aurora
TEMPLE
OF
LEARNING

PRINCIPAL'S
HANDBOOK

FOR ENGINEERING COLLEGES

FIRST EDITION

AURORA EDUCATIONAL SOCIETY

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PREFACE

A cursory look at the list of overall responsibilities of a Principal reveals that the job is as extensive and embracing as it is crucial, for the proper functioning of an academic institute, and in meeting its objectives. Compared to corresponding top executive's job in Industry or in other spheres of activity, the Principal has relatively less scope for delegation, and his/her direct involvement is very important. If there is an ideal case study in Time Management for achieving a set of complex and multiple goals, a Principal's occupation lends itself as a deserving case, in which optimization of activities subject to a variety of normal and strong constraints needs to be achieved. Time management may be a zero sum game for the ordinary job, in which, time given to one job is time denied to another. But in a Principal's scope of activities, it can very well be a distinctly positive or otherwise game, depending on the soundness of the strategy of planned allocation of time to different activities.

The scope of activities of a Principal ranges from academic to administrative, managerial, advisory and role model formats, each being important and contributory to the overall performance. There are times when more of these need simultaneous attention of the Principal and there are times when the Principal may get breathing time to concentrate on future activities. Therefore, proper planning is required on part of the Principals so that they are uniformly loaded and are able to attend to all activities without excessive stress or physical strain. Hence, proper planning well ahead of time is very important.

In the background of the above mentioned, it becomes crucial for the Principal to list out all activities, analyse their importance, prioritize their execution and act accordingly. The presented handbook is comprised of three parts; the first part identifying all the possible activities that form the part of a Principal's job along with the month during which the activities should be performed and the frequency of the activities, the second part dealing with the targets a Principal should achieve in an academic year, and the third part giving a probable schedule of activities for each month in an academic year in the form of a calendar. It is a one-stop solution for all the needs of the Principals of engineering colleges in India.

This is an idea mooted by Dr. Ramesh B Nimmatoori, Secretary, Aurora Consortium, and is the result of tremendous and collective effort put by the Directors and Principals of various engineering colleges running under the group.

The aim of this handbook is to ensure overall quality improvement in engineering colleges by helping the Principals to streamline their activities, meet deadlines, and achieve targets. It is hoped that the Handbook will be found to be useful not only by Principals of Engineering Colleges, but will be a useful guide to other Principals and Heads of the Departments as well.

CONTENTS

I

PRINCIPAL'S ACTIVITIES

A

PRINCIPAL'S ACTIVITIES

ACADEMIC PLANNING

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Curriculum Analysis	Curriculum gap analysis					✓						✓	
		Course gap analysis					✓						✓	
		Program gap analysis					✓						✓	
		Coverage gap analysis					✓						✓	
		Generation of analysis reports					✓						✓	
		Recommendations to affiliating university					✓						✓	
		Delivery of Contents beyond the syllabus	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Identification of measures to be taken					✓						✓	
		Sorting of lab subjects based on theory syllabus					✓							
		Adjunct courses						✓					✓	
		Bridge courses						✓					✓	
		Certification courses	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Workload Allocation	Preparation of list of core and service subjects				✓						✓		
		Request letters for service from other departments				✓						✓		
		Collection of preference from faculty				✓						✓		
		Allocation of workload to faculty				✓						✓		
		Allocation of workload to technical staff				✓						✓		
3	Timetable Preparation	Class timetables				✓						✓		
		Faculty timetables				✓						✓		
		Staff timetables				✓						✓		
		Lab timetables				✓						✓		
		Room timetables				✓						✓		
		Master timetable				✓						✓		
		Intimation to all the concerned				✓						✓		

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Display on notice boards, and updation on website and web portal				✓						✓		
4	Instructional Resources Preparation	Academic Manual				✓	✓					✓	✓	
		Course Files				✓	✓					✓	✓	
		Lab Manuals				✓	✓					✓	✓	
		E-Learning Resources				✓	✓					✓	✓	
		Teaching Learning Process Handbook				✓						✓	✓	

