Academic Process Manual

INDEX

Responsibilities and Authorities

Sr. No. 01	Position :Principal	
RESPONSIBILITY	**INTERFACE**	**AUTHORITY**
1. To take responsibility for leading the institute with vision, creativity and excellence. 2. Coordinate the annual operating and strategic plan 3. To ensure that the quality policy is established and communicated to all stakeholders. 4. To ensure that the quality objectives are established for all sections of the institute. 5. To approve quality and process manuals. 6. To review Quality Management System at regular intervals. 7. To take actions/ decisions for the Quality Management System (QMS) improvement. 8. To strengthen the academic delivery mechanism to enhance students-performance 9. To review and approve purchase requirement. 10. To monitor the functioning of Institute. 11. Observance and implementation of the act, statutes, ordinances, regulations, rules and other orders issued by the authorities such as GOI, AICTE, UGC, GOM, DTE, etc. from time to time. 12. Any other work related to the institute as and when assigned by the competent authority.	1. College Governing Body. 2. College Development Committee 3. Director of Academic Development 4. HoDs 5. Faculty Members 6. Staff 7. Students 8. Parents 9. University 10. DTE, AICTE, UGC and other Government Agencies.	1. Review and Approve the academic / event calendars of the program 2. Review and Approve the time tables event calendars of the program 3. Review and Approve of faculty requirements for the program 4. Review and Recommend the term work marks given to students. 5. Disciplinary actions against students. 6. Recommend the disciplinary actions for faculty and staff to the Governing Body. 7. Review the academic process by surprise attendance of lectures, verification of files, student interaction, faculty interaction and visits to faculty cabins. 8. Approve the leaves of faculty and staff in accordance to the guidelines as per rules. 9. Recommend the faculty and staff for various activities at institute level. 10. Approve the academic requests of students such as leaves, participation and organization of events, requirement of resources etc. 11. Review and approve the performance of students such as consideration of term work, marks given, detention of students etc.

Sr. No. 02	Position: Director of Academic Development	
RESPONSIBILITY	**INTERFACE**	**AUTHORITY**
To assist Principal in formation of academic policy for the institute in the context of **A. Planning:** 1. Design of academic excellence policy of the institute - Objectives and Goals. 2. Requirements of infrastructure and staff. 3. Teaching learning methodology. 4. Faculty and staff development. 5. Student development. 6. Student evaluation. 7. Student assessment and remedial methods. 8. Initiatives towards improvement in teaching learning process. 9. Standardization of academic process – NBA, NAAC, ISO etc. 10. Feedback mechanism and methodology in consultation with Principal and Internal Quality Assurance Cell (IQAC) coordinator. **B. Monitoring and control:** 1. Conformance to academic policy of the institute. 2. Conformance to academic calendar. 3. Attendance of students and staff. 4. Content delivery status - syllabus coverage, tutorial, assignments, practical. 5. Quality of content delivery. 6. Performance of students – Internal and University exams. 7. Performance of faculty – through student feedbacks and other factors. 8. Utilization of academic resources. 9. Overall student development activities. 10. The conformance to standard practices in academics. 11. Academic discipline. **C. To provide review of academic progress to Principal** **D. To motivate staff and the students towards the achievement of excellence in Academic process**	1. College Governing Body. 2. College Development Committee 3. Director of Academic Development 4. HoDs 5. Faculty Members 6. Staff 7. Students 8. Parents 9. University	1. Call meetings of faculty and portfolio in-charges to ensure the academic process conformance 2. Recommend and execute disciplinary actions for students, faculty and staff in consultation of HoD and Director of Academic Development 3. Approve and recommend the academic planning like calendar, time table, teaching plans, outcome etc. 4. Propose and implement the academic policies in consultation to HoD and portfolio in-charges 5. Ensure the preparation of course work by teaching faculty for course outcomes, mapping to POs and PSOs for evaluation of course outcomes. 6. Ensure the curriculum components for sufficiently addressing the course outcomes. 7. Ensure the course conduction and attainment for better outcomes. 8. Take necessary measures to ensure quality of course contents and effective teaching.

Sr. No. 03	Position: Head of Department	
RESPONSIBILITY	**INTERFACE**	**AUTHORITY**
Perform the academic and administrative functions for the department/ programme as per the policy of the institute. 1. To plan and monitor the achievement of quality objectives laid for the department. 2. To plan to achieve vision of department and institute. 3. To propose new academic programmes and the expansion of the department. 4. To plan and support innovative techniques for the improvements in teaching learning process. 5. To ensure smooth functioning of the department. 6. To ensure proper utilization, safeguarding and maintenance of the department infrastructure. 7. To plan portfolios and allocate work responsibilities to faculty and staff. 8. To propose the budget of the department to Principal and get approval. 9. To ensure that allocated budget is properly utilized in the department. 10. To propose the purchase of academic requirements. 11. To propose the library requirement and get procured from Library Section 12. To Plan, execute and Monitor the curricular, co-curricular and extracurricular activities within the department. 13. To motivate, plan, perform and monitor various activities for performance improvement of students. 14. To, plan, motivate perform and monitor various activities for improvement of faculty and staff. 15. To motivate faculty for research and consultancy work through modernization of lab infrastructure and research projects. 16. To ensure the preparation of various reports to be submitted to University, DTE and AICTE etc. 17. To propose the requirement of staff and	1. Principal 2. Director of Academic Development 3. Faculty Members 4. Staff 5. Students 6. Parents	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. 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. 8. Conduct inspection of conduction of classes / Laboratory in progress.

recommend the selection to Principal. 18. To plan and execute academic audit of each semester. 19. To plan, execute and monitor students, staff and parents feedback. 20. To execute responsibilities assigned by the University / Institute from time to time.		

Sr. No. 04	Position: Class Teacher	
RESPONSIBILITY	**INTERFACE**	**AUTHORITY**
1. To address the student on the first day of each semester regarding academic processes that are undertaken throughout the semester. 2. To guide the students about rules of attendance (general), industrial visits, sports, medical leave etc. 3. To address the students' quires, try to resolve it and inform to respective authority. 4. To meet the parents of students, especially defaulters and toppers. 5. To inform the Head of Department about making alternate arrangement for lectures and practical when a faculty is absent. 6. Generating attendance report in every Academic semester. Displaying the defaulter list and the counselling them to improve the attendance. To update attendance in case of medical leave, sports leave etc. 7. Collect information regarding slow learner (in terms of Academic and personal problems) from the subject teachers and arrange remedial classes, counselling sessions in consultation with the Head of Department. 8. Identify advanced learner and motivate them to excel. 9. Update data regarding students' achievements in academics, sports, extracurricular activities etc. 10. Maintaining the class-teacher record containing class details. 11. Any other duty the Principal / Head of Department may assign. 12. Personal counselling to the students those are in final detention list and their parents. 13. Monitoring the discipline among students. 14. Analysis of previous semester university results. 15. Sending messages to student as per requirement.	1. Principal 2. Director of Academic Development 3. HoD 4. Faculty Members 5. Students 6. Parents	1. Initiate disciplinary actions in consultation with authorities. 2. Report detention of students (if any) to the authorities. 3. Communicate to faculties regarding performance issue. 4. Communicate student's attendance and performance to his/her parents. 5. Recommend student's attendance and internal exam issue in case of medical issue to HoD and staff.

Sr. No. 05	Position: Subject In-charge		
RESPONSIBILITY		**INTERFACE**	**AUTHORITY**
1. Procurement of syllabus of concerned subject. 2. Prepare Course outcomes & Program outcomes. 3. Prepare Teaching Plan as per standard format. 4. Prepare short notes for concerned subject. 5. Prepare power point presentation, standard videos for effective content delivery. 6. Prepare conduction plan and do mapping with teaching plan. 7. To motivate, plan, perform and monitor various activities for improvement of students. 8. Conduct ISE and prepare result analysis report as a part of internal assessment. 9. Identify slow learners as well as advanced learners. 10. To counsel the students for attendance, academic performance and overall development. 11. Conduct remedial classes for slow learners and assign &design suitable course module for advanced learners. 12. Prepare syllabus submission report for theory as well as practical. 13. Prepare attendance report as well as defaulter list of students. 14. Co-ordination of Oral/Practical /Term work examination. 15. Analysis of university result of subject.		1. Principal 2. Director of Academic Development 3. HoD 4. Faculty Members 5. Students 6. Parents	1. Report the requirement of teaching aid and laboratory equipment 2. Report the requirement of books. 3. Schedule training and Add-On Course.

