement.	Principal, Vice-Principal, HOD	--
02	Finalization of the outsourced faculties, studying their resume, total experience, expertise for specific subjects and year of experience, to decide the remuneration to be finalized for the out sourced faculties.	Principal, Vice-Principal, HOD	--
03	Discussion with the outsourced faculty in interview, negotiation, finalization of remuneration for the year including the T.A.	Principal, Vice-Principal, HOD	--
04	Inclusion of the remuneration for the above in the financial budget of the year for the institute for the Academic Year.	Principal, Vice-Principal, HOD	--
05	Note of approval to be prepared for the tentative expenses for remuneration to be given to the outsourced faculties to get it approved from the Management.	Principal, Vice-Principal, HOD	Note of approval
06	Giving appointment letter to the outsourced faculties as per requirement.	Principal, Vice-Principal, HOD	Appointment Letter
07	Maintaining an attendance muster for above faculties for their days of teaching in the institute	HOD & Dept. Academic Coordinator	Attendance Muster
08	Once in a semester, Performance Monitoring of visiting faculty shall be done based on: 1. Punctuality & attendance to conduct the lecture 2. Interaction with students, will be monitored by HOD &dept. Academic Coordinator. Appropriate actions based on the rating shall be taken.	HOD & Dept. Academic Coordinator.	Outsourced Faculty Performance Monitoring report

Output	Control of Outsourced Faculties.

ACA/PR/24	Control of Outsourced Faculties	
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Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Regularity of Working	Working Hours	Cross checking by reviews from core faculties, attendance muster	Each Semester	HOD & Dept. Academic Coordinator.	Attendance Muster
Efficiency of sharing knowledge to students	Output given in class	Cross checking by reviews from core faculties, students.	Each Semester	HOD & Dept. Academic Coordinator.	Student Feedback Form

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Academics Process Manual

ACA/PR/25	Holistic and Spiritual Process	
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Process Input	Time Table, Meditation Hall, Mediation Expert

Sr. No.	Activity	Owner	Stage Out put
01	Daily routine of institute starts with prayer and national anthem for all students and staff.	All faculties	--
02	Mediation slot availability in daily schedule.	HOD, Time Table Incharge	Time Table with mediation Slot
03	Give schedule to meditation expert.	Mediation Coordinator	Time table
04	Monitoring of mediation activity.	All Staff	Attendance record

Process Output	Alignment with spiritual approach of trust, Improved Attention, lower stress, Confidence development and self-realization

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Regularity of Mediation	Numbers	Participation of Faculties and Students	Daily	Mediation Coordinator	Attendance record

ACA/PR/2?	Add-on Courses	
Rev.: 00 Date: 11-07-2022	Clause: 8.1, 8.5.1.1, 8.6, 9.1.1	Page: 01 / 01

Process Input	UoM curriculum, Elective subject choice, Market job requirement

Sr. No.	Activity	Owner	Stage Out put
01	Identification of Add-on Course requirement through students' choice of Elective subject or market job skill requirement.	HoD, Concern coordinator	--
02	Design and development of contents and duration of the course.	HOD, Concern coordinator	Course contents
03	Enrollment of students to the course.	Concern coordinator	List of students
04	Execution & Evaluation of the course.	HOD, Concern coordinator	Result
05	Feedback analysis of the course.	Concern coordinator	--

Process Output	Skill set development of the students as per industry / market needs, Competency development

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely conduction of course	Number	Plan Vs actual sessions of course	Each semester	Concern coordinator	Course calendar
Student attendance for course	Number	Number of students attending course	Each semester	Concern coordinator	Course calendar

ACA/PR/27	Protection & Transparency of Learners data	
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Process Input	Learners data: original documents, student personal information, admission data, scholarship data examination assessment data, CIE data, journals, projects, result sheets, Admission forms, Admitted students list, Student general register, library data, research data, patents, transfer certificates, final mark sheets, University degree certificates etc.

Sr. No.	Activity	Owner	Stage Out put
A	**Collection of Data**		
1	Various types of learner data is collected at different stages as below- • Admission, eligibility • Teaching learning • Attendance • Examination • Assessments • Projects • Completion of UG courses	Principal, Vice-principal, Registrar, O.S., HOD, faculties, Mentors, Exam Dept., Librarian, Guides, System and technical support staff	
B	**Protection, storage, access & retention of data**		
1	All the data related to learner is protected as follows- • Admission data & original documents - O.S. • Scholarship data - O.S. • Library Data - Librarian • Teaching learning data - with respective departments under custody of HOD • Examination data - Exam Dept. • Student monitoring data - Mentors • Soft Data – System staff	Principal, Vice-principal, Registrar, O.S., HOD, faculties, Mentors, Exam Dept., Librarian, Guides, System and technical support staff	Assurance of protection & transparency of learners' data
2	All the data maintained in hard copies is safeguarded with respective authorities	Principal, Vice-principal, Registrar, O.S., HOD, faculties, Mentors, Exam Dept., Librarian, Guides, System and technical support staff	
3	The data maintained in softwares / E-Campus (ERP) is protected with passwords and limited access is given to all employees.	System staff	
4	E-Campus (ERP) is validated by system staff as a protection measure.		
5	For the learner data access, storage, retention is defined as documented information in all departments.	Principal, Vice-principal, Registrar, O.S., HOD, faculties, Mentors, Exam Dept., Librarian, Guides, System and technical support staff	
6	The access is given to the students through E-campus for required modules.	System staff	

ACA/PR/27	Protection & Transparency of Learners data	
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Sr. No.	Activity	Owner	Stage Out put
C	**Sharing of Data**		
1	Shared only with Government authorities for the admission process.	Principal/Office Staff	
2	Shared only with University for eligibility and examinations.	Principal/Office Staff	
3	Shared required data with only HOD's, faculties & examination departments for teaching learning and examination process.	Principal, Vice-principal, Registrar, O.S., HOD, faculties, Mentors, Exam Dept., Librarian, Guides, System and technical support staff	
4	The data is updated and corrected by respective staff as and when needed with due confirmation from learners.	Principal, Vice-principal, Registrar, O.S., HOD, faculties, Mentors, Exam Dept., Librarian, Guides, System and technical support staff	Assurance of protection & transparency of learners' data
D	**Transparency of data**		
1	Total transparency is ensured with respective staff by maintaining relevant documented information	Principal, Vice-principal, Registrar, O.S., HOD, faculties, Mentors, Exam Dept., Librarian, Guides, System and technical support staff	
2	Data transparency is maintained for all the relevant learner's data after explicit consent from learners is obtained.	Principal, Vice-principal, Registrar, O.S., HOD, faculties, Mentors, Exam Dept., Librarian, Guides, System and technical support staff	

Process Output	Assurance of protection & transparency of learners' data

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Protection of learner data	Number	Number of incidences of loss of learner data & complaints from learners	Yearly	Respective Head	Corrective Action Record