Sr. No. 06	Position: Faculty	
RESPONSIBILITY	**INTERFACE**	**AUTHORITY**
1. To ensure the effective content delivery through conduction of classroom and laboratory sessions. 2. To report Head of Department and perform as per responsibilities assigned by the authority from time to time. 3. To assist the authority to plan, execute and monitor the curricular, co-curricular and extracurricular activities. 4. To mentor staff and students. 5. To prepare and maintain the records/ files for assigned responsibilities. 6. To respond and perform for University responsibilities assigned. 7. To motivate, plan, perform and monitor various activities for overall development of students. 8. To make alternative adjustment before proceeding on leave and inform the concerned authority. 9. To find out laboratory requirement and handover to Head of Department. 10. To work towards achievements of vision of department and institute. 11. To work towards the research and development activities. 12. To counsel the students for attendance, academic performance and overall development. 13. To address the students' quires, try to resolve it and inform to respective authority.	1. Principal 2. Director of Academic Development 3. HoD 4. Faculty Members 5. Students 6. Parents	1. Report the requirement of teaching aid and laboratory equipment 2. Report the requirement of books. 3. Schedule training and Add-On Course.

Sr. No. 07	Position: Faculty Member under Teacher Guardian Scheme	
RESPONSIBILITY	**INTERFACE**	**AUTHORITY**
1. To prepare and maintain the records of the students of the assigned batch. 2. To conduct meeting with the assigned batch of the students and maintain records. 3. To monitor the students' performance throughout the semester. 4. To communicate regarding the absentee of the student to the parents. 5. To communicate the performance and overall development of students to their parent/guardian. 6. To maintain the student progress record. 7. To communicate other faculty members regarding performance issue. 8. To motivate the students to improve their overall performance. 9. To encourage students to participate in curricular, co-curricular and extra-curricular activities. 10. To maintain record of participation/ award winning in the form of certificates and other relevant documents. 11. To ensure discipline maintained by the students throughout the events/functions to be organized in campus. 12. To initiate disciplinary actions (if any) in consultation with authorities. 13. To submit student's detention report (if any) to the authorities.	1. HoD 2. Faculty 3. Student 4. Parents	1. Communicate student's attendance and performance to his/her parents. 2. Recommend student's attendance and internal exam issues in case of medical issue to HoD and staff. 3. Take necessary action demanded by student with permission of HoD 4. Report student feedback to HoD

Sr. No. 08	Position: Lab In-charge	
RESPONSIBILITY	**INTERFACE**	**AUTHORITY**
1. To ensure the availability and proper functioning along with calibration of equipment required for performance of practical in the laboratory. 2. To prepare and submit requirements of laboratory equipment and consumables to Head of Department. 3. To ensure the maintenance of dead stock of the laboratory. 4. To ensure maintenance and cleanliness of laboratory. 5. To ensure the maintenance and preventive maintenance of equipment. 6. To perform physical stock verification. 7. To ensure availability of laboratory manuals for the experiments performed in laboratory. 8. To monitor the performance of practical as per time table. 9. Reporting of damages / breakages / thefts of equipment to Head of Department. 10. Ensure that the safety rules and instructions are displayed at prominent places of the laboratory. 11. To prepare the opportunities for industry tie-ups and consultancy. 12. To ensure effective utilization of laboratory.	1. HoD 2. Faculty 3. Student	1. Perform physical stock verification. 2. To monitor the performance of practical as per timetable. 3. Prepare the requirement of equipment and consumable material. 4. Prepare the requirement and maintenance budget.

Sr. No. 09	Position: Internal Sessional Examination In charge	
RESPONSIBILITY	**INTERFACE**	**AUTHORITY**
1. To arrange ISE as per syllabus per semester. 2. To display the ISE time-table in advance as per academic calendar of department. 3. Circulate the time-table for ISE in to the various classes and among the faculties. 4. Circulate the notice to set the question papers to respective subject faculty in prescribed format before three days of commencement of test. 5. Give the stationary requirements for class test before 15 days from the Commencement. 6. Get the total count of the regular strength of class. Get the question papers photocopied before one day of ISE, ensuring utmost confidentiality. 7. To allocate the seating arrangement for the student & display it. 8. To make the availability of answer-books. 9. Inform staff members to check the papers and submit the marks for their test subjects within three days of last ISE paper. 10. To get the result of ISE and analyze the results. 11. To try for smooth conduction of ISE.	1. HoD 2. Faculty 3. Student	1. Display notice regarding ISE time table. 2. Depute examination duties and paper assessment work to faculty members.

Sr. No. 10	Position: Departmental Student Association In-charge		
RESPONSIBILITY		**INTERFACE**	**AUTHORITY**
1. Preparation of constitution for departmental student association and get it approve in consultation with Head of Department. 2. Formation of departmental student association members every year. 3. Creating awareness about the purpose of forming the departmental students association. 4. Identify and organize activities under the association with the help of students. 5. Encouraging students to participate actively in every activity. 6. Distributing prizes and certificates to organizing participants & winners. 7. Prepare reports of every events organized.		1. HoD 2. Faculty 3. Student	1. Constitute Student Association committee. 2. Plan activates as per academic calendar. 3. Conduct activities 4. Issue certificates to participants under different activities

Sr. No. 11	Position: Departmental Library In-charge	
RESPONSIBILITY	**INTERFACE**	**AUTHORITY**
1. Prepare notice to the students and staff about the issuing the books from the department library. 2. Set the rules for issue and return of the books. 3. Maintain list of books available in the library and book Issue and return to staff and students. a. Maintain Seminar & Project reports. 4. Prepare a list of books and display the updated list per semester in the department. 5. Make a new entry of books as available in the department library. 6. Arrange the books or copies of books subject-wise in the book shelf and make the entry accordingly. 7. Prepare a requirement of new books that are required according to the new syllabus to the central library and submit proposal accordingly through Head of Department. 8. Department library is to be updated. 9. Maintain product catalogue in department library.	1. HoD 2. Faculty 3. Student	1. Display timing of Departmental library. 2. Prepare schedule of book issue for students.

Sr. No. 12	Position: Technical Assistant / Laboratory Assistant	
RESPONSIBILITY	**INTERFACE**	**AUTHORITY**
1. To plan and monitor laboratory cleanliness. 2. To perform test/trials on all laboratory equipment before start of the semester and check its results conformance with lab in charges. 3. All laboratory equipment/measuring instruments must be calibrated yearly/timely. 4. To arrange set of instrument before start of session. 5. Issue of laboratory equipment with manual to students and collect it back. 6. To assist lab in-charge and faculty for smooth conduction of lab sessions. 7. To maintain record of University TW / PR / OR examinations. 8. To maintain updated laboratory manual, furniture register, purchase details, equipment history card, dead stock register and consumable register. 9. To carry out routine maintenance of equipment in laboratory. 10. To report and maintain the record of theft/damage/breakages of equipment to lab in-charge/Head of Department. 11. To recommend laboratory requirements and consumables. 12. To ensure the safety rules and regulations are displayed at the prominent location in the laboratory. 13. To ensure all the students must follow safety rules and regulations. 14. To carry out any other work assigned by the higher authorities.	1. HoD 2. Faculty 3. Student	1. Prepare the list of consumable material at the start of semester. 2. Schedule the maintenance of equipment.

Sr. No. 13	Position: Peon	
RESPONSIBILITY	**INTERFACE**	**AUTHORITY**
1. Opening and closing classrooms, staff rooms and other chambers. 2. Cleaning of classrooms, staff rooms and other chambers. 3. Cleaning of furniture / instruments. 4. Provide help during examinations. 5. To circulate notice and other documents given by higher authority. (Teaching / Non-Teaching). 6. To display and remove the notice from notice board. 7. To protect the college property. 8. Ensure that all electric equipment is switched off when not in use. 9. Any other duties assigned by the higher authority time to time.	1. HoD 2. Faculty 3. Student	

ACA/PRM/01	Preparation of Student Roll List	Page 01/01

Input	Roll list of Previous Academic Year – Branch/ Year wise
Process Owner	Class Teacher, HoD

Sr. No.	Sequential Activity	Process Owner	Stage Output
1	Registration at the department at the commencement of Semester	Class Teacher	Registration Sheet
2	Prepare and display Roll List based on registration along with batches for Practical	Class Teacher	Roll List
3	Identify Eligible students after declaration of results. Revise the Roll List as per eligible students.	Class Teacher, Faculty, HoD	Roll List
4	Receive the list of admitted students from Admission Section and verify the Roll List accordingly.	Class Teacher, Faculty, HoD	Roll List
5	Receive from admission section the updates regarding students admitted (Regular, provisional etc.) and dropouts, make necessary changes to Roll List of divisions from time to time and communicate to all concerned.	HoD, Faculty, Admission clerk	Class wise and Division wise Roll List of students

Output	Roll List of the students

Process Monitoring & Measurement					
Parameter	**Indicator**	**Measurement Methodology**	**Frequency of Monitoring**	**Responsibility**	**Document Retention**
Number of revisions in the Roll List of students after the start of semester.	Number	Number of revisions(additions/deletion) of students in the Roll List of each division	End of each semester	HoD and Director of Academic Development	Student Roll List

ACA/PRM/02	Elective Courses Offer	Page 01/01

Input	List of Registered Students, List of Electives as per Syllabus
Process Owner	Class Teacher, HoD

Sr. No.	Sequential Activity	Process Owner	Stage Output
1	Notify the Elective Courses, Professional Elective Courses and open Elective Coursesavailable as per curriculum to students	HoD	Notice of Elective Courses offered
2	Counseling of students through day to day lectures regarding the importance and selection of the electives and their applications.	HoD/Faculty	----
3	Take Elective Courses choices from students	Class Teacher	List of students with elective subject choices.
4	Finalize the Elective Courses offered and Students registered for the Elective Courses	Class Teacher, HoD	Students registered for Elective Subjects.

Output	Ratio of the number of Elective Courses offered to the number of courses opted.Percentage of students opting each elective course.

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Number of revisions after the start of semester.	Number	Number of revisions (additions/ deletion) of students in the registered list of Elective Courses	End of each semester	HoD and Director of Academic Development	List of registered Students in each Elective Course

ACA/PRM/03	Preparation of Academic Requirements	Page 01/02

Input	AICTE Norms, KBC NMU Curriculum, Dead stock register, List of Faculty and Staff, Expected total Number of students in each year, List of existing library resources.
Process Owner	Faculty, Lab In-charges, HoD, Librarian.

Sr. No.	Sequential Activity	Process Owner	Stage Output
A	**Infrastructure, Equipment and Consumable Requirement**		
01	Prepare the requirement of additional Equipment/s, Software/sand Consumable/s for Academics.	Subject Faculty / Lab-In-charge	
02	Consolidation of requirements	HoD	Requirement List
B	**Preparation of Faculty and Staff Requirement**		
01	Calculation and Consolidation of Faculty Requirement as per Teaching Load, University Curriculum Guidelines and AICTE Norms.	HoD, Director of Academic Development and Registrar	Faculty Requirement
C	**Library Requirement**		
	C-(a)Annual Library Requirements		
01	Notice from library for Annual requirement of books to be made available.	Librarian and HoD	
02	Receive book/s recommendation from faculty.	Department Library In-charge	
03	Prepare subject-wise list of recommended text and reference books with required quantity as per university curriculum and AICTE norms.	HoD, Dept. Library In-charge	
04	Review the List and send the requirement of books to the library	HoD, Dept. Library In-charge	Book List
	C-(b) Emergency Library requirements		
01	Identify the immediate requirement of the books from the concerned faculty.	HoD and Faculty	Book Requisition form
02	Forward the requirement to library for instant purchase.	HoD and Librarian	Book Requisition form

Output	List of Infrastructure, Equipment, Faculty, Staff and Library Requirements.

ACA/PRM/03	Preparation of Academic Requirements	Page 02/02

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Number of incidences of additional (not included in planning) academic requirements after the start of the semester	Number	Counting the incidences during the semester of additional (not included in planning) academic requirements after the start of the semester	End of each semester	Director of Academic Development	Book requisition form

ACA/PRM/04	Preparation of Academic Calendar	Page 01/02

Input	KBCNMU Circular regarding Academic Calendar and Holidays in a semester, Co-curricular and Extra-curricular activities planned by the Institute in a semester, Portfolio Allocation at Institute Level
Process Owner	HoD, Director of Academic Development and Principal

Sr. No.	Sequential Activity	Process Owner	Stage Output
A	**Preparation of Academic Calendars for programs**		
01	Identify the Tentative Start and End dates of a semester before the commencement of semester.	Director of Academic Development	Working days during Semester
02	Plan date wise key academic activities for the semester pertaining to the programs UG (FE, DSE), UG (SE,TE,BE), MBA and MCA considering the following activities at Institute Level: Commencement of classes Attendance and Academic Monitoring activities Events planned at Institute Level Internal Sessional Examinations Internal Continuous Assessment Student Counseling Student Feedback Add-On Course Remedial and Make-up actions Review Meetings Term End submissions Compilation of Term Work & Assessment University Examinations	Director of Academic Development and HoD	Academic Calendar (Draft)
03	Review and finalize the common academic calendar before the start of the semester, notify and communicate to respective Faculty and Students.	Principal, Director of Academic Development & HoDs	Academic Calendar
B	**Preparation of Department Academic Calendar**		
01	Plan date wise departmentaleventsin alignedwith academic calendar of the Institute such as Workshops, FDP, STTP, Student training, Guest lectures, Seminars, Technical Exhibitions, Field Visit and Activity under MoUs etc.	HoD	Departmental Academic Calendar (Draft)
02	Review and finalize the Department Academic Calendar in faculty meeting through discussion and responsibility assignment of events.	HoD, faculty	Departmental Academic Calendar
03	Circulate and display the Academic Calendar of the Department.	HoD	Departmental Academic Calendar

ACA/PRM/04	Preparation of Academic Calendar	Page 02/02

Sr. No.	Sequential Activity	Process Owner	Stage Output
C	**Portfolio Distribution (Institute level)**		
01	Identify the activities to be carried out at Institute level	Principal	List of Activities
02	Identify faculty members considering expertise, skill &experience and discuss with respective HoD for suggestions, if required.	Principal	List of faculty members
03	Prepare Notice and inform the respective faculty about their responsibility.	Principal	Notification of Portfolio allocation at institute level
D	**Portfolio Distribution (Department level)**		
01	Receive the Institute level portfolio allocation and identify the activities and events to be executed/carried out during the semester	HoD	List of Activities
02	Through discussion–finalize the Portfolio allocation to faculty considering expertise, experience, skillsets and availability during the semester.	HoD	List of faculty members
03	Inform the respective faculty and staff about their responsibility.	HoD	Institute and Department level Portfolio Allocation

Output	Percentage compliance toplanned versus actual(Number of events conducted/ Number of events planned * 100)

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Conduct of activities planned in academic calendar during the Semester	Planned Vs. Actual (%)	Planned Vs. Actual of academic calendar during the Semester	End of each semester	HoD, Director of Academic Development and Principal	Reviewed academic calendar

ACA/PRM/05	Allocation of Teaching Load and Preparation of Time-Table	Page 01/01

Input	Teaching Load, Classrooms, Laboratories, Faculty list
Process Owner	HoD, Time Table In-charge

Sr. No.	Sequential Activity	Process Owner	Stage Output
A	**Teaching Load Allocation**		
01	Prepare the list of subjects to be taught during the semester and circulate among the faculty members for their choice.	HoD, Timetable In-charge	List of courses and teaching load
02	Collect subject preferences from faculty members.	HoD, Timetable In-charge	Subject Preferences from Faculty for the Semester
03	Subject Allocation to faculty as per load distribution norms, availability of faculty, experience of faculty, expertise required to address complex subjects,choice given, etc.	HoD, Time table In-charge	Load Distribution
04	Inform the load distribution to the faculty.	HoD, Time table In-charge	Load Distribution
B	**Preparation of Timetable**		
01	Finalize the available and shared resources such as classrooms, laboratories and faculty from other departments.	HoD	List of shared resources and availability
02	Plan the Theory & Practical sessions considering proper utilization of academic resources, availability and sharing constraints.	Time Table In-charge	Teaching Load Allocation to Faculty
03	Verify/Change/Update Time table prepared by Timetable In-Charge and forward to Director of Academic Development/ Principal.	HoD, Time Table In-charge	Timetable of the Department
04	Notify time table to faculty, staff, concerned faculty from other departments and students.	HoD, Time Table In-Charge	Master Time Table, Class Time Table, Lab Time Table, Faculty Time Table

Output	Percentage utilization of resources = Engaged time slots/Available time slots*100

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Accuracy and adequacy of Teaching Load Allocation and Time Table	Number	Counting the revisions of teaching load allocation and time table during semester	End of each semester	Director of Academic Development and HoD	Reviewed load allocation &Time Table

ACA/PRM/06	Planning and Preparation of Academic Content Delivery	Page 01/01

Input	Vision and Mission, Program Educational Objectives (PEO), Program Outcomes (PO) & Program Specific Outcomes (PSO) of the Program, Course Outcomes (COs) and Course contents, Previous execution of similar course and observations, Academic calendar, Timetable, Tentative working days, TextBooks, Reference Books and On-line Resources.
Process Owner	Principal, Director of Academic Development, HoD and Faculty

Sr. No.	Sequential Activity	Process Owner	Stage Output
01	Study the course contents thoroughly. Understand the Course Outcomes stated in the syllabus. Identify the course contents which develop specific abilities (knowledge, skills and attitude) of the students as per course outcomes. Plan the delivery methodology for the course contents as per course outcomes. Perform mapping of Course Outcomes (COs) to Program Outcomes (POs) and Program Specific Outcomes (PSOs). Identify the relevant theories, concepts, technologies, demonstrations, applications etc. which could benefit students but not covered in syllabus of course. - Content Beyond Syllabus.	Faculty	Course Outcomes (COs) Mapping with POs and PSOs
02	Prepare the Teaching Plan by allocating contents planned to be taught to the lecture dates as per Time Table and working days excluding holidays during the stipulated period of the semester covering estimated lectures for the subject.	Faculty	Teaching Plan Laboratory Plan
03	Verification of the teaching and laboratory plan details such as date, lecture, time, contents etc.by HoD	HoD	Teaching Plan Laboratory Plan
04	Prepare course file as per the contents mentioned.	Faculty	Course file

Output	Teaching Plan, Contents Beyond Syllabus &Course File.

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Preparation of the Teaching Plan at desired quality by the Faculty	%	Timely preparation of Teaching Plan as per requirement	End of each semester	HoD, Director of Academic Development	Reviewed from academic preparations of Faculty

ACA/PRM/07	Academic Communication/Notification to Students, Staff, Faculty and Parents	Page 01/02
Input	Notices and circulars from various sources like Principal, Director of Academic Development and HoD. Vision, Mission, PEOs, POs &PSOs, COs, Curriculum, Academic Calendar, Roll List etc.	
Process Owner	Faculty, Class Teachers, Director of Academic Development, HoD	

Sr. No.	Sequential Activity	Process Owner	Stage Output
A	**Communication through Notice Board**		
01	Receive the Notices/Circulars from Administration, Departments, outside etc. and take necessary actions.	HoD	Notices
02	Circulate Notices/ Circulars among Students, Faculties and Staff as per guidelines and file it.	HoD	Notice File
03	Display/ Removal of Notices	HoD	Notice File
B	**Communication through E-mail / Social Group / SMS/Website**		
01	Email the Updates, Notices and Circulars to Faculty, Staff and Students as per requirement and guidelines.	HoD & Faculties	Communication
02	Use social communication media to communicate achievements and facilities available at the Institute / Department.	HoD & Faculties	Communication
03	Communicate the performance of student to parents through SMS / Voice-Calls / Whatsapp, written communication as per requirement and guidelines.	HoD & Faculties	Communication
04	Update website of the Institute regularly.	Institute/Dept. Website In-charge	Updated website
05	Verify Contents uploaded on website and suggest necessary changes /improvements (if any) to respective department / website in-charge.	Principal, Director of Academic Development, HoDs	Updated website
C	**Induction Program for newly admitted students**		
01	Plan the Induction for the new entrants of the program in the institute by taking review of academic preparations and other requirements, in discussion with the Principal and Director of Academic Development .	HoDs	Plan of Induction program
02	Conduct the Induction program as per plan.	HoDs	Report of Induction program
D	**Organization of Parent Meet**		
01	Plan the organization of the Parent meet.	Parent meet Coordinator, HoDs	Schedule of Parent Meet
02	Send invitation to parents through Students / SMS / Email as per schedule for Parent meet	Parent meet Coordinator, Departmental Parent Coordinator	Invitations to parents
03	Conduct Parent meet on a scheduled date.	Parent meet Coordinator	Agenda of Meeting

ACA/PRM/07	Academic Communication/Notification to Students, Staff, Faculty and Parents	Page 02/02

Sr. No.	Sequential Activity	Process Owner	Stage Output
04	Address parents about Institutional procedures, achievements and activities etc. Interact and solve the queries of parents.	Principal/Director of Academic Development, HoD & Class Teachers	Principal's Address
05	Interaction with Class Teachers and Faculty member for specific queries, if any, or about the performance of their wards	Class Teacher and faculty member	Students feedback
06	Get the feedback from parents	Parent meet Coordinator	Parent feedback form
07	Make report of Parent meet highlighting their suggestions and discuss with Principal for consideration and suitable action.	Parent meet Coordinator	Parent Meet Report

Output	Effective communication through notice board, Website and Intranet.

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely communication of events with Student, Staff And Parents	%	Calculation of Ratio of number of events of communication to with student, staff and parents to total number of events where the communication was expected	End of each semester	Director of Academic Development	Reviewed from Communication records and notices

ACA/PRM/08	**Academic Content Delivery -Classroom and Laboratory Teaching**	**Page 01/01**

Input	Syllabus of KBC NMU, teaching plan, PPT presentation, teaching aids, Internet facility in classroom, timetable, Teaching plan, Lecture notes, Lab Manual, recorded Video
Process Owner	Faculty, HoD and Director of Academic Development

Sr. No.	Sequential Activity	Process Owner	Stage Output
A	**Class Room Teaching**		
01	Ensure that teaching resources are in place.	Faculty	
02	Follow the Teaching Plan for the content delivery.	Faculty	Academic Diary
03	Record attendance of students in the attendance sheet and update the attendance.	Faculty	Academic Diary
04	Make the teaching contents available to students	Faculty	Course File and Moodle
B	**Laboratory conduction**		
01	Prepare and ensure experimental setups and resources as per practical plan.	Lab Assistant	Practical Setup
02	Take Attendance of students for practical sessions		Continuous Assessment Sheet
03	Explain aim, objective, theory and application of practical and demonstrate the experiment / practical to students	Faculty	Practical Manual
04	Perform practical and communicate results to faculty	Students	Student Course Journal
05	Guide students for analyzing the results of practical	Faculty	
06	Make practical contents available to students	Faculty	Practical Manual
07	Assess practical / experiment as per Evaluation guidelines.	Faculty	Student attendance sheet- Practical session

Output	Effective content delivery and syllabus coverage as per plan in conformance with COs, POs, PSOs and PEOs.

Process Monitoring & Measurement					
Parameter	**Indicator**	**Measurement Methodology**	**Frequency of Monitoring**	**Responsibility**	**Document Retention**
Syllabus completion as per plan	Plan Vs Actual	Plan Vs Actual of syllabus completion	Twice during of each semester	HoD and Director of Academic Development	Syllabus coverage Report, Teaching Plan, Topic Covered Plan

ACA/PRM/09	Academic Progress Monitoring and Improvement Actions	Page 01/02

Input	Attendance sheet of Theory/ Practical Attendance of a student for every session of a day, Teaching /Practical Plan, Timetable, No. of Assignments, Internal Continuous Assessment.
Process Owner	Faculty, HoD, Director of Academic Development

Sr. No.	Sequential Activity	Process Owner	Stage Output
A	**Monitoring of Quality of Teaching Learning and Academic Discipline**		
01	Observe the reporting of students to the classes / Laboratory as per Time Table and take necessary actions	Faculty, Class Teacher, HoD, Director of Academic Development	--
02	Observe the reporting of Faculty to the classes/ Laboratory as per time table and take necessary actions	HoD, Director of Academic Development	--
03	Observe the conduction of classes/ Laboratoryfor delivery of intended quality contents and take necessary actions	HoD, Director of Academic Development	--
04	Take informal and formal feedback of Teaching Learning Process and take necessary actions for improvement	HoD, Director of Academic Development	--
B	**Academic Progress Monitoring**		
01	Prepare/Generate Class wise Attendance, Number ofLecturesconducted and Syllabus completion Summary Report of the department and forward to Director of Academic Development.	Class Teacher, HoD	Syllabus Coverage and Performance Report
02	ConductFaculty Meeting anddiscuss improvement actions as per the syllabus completion report, Planned Vs Actual lectures, Activities etc.	Faculty, HoD	Syllabus Coverage and Performance Report
03	Take Extra lectures/ Practical's for compliance of Planned v/s Actual Lectures.	Faculty	-----
04	Maintain the Lecture and Lab Adjustment records and reasons thereof and also the makeup actions for syllabus completion.	Faculty	-----
C	**Faculty Course File Verification**		
01	Maintain the course file as per the checklist given for course file.	Faculty	Course File
02	Verify the contents of the course file and suggest changes, if any, in the course files of the faculty for conformance to requirements for effective teaching by faculty.	HoD	----
03	Surprise verification of the Course File, Attendance and Academic Monitoring Records, Actual ~~conduction~~conducted Theory and Practical, Evaluation of Term Work of the students and give suggestions to HoDs and Faculty.	Director of Academic Development	--------
04	Take suitable measures for improvement.	HoD, Director of Academic Development	-------

ACA/PRM/09	Academic Progress Monitoring and Improvement Actions	Page 02/02

Output	Effective content delivery as per plan.

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Syllabus completion as per plan	Planned Vs. Actual	Planned Vs. Actual of syllabus completion	Twice during each semester	Director of Academic Development	Reviewed from Academic Monitoring Record

ACA/PRM/10	Conduction of Student Project Activity	Page 01/02

Input	Curriculum, Research Domains/Areas, List of Guides & Students, Academic Calendar
Process Owner	Project Coordinator, HoD

Sr. No.	Sequential Activity	Process Owner	Stage Output
A	**Coordinate Project of Students**		
01	Brief students about Project Activity– Formation of groups, Domains, Outcomes	Project coordinator	-------
02	Notify students to form Project Groups andto submit Project Domain	Project coordinator	Group formation (max. of 5 students per group)
03	Formation of groups and allocation of guides to project groups.	Project coordinator and HoD	List of student Project and Guide
04	Inform Faculty and Students regarding Project Groups and Guide allotted.	Project coordinator , and HoD	List of student Project and Guide
05	Submission of Project Title and Proposal / Abstract by Project Groups to Project Coordinator after discussion with respective Guide	Project Group and Guide	
06	Approval of Project Title and Proposal / Abstract	Project Guide, Project coordinator and HoD	
07	Receive the project requirements from students and provide them resourcesas per availability.	Project Guide, Project coordinator, HoD	Provide the facilities available as per requirement in respective department
08	Organize review of the projects	Project coordinator, Guides, HoD	
09	Notifyschedule of Presentation / Demonstration to Faculty, Guide and Students for Assessment	Project coordinator Project committee	Schedule of Presentations
10	Assessment of the Projects through Panel	Project guides, Project committee	Project Assessment Sheet
11	Preparation of Consolidated Assessment Sheet and submit to HoD	Project coordinator	
12	Submission of Project Report	Project Guide and Project Coordinator	

ACA/PRM/10	Conduction of Student Project Activity	Page 02/02

Output	Effective Organization of Project activities.

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Number of projects not completed successfully as per requirements of university	Number	Review of Projects, Count the projects not completed successfully as per requirements of university	End of each semester	Project coordinator and HoD	Reviewed from project Activity record

ACA/PRM/11	Conduction of Internal Sessional Examination (ISE)	Page 01/02

Input	Academic Calendar, Syllabus Covered, Teaching Plan, Internal Sessional Examination Schedule
Process Owner	Internal Sessional Examination In-charge, Faculty, HoD

Sr. No.	Sequential Activity	Process Owner	Stage Output
01	Prepare the schedule of the Internal Sessional Examination as per the Academic Calendar considering the availability of classrooms, number of students appearing.	Internal Sessional Examination In-charge and HoD	Schedule of Internal Sessional Examination
02	Notify the Internal Sessional Examination Schedule and seating arrangement to Students and Faculty members.	Internal Sessional Examination In-charge and HoD	Display of Internal Sessional Examination Schedule
03	Set the Question paper as per Guidelines and Handover the same to Internal Sessional Examination In-charge.	Faculty and Internal Sessional Examination In-charge	Setting of Internal Sessional Examination Question paper
04	Get the question papers photocopied / printedforrequirednumberofstudentsensuringutmostconfidentiality.	Faculty and Internal Sessional Examination In-charge	---
05	Prepare the duty chart for supervision duties and circulate among faculty. Also informthe responsibilities/instructions to them.	Internal Sessional Examination In-charge and HoD	Allocation of Supervision duties
06	Provide Attendance Report, Question Papers and Answer sheets to the Invigilators as per seating arrangement.	Internal Sessional Examination In-charge	Smooth conduction of Internal Sessional Examination
07	Conduct the test, record attendance and ensure fair conduct of examination. Submit the answer sheets with attendance record to Internal Sessional Examination In-charge.	Invigilators	Internal Sessional Examination Attendance and Answer sheets.
08	Collect the answer sheets from the Invigilators after the respective subject examination.	Internal Sessional Examination In-charge	-----
09	Handover the answer sheets to concern subject teacher for assessment.	Internal Sessional Examination In-charge and Subject teacher	-----

ACA/PRM/11	Conduction of Internal Sessional Examination (ISE)	Page 02/02

Sr. No.	Sequential Activity	Process Owner	Stage Output
10	Evaluate the answer sheets and prepare Assessment record	Subject Teacher	Internal Sessional Examination Assessment Record
11	Show the evaluated answer sheets to concerned students for any grievances	Subject Teacher	
12	Rectify assessment record if any grievances	Subject Teacher	
13	Prepare final Assessment Record of all students based on two best performances.	Subject Teacher	Final Assessment Record
14	Prepare class wise consolidated Internal Sessional Examination Assessment Record	Class Teacher/ISE In-charge and HoD	Internal Sessional Examination class wise Result.

Output	Effective assessment of students.

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effective submission of subject question paper /conduction of Internal Sessional Examination/Evaluation of answer sheets and declaration of results.	Number	Smooth conduction of Internal Sessional Examination /Evaluation of answer sheets and declaration of results.	End of each semester	Director of Academic Development	Reviewed from Internal Sessional Examination records

ACA/PRM/12	Students Performance Assessment, Monitoring and Improvement Actions	Page 01/03

Input	Syllabus, Academic Calendar, Practical Plans, Student Journals, Internal Continuous Assessment records
Process Owner	Faculty, Class Teacher, HoD, Director of Academic Development

Sr. No.	Sequential Activity	Process Owner	Stage Output
A	**Participation and Attendance Monitoring of students in Intra/Inter College Events**		
01	Receive the information about Events	Students, Faculty, HoD, Director of Academic Development	Emails/ Printed brochures etc.
02	Communicate and Motivate students to participate in the Events.	Faculty, HoD, Director of Academic Development	Notice
03	Receive and Approve Participation request from students.	HoD	Permission for student's participation in Events
04	Participate and Submit photocopy of Report / Certificates/ Proofs of participation to HoD / Faculty In-charge / Class Teacher	Students	Certificate of participation
05	Update the DepartmentalStudent Achievement Record	Faculty In-charge	Student Achievements Record
B	**Attendance Monitoring**		
01	Generate the First Day Student Registration Report and forward to Director of Academic Development.	Class Teacher, HoD	Student Registration Record
02	Analyze and Appraise the Principal about the status of First Day reporting	HoD, Director of Academic Development	----
03	Generate the Attendance Report as per Monitoring requirement of students and display the status and notify students for required improvement.	Class Teacher, HoD	Attendance report
04	Take necessary actions on non-performing students ~~in attendance~~. Considering the level of non-performance, perform Student – Counseling, Motivation, Parents phone calling, Personal meeting with parents etc.	Teacher Guardian, Class Teacher, HoD	Attendance report
C	**Improvement Actions for defaulter Students (Attendance)**		
01	Communicate to defaulter students and their parents with details of attendance and performance.	Class Teacher, HoD	SMS / Letter to Parent
02	Conduct counseling meetings with such students and their parents	Class Teacher, HoD	--
03	Take the undertaking from defaulter students and their parents in consultation with HoD and Faculty.	Class Teachers	Defaulter Student and Parent Undertaking

Sr. No.	Sequential Activity	Process Owner	Stage Output
04	Discuss with Faculty and provide compensation hours (make – up) to defaulter students, wherever possible, to carry out the missed contents	HoD, Director of Academic Development	-----
05	Display the provisional detention list of students considering university policy for detention	HoD, Director of Academic Development	Provisional detention list
06	Verify the records of the students recommended for detention by HoD and make necessary recommendation and forward to the Principal.	HoD, Director of Academic Development	Recommendation of students for Detention
07	Finalize the detention through discussion, case to case basis, with HoD and Director of Academic Development. Prepare final notification for detention and inform the students and University.	Principal	Notification- Final Detention List
D	**Internal Sessional Examination Monitoring and Remedial Actions**		
01	Receive the performance of the Internal Sessional Examination from the Internal Sessional ExaminationIn-charge for all subjects	HoD	--
02	For students with performance < 40 % conduct counseling, and improvement actions.	HoD, Faculty	--
E	**Student Internal Continuous Assessment and Make Up Actions**		
01	Conduct of planned practical as per the Time Table and notify schedule for practical~~conduction~~ to students.	Subject Teacher	Internal Continuous Assessment Record
02	For non - performing students conduct counseling and provide compensation hours (makeup) for improvement.	Subject Teacher	--
03	Conduct Assessment of students after completion of every practical.	Subject Teacher	Internal Continuous Assessment Record
04	Conduct Mock Practical's and/or Oral examination. Performance in Practical's / Oral is assessed by the faculty.	Subject Teacher	Internal Continuous Assessment Record
05	Schedule and Conduct Internal Continuous Assessment (Complete Term-work) submissions as per the Academic Calendar.	Subject Teacher, HoD	Internal Continuous Assessment Submission Record

ACA/PRM/12	**Students Performance Assessment, Monitoring and Improvement Actions**	**Page 03/03**

Sr. No.	Sequential Activity	Process Owner	Stage Output
06	Prepare subject wise consolidated student Academic Performance Evaluation Report	Subject Teacher	Internal Continuous Assessment Record

Output	Assessment (Internal Continuous Assessment Record) of students in Practical. Submission of Practical in form of Journal.

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Improved Student Performance	%	Calculate the ratio of number of students with improved performance to the number of non – performing students identified (Attendance /Performance)	Twice during each semester	Director of Academic Development	Reviewed from student performance record

ACA/PRM/13	**Professional and Personal Counseling of Students through Teacher Guardian Scheme (TGS)**	**Page 01/01**

Input	List of Teacher Guardian, List of students, Schedule for Teacher Guardian Meetings, Attendance, Report of Teacher Guardian Meeting
Process Owner	Faculty, HOD, Director of Academic Development, Principal

Sr. No.	Sequential Activity	Process Owner	Stage Output
01	Allocate Faculty as Teacher Guardian to students.	HoD	Circular regarding Mentor-Mentee Allocation
02	Conduct meetings with students as per schedule given in Timetable to discuss professional & personal issues regarding the performance of students	Student & Teacher Guardian Faculty	Mentor-Mentee Meeting Report
03	Analyze and identify the causes, reasons and necessary actions required for performance improvement of the students	Teacher Guardian Faculty	
04	Guide & Counsel students for the improvement and provide solution to the issuesfaced by them.	Teacher Guardian Faculty	
05	Identify the students with medical problems, family issues, financial issues, psychological issues & recommend them to Authorities/Personal Counselor, if any.	Teacher Guardian Faculty	Mentor-Mentee Meeting Report
06	Consolidate suggestions received- Academic, Professional, Personal etc.	Teacher Guardian Faculty	Mentor-Mentee Meeting Report
07	Support the students identified by Teacher Guardian Faculty through counseling at Department	HOD	Mentor-Mentee Meeting Report
08	Prepare departmental consolidated report and submit to the Principal.	HOD	Report of Mentor System (Department wise)
09	Prepare consolidated report of all departments.	Principal	Report of Mentor System

Output	Counseling and supporting students through Teacher Guardian Scheme (TGS).

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely conduction of Mentor-Mentee Meetings	%	Action taken on Student suggestions Vs. Number of suggestion received in the semester	End of each semester	Director of Academic Development / Principal	Reviewed from Mentor Mentee Meetings records

ACA/PRM/14	**Student Feedback and Faculty Improvement**	**Page 01/01**

Input	Load Distribution,Academic Calendar, Roll List,Feedback Forms
Process Owner	HoD, Director of Academic Development, Principal

Sr. No.	Sequential Activity	Process Owner	Stage Output
01	Schedule Feedback in the Academic Calendar for all courses.	Principal, Director of Academic Development & HoD	--
02	Prepare year and division wise feedback schedule and feedback form	HoD	Students Feedback schedule andFormof the Department
03	Brief the students regarding the importanceof student feedback activity	HoD	--
04	Get the Feedback filled by the students at the mid of the semester. These students can be considered as representatives of the class.	HoD	Student Satisfaction Questionnaire
05	Generate and circulate feedback reports of the faculty.	HoD	Student Feedback Reports
06	Prepare consolidated Faculty wise Feedback analysis report and submit to Principal.	HoD	Faculty Feedback Report
07	Review the feedback analysis of the Faculty and advice Faculty for improvement.	HoD, Director of Academic Development, Principal	--

Output	Improvement in performance of faculty

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Improved Student Satisfaction	Student Feedback Index.	Calculate student Feedback index for all the faculties on 5 point Scale, Average Student feedback on the scale of 25	Mid of each semester	Director of Academic Development	Reviewed from Faculty Feedback Reports

ACA/PRM/15	Corrective Actions on Suggestions and Complaints Received From Students, Faculty& Parents	Page 01/01

Input	Roll List, Load Distributionand Feedback forms.Reports of suggestions received from Teacher Guardian scheme, student's feedback and suggestion box
Process Owner	HoD,IQAC Coordinator, , Director of Academic Development, Principal

Sr. No.	Sequential Activity	Process Owner	Stage Output
01	Receive Feedback / Suggestions/ Complaints about the Academics System & Processes through Students Feedback, Parent meet / Interaction, Teacher Guardian Scheme, Suggestion Box, Alumni etc.	HoD, Parent's Meet Coordinator, Alumni Coordinator	--
02	Prepare overall report of suggestions received and Analyze for already implemented / Repeated, Number of responses of the suggestions etc.	HoD, IQAC Coordinator	Students / Parents - Feedback /Suggestion Report
03	Review feasibility of implementation of departmental / Institute level suggestions and take necessary actions,forward the Institute level suggestions to the Principal.	HoD, IQAC Coordinator	Department Action Taken & forwarding of Institute Level Suggestion/ Feedback
04	Review feasibility of implementation of Institutional level suggestions and take appropriate action	Principal, Directors, HoD & Section In–Charges	Minutes of Meeting
05	Notify action taken against suggestions received.	Principal, HoD	Notice- Action Taken

Output	Suggestions/actions for overall improvement of the Institute.

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely Redressal of Student Complaints and Feedback	%	Calculate the ratio of Number Of Complaints / Suggestions Timely Addressed To Total Number of Complaints/ Suggestions received	Twice during each semester	Principal	Reviewed from Complaints /Suggestions records

ACA/PRM/16	Learning Resources-Planning, Development, Maintenance and Usage	Page 01/02

Input	Curriculum, Course material prepared by faculty member, PPTs, Video Lecture Links, Activity reports, List of desirable contents, online data of resources available, video lectures made available by Swayam / NPTEL.
Process Owner	Faculty, Class Teacher, HoD, Director of Academic Development and Principal

Sr. No.	Sequential Activity	Process Owner	Stage Output
A	**Creation and Maintenance of Content Management System for the Department**		
01	Design and develop the Online content Management System for Department	In-charge SSBT LMS	URL/ IP of LMS
02	Ensure the storage of contents from various sources as mentioned below in processes B, C,D	In-charge SSBT LMS	Course File, PPTs Video Lecture Links
03	Classify the contents to facilitate the Students and Faculty to use the contents through URL/ IP	In-charge SSBT LMS	Access URL / IP
04	Verify the validity of contents and perform the up keeping of the storage system.	HoD & Director of Academic Development	Updated resources
05	In case of hard copy contents, Models, Projects etc., develop and use the department library facility	In-charge Dept. Library	Hardcopy of Projects/ Minor Project
06	Create indexes of content received and classify and store at the department library	In-charge Dept. Library	List of Projects/ Minor Project
07	Provide access of contents to the Students and Faculty and maintain access records	In-charge Dept. Library	Entry Register File/ Log of SSBT LMS online use
B	**Creation, Storage and Utilization of Curriculum-Based Learning Resources**		
01	Study the curriculum of the course and assess the need of developing the learning resources for students.	Faculty	Course File, Lab Manuals, Content beyond Syllabus, PPTs, Video Lecture Links, Animations
02	Develop the learning resources necessary for students such as Notes, Presentations, Animations, Models etc. and upload to Learning Management System (LMS) for access of students.	Faculty	Course File, PPTs Lab Manuals, Content beyond Syllabus
03	Perform recording of the video lectures and upload contents to the Learning Management System (LMS).	Faculty, In-charge SSBT LMS	List of PPTs / Video Lectures / Learning Resources from Activities and categorized learning material

ACA/PRM/16	Learning Resources-Planning, Development, Maintenance and Usage	Page 02/02

Sr. No.	Sequential Activity	Process Owner	Stage Output
04	Create awareness among students for the use of LMS for accessing contents.	Faculty, In-charge SSBT LMS	SSBT LMS link
05	Manage the LMS and provide the access of content management system to students and ensure the utilization.	Faculty, In-charge SSBT LMS	SSBT LMS link
C	**Storage and Utilization of Learning Contents Generated from the Submission of Students Projects, Seminars, Models, Assignments, Papers etc.**		
01	After submission of student term work, receive the list of submitted material from Faculty / In-charge of activity	In-charge Dept. Library	Hardcopy of Projects/ Minor Project, Lab Manual
02	Receive the Submitted Material, Projects, Models, Exceptional Assignments etc. from In-Charge of activity	In-charge Dept. Library	Hard copy of Project Report along with Softcopy
D	**Utilization of External Online Learning Contents (Open sources)**		
01	Identify the openly available online contents to support the course contents and content beyond learning from standard organizations like IITs, IISc, Foreign Universities etc.	Faculty, HoD and In-charge SSBT LMS	Classified List of Contents, List of Openly available Online Learning Resources (NPTEL/MOOC/ Coursera/ Udemy etc.)
02	Create awareness among students for the use of contents such as video lectures, presentations etc.	Faculty, HoD and In-charge SSBT LMS	URL/ IP of LMS, Notice to students on Whatsapp Groups and SMS, Notify the Information to Students duringClasses & Practical

Output	Organized LMS resources and utilization

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
The ratio of number of Faculty contributed for development and use of Learning Resources to Total number of Faculty	Number	Observe the Faulty contributions and use by calculation of the ratio of number of Faculty contributed for development and use of Learning Resources to Total number of Faculty	End of each semester	Director of Academic Development and Principal	Reviewed from SSBT LMS records

ACA/PRM/17	University Result Analysis	Page 01/01

Input	University Results
Process Owner	Class Teacher, HoD

Sr. No.	Sequential Activity	Process Owner	Stage Output
01	Receive results from University	Principal	University Result
02	Convert and filter Results for analysis	HoD	Department Result
03	Generate quantitative and qualitative analysis of performance of students in University Examination.	Class Teacher	Result analysis at Department Level and University Level.
04	Prepare the result analysis as per the standard format of the college with comparative analysis.	Class Teacher	Result Analysis Report
05	Review the performance of the department in University Examination.	HoDs and Director of Academic Development	Review of Result Analysis
06	Appraise the Director of Academic Development and Principal about the performance of the students and corrective actions	HoD	Appreciation of Students and Subject Teachers
07	Update results of students on website	Website Coordinator And Departmental Website Coordinator	Display of result on website
08	Identify Slow learners and Advanced learners based on University results	HoD, Class Teacher	List of Slow learners and Advanced learners

Output	Performance of students in University Examination

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely analysis of University Result declaration and initiation of actions based on results	Number	Calculate the number of incidences of delayed or non-initiation of corrective actions based on result analysis	End of each semester	Director of Academic Development and Principal	University Result Analysis records

ACA/PRM/18	Library-Acquisition of Resources	Page 01/02

Input	University Syllabus, Library Resource, Student/Staff Data Received Form Department, New Release From Publishers.
Process Owner	Librarian

Sr. No.	Sequential Activity	Process Owner	Stage Output
1. Books			
I) Annual Purchase Books			
01	Notification for requirement of books by the departments	Librarian	Notice- List of books to be purchased
02	Receive list of books required from respective HoDs.	Librarian	-
03	Compile all lists, Verify the list of books with available books in library and estimate the cost of these books.	Librarian	
04	Prepare proposal and submit to the Principal forapproval to purchase.	Librarian	Proposal of books to be purchased
05	Intimation of proposal approval from Account Section	Librarian	
06	Evaluation and selection of supplier for books purchase.	Purchase committee	-
07	Purchase of books	Librarian, Principal	Books Purchase Order
II) Emergency Purchase Books			
01	Receive book requirement from HoD/Faculty/Librarian	Librarian	Book Requisition form
02	Verify the list with available books in library, Estimate the cost of these books. Prepare proposal and submit to the Principal for approval to purchase.	Librarian	-
2. Periodicals / Journals			
01	Collect recommendations from respective HoDs.	Librarian	Journal requisition form
02	Check the list with existing subscribed periodicals. Examine annual subscription and Prepare note and submit for approval to the Principal.	Librarian	--
03	Intimation of proposal approval from Account Section	The Principal	--
04	Prepare and send purchase order along with advance payment.	Librarian	Purchase Order

Output	Books & Periodicals Journals purchased as per requirement.

Process Monitoring & Measurement					
Parameter	**Indicator**	**Measurement Methodology**	**Frequency of Monitoring**	**Responsibility**	**Document Retention**
Timely Purchase of Books & Periodicals Journals	Numbers	Calculate the incidences of timely purchase of Books &Periodicals Journals as per requirement	Yearly	Librarian	List of Books & Periodicals Journals purchased

ACA/PRM/19	Library-Processing on Resources	Page 01/01

Input	Purchase Order for Resources
Process Owner	Librarian

Sr. No.	Sequential Activity	Process Owner	Stage Output
A) Books			
01	Receive the books along with the Bill.	Librarian	-
02	Verify the Quantity of Books against the Purchase order &Bill. Also verify the Title, Author, Edition, Publisher, etc.	Librarian	-
03	Verify the bill against the Purchase Order for the discountOffered.	Librarian	-
04	Enter the details in Accession Register & allot AccessionNumber to the entered book.	Librarian	Accession Register
05	Put Accession Number, Stamp on the Title Page and on Page No. 51 …	Library Assistant/ Library Attendant	-
06	Enter the necessary details on Book card.	Library Assistant	Book card
07	Give Classification Numbers. FollowDewey DecimalClassification (22ndEdition) system.	Librarian	-
08	Carry out the Data entry of books and Preparation of Barcode	Librarian/ Library Assistant	
09	Paste Bar Code Sticker, Spine Label, Due date slip, Book Pocket and Place Book card in the Book Pocket and Place the book at designed location of classification numbers based on branch &subject.	Library Assistant /Library Attendant	Due date slip
10	Display New Arrival Books on Display Stand.	Library Assistant	-
11	Enter the bills in bill register and submit the bills to the Account section for release of payment.	Librarian	Bill Register of books
B) Periodicals Journals			
01	Enter in the periodical register then stamp and display.	Library Assistant	Periodical Register
02	Send reminders to vendors if periodicals not received in time.	Librarian	-

Output	Books & Periodicals Journals processed and stored at identified location.

Process Monitoring & Measurement

Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Availability of Books & Journals received in library for circulation to the users	No of days	Time required from receipt of books & Journals up to circulation	Monthly	Librarian	List of New Arrivals

ACA/PRM/20	Library-Circulation of Reading Materials	Page 01/02

Input	Books & Periodicals Journals in Library
Process Owner	Librarian

Sr. No.	Sequential Activity	Process Owner	Stage Output
A) Books Issue –Staff,Faculty/Students			
01	Search OPAC; write down details of books like Author, Title, Call Number, Accession Number, Publication	Faculty, Student	--
02	Faculty and Student should make an entry in Faculty Attendance Register and Student Attendance Register respectively and visit to stack room.	Faculty, Student	Faculty attendance Register and Students attendance Register
03	Issue books after scanning bar code and keepBook Card in student's library card (Borrower's Tickets) and for faculty in their personal library account.	Library Assistant	
04	All Borrowers' Tickets (In tray) should be arranged inAscending Order of Borrower's Tickets numbers.	Library Assistant	Borrower's Tickets
05	At the end of day update the register of daily issued/return (Statistical)	Library Assistant	Daily Issue/Return Register
B) Books return–Faculty and Students			
01	Book return at Issue/Return Counter	Faculty, Student	
02	If there is fine, library staff calculates as per rule (Rs.1.00 per day per book) and collect fine from students.	Library Assistant	--
03	Deposit fine collection fortnightly to Account sectionand collect receipt.	Library Assistant	--
04	If Faculty/Staff/Student lostanybook, then he/she has to replace it by purchasingnew similarbook,else should pay sameprice of the book as per in accession register by theFaculty/Staff and twice by theStudent.	Faculty, Student	--
05	Put the details on receipt like Name, Amount, AccessionNumber, Date and Issue the receipt to Faculty/ Staff/Student.	Library Assistant	--
06	Show the original receipt to Librarian.	Faculty, Student	--
07	Put remark 'Lost and Recovered' Receipt Number, Date and Amount in Accession Register in the column of Remark.	Librarian	Accession Register

ACA/PRM/20	Library-Circulation of Reading Materials		Page 02/02
Sr. No.	**Sequential Activity**	**Process Owner**	**Stage Output**
08	Make an entry in 'Lost and Recovered' Register and show it to Librarian.	Librarian	Books Lost and Recovered Register
C) Book Reservation Policy(Book Not Available On Shelf)			
01	Fill 'Reservation Slip' and submit to Library Assistant at circulation counter.	Faculty, Student	Reservation slip
2	Communicate (By Phone/E-Mail/Message) with Concern Reader who is having the book.	Library Assistant	-
03	Receives the book in library from Faculty/ Staff/Student	Library Assistant	-
04	Communicate to the Reader who has claimed.	Library Assistant	-
05	Book issued to the Reader.	Library Assistant	-
D) Book Bank for SC/ST Students			
01	Notify "Book Bank Scheme" for SC/ST Students	Librarian	Notice (SC/ST students)
02	Receive Application from SC/ST Students and Create Account of SC/ST Students Register.	Librarian	SC/ST Students Book Bank Scheme Register
03	Issue books to SC/ST Students through Book Bank and Return books at the end of semester.	Library Assistant	--
E) Circulation of Periodicals			
01	Faculty, Students should make an entry in Faculty Attendance Register and Student Attendance Register respectively.	Faculty, Student	Faculty Attendance Register& Student Attendance Register
02	Students put their Identity card at circulation counter and enter in the periodical issue register.	Library Assistant	Periodical issue/return register
03	Periodicals are issued for THREE days.	Library Assistant	--

Output	Books & Periodicals journals issued to staff/Faculty/Students.

Process Monitoring & Measurement					
Parameter	**Indicator**	**Measurement Methodology**	**Frequency of Monitoring**	**Responsibility**	**Document Retention**
Effective utilization of Books & Periodicals Journals available in library	%	Calculate the ratio of the number of books &Periodicals Journals issued to the Total numberof students.	Semester wise	Librarian	Books & Journals Issue record

ACA/PRM/21	Library Management	Page 01/02

Input	Books Faculty & Student
Process Owner	Librarian

Sr. No.	Sequential Activity	Process Owner	Stage Output
Membership for Faculty &Student			
I) **Faculty**			
01	Submit Xerox copy of "Appointment Order" to Library Assistant.	Faculty	--
02	Forward to circulation section for create an Account in Faculty Register and enter the details of faculty in library software.	Librarian/ Library Assistant	Faculty Book Issue Register
II) **Students**			
01	Show original admission receipt to Library Assistant	Student	--
02	Issue library card (Borrowers Ticket) at Issue / Return Counter and enter the details of Students in library software.	Library Assistant	Borrower's Ticket
B) Cancellation of Membership			
I) **Faculty**			
01	Receive 'No dues' form from Faculty issued by office	Librarian	-
02	Verify Clearance from library & Approve no dues form. Enter in Faculty No Dues Register and put for Librarian's Signature.	Library Assistant	Faculty / Student No Dues Register
03	Forward No Dues Certificate to Library Assistant for the Update of data base.	Librarian	-
II) **Student**			
01	Receive 'No dues' form from student issued by store section.	Student	-
02	Verify Clearance from library & Approve no dues form and enter in students No Dues Register and put for Librarian's Signature.	Library Assistant	Faculty / Student No Dues Register
03	Forward No Dues Certificate to Library Assistant for the update of data base.	Librarian	-
C) Book Preservation			
I) **Book Binding**			
01	Prepare the list of books which are torn or not in good condition and submit to librarian.	Library Assistant	List of books for preservation
02	Prepare and submit the proposal to the Principal for the approval.	Librarian	--
03	Finalize the Binder.	The Principal /Librarian	--
04	Hand over such books to binder.	Librarian	--
05	Accept Books in good condition after binding, make an entry in Book binding register and send for circulation.	Librarian	Binding Register for Books
06	Verify the bill and forward for payment.	Librarian	--

ACA/PRM/21	Library Management	Page 02/02

Sr. No.	Sequential Activity	Process Owner	Stage Output
II)	**Book Weed out Policy**		
01	Identify books which are out of syllabus, old but not useable editions, old & frayed. Prepare list of such books.	Librarian	List of books for weed out
02	Show these lists of books to respective department. After their suggestions revise same list and put in library committee meeting for recommendation.	Librarian	--
03	After the recommendation of library committee,Librarian should submit the proposal to the Principal for approval.	Librarian	--
04	After approval put remark in concern Accession register 'Approval order No. &Date'	Librarian, Principal	Approved list
05	Enter these books in 'Books Withdrawal Register' and Update database.	Librarian, Library Assistant	Book withdrawal Register
D) Stock Verification of Library Books			
01	Stock verification Committee constituted by Principal.		--
02	Arrange all books properly on shelf.	Library Assistant	--
03	Check all books of concerned department	Stock Verification Committee members	-
04	Update missing list of books.	Librarian	-
05	Submit report to the Principal	Librarian, Stock Verification Committee Members	Stock Verification Report
06	Circulate /Display notice to Faculty/Staff/students.(Books circulation started)	Librarian	Library Notice (Issue book)

Output	Library Membership for Staff and Student. Books Preserved in Good Condition

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely issue of library cards to the students,Staffand Faculty	Numbers	Count no. of complaints from students / staff related to non-receipt of library cards	Yearly	Librarian	Student and Faculty Complaints
Accuracy of Books stock available in library	Numbers	Variance of physical stock & record stock of books and journals.	Yearly	Librarian	Stock Verification Report