B

PRINCIPAL'S ACTIVITIES

QUALITY IMPROVEMENT

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		QUALITY IMPROVEMENT												
1	NBA Accreditation	Application for renewal of NBA Accreditation				✓								
		Preparation of action plans				✓								
		Preparation of relevant files				✓	✓	✓						
		Calculation of Deficiencies					✓							
		Measures to overcome deficiencies					✓							
		Probable NBA Accreditation Team Visit Dates							✓	✓				
2	NAAC Accreditation	Application for NAAC Accreditation				✓								
		Submission of LOI and IEQA for NAAC				✓								
		Submission of SSR for NAAC							✓					
		Preparations for the Inspection							✓	✓	✓			
3	Autonomous Status	Application for Autonomous status									✓			
		Preparations for the Inspection								✓	✓	✓		
4	Deemed University Status	Application for Deemed University status												✓
		Preparations for the Inspection	✓	✓										✓
5	Funding Schemes	Identification of various schemes available					✓							
		Identification of relevant schemes					✓							
		Application for AICTE Schemes											✓	
		Application for UGC Schemes											✓	
		Application for RUSA Schemes											✓	
6	MOUs	MOUs with Foreign Universities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		MOUs with Indian Universities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		MOUs with NGOs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		MOUs with Industries	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Adopting villages	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Institutional Memberships	Indian Professional Society Memberships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		International Professional Society Memberships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Memberships with Industrial Bodies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		NSS Unit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		NCC Unit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

C

PRINCIPAL'S ACTIVITIES

PUBLICATIONS

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		PUBLICATIONS												
1	Brochures	College Brochure				✔								
		Placement Brochure									✔			
2	Handbooks	Principal's Handbook				✔								
		Faculty Handbook				✔								
		Student Handbook				✔						✔		
		Teaching Learning Process Handbook					✔							
		Student Mentoring and Counselling Handbook					✔							
		Career Options Handbook					✔							
		Placements Handbook					✔							
		Formats Handbook					✔							
		Festivities Handbook					✔							
		Project Diary					✔							
3	Calendars	Academic Calendar					✔							
		Principal's Calendar					✔							
		HOD's Calendar					✔							
		Faculty Calendar					✔							
		Student Calendar					✔							
		Placement Calendar					✔							
		Festivities Calendar					✔							
		Training Calendar					✔							
4	Manuals	Student Academic Manual					✔						✔	
		Lab Manual					✔						✔	
		Workshop Manual					✔							

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Organization Procedural Manual					✓							
		Student Portfolio Enhancement Manual					✓							
		Facilities Manual					✓							
5	Newsletters	College Newsletter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Magazines	Department Magazines						✓						
7	Journals	Research Journals	✓			✓			✓			✓		
		Student Journals	✓			✓			✓			✓		
8	Reports	College Annual Report			✓									

D

PRINCIPAL'S ACTIVITIES

SUPPORT SYSTEMS

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		SUPPORT SYSTEMS												
1	Cells	Students Scholarship Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Student Counselling Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Industry Institute Interaction Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Exams Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Career Guidance Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Placements and Training Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Research, Development, and Consultancy Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Entrepreneurship Development Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Internal Quality Assessment Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Quality Assurance Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Grievance Redressal Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Women's Empowerment Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Alumni Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Public Relations Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Social Service Cell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Centres	Instructional Resource Centre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Students Activity Centre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Students Help Centre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Primary Health Centre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Centre for Performing Arts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		RTI Centre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Centre for Human Excellence	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Finishing School	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3	Committees	Governing Council	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Academic Council	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		College Academic Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Department Academic Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		College Development Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Student Discipline Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Anti-Ragging Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Purchase Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Finance Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Student Mentoring and Counselling Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Student Affairs Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Admissions Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Transition Monitoring Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Assignment and Question Paper Evaluation Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Project Review Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Professional Activities Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Academic Audit Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Staff Welfare Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monitoring and Evaluation Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Stakeholders Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Transportation Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Canteen Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Library Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Laboratory Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

E

PRINCIPAL'S ACTIVITIES

STUDENT MATTERS

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. ACADEMIC ACTIVITIES														
1.1	Attendance Monitoring	Daily posting of attendance online	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Daily SMS alerts to parents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Collection of day-wise attendance statements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Bi-monthly attendance calculation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly attendance calculation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly display of attendance on notice boards	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly attendance status letters to parents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly attendance register verification	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		End semester attendance calculation				✓	✓					✓		
		Collection of event participation certificates				✓	✓					✓		
		Collection of medical certificates	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Warning letters regarding detention	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Preparation of list of detained students				✓	✓					✓		
		Preparation of list of condoned students				✓	✓					✓		
		Intimation to parents regarding detained students				✓	✓					✓		
		Undertaking letters from parents				✓	✓					✓		
		Intimation through mobile app				✓	✓					✓		
1.2	Discipline Monitoring	Monitoring of late comers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Dress code monitoring	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monitoring of other indiscipline issues	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.3	Evaluation Mechanism Monitoring	Monitoring of Continuous Evaluation Mechanisms	*Please refer to **table B1.1** for details*											
		Monitoring of Experiential Learning Activities	*Please refer to **table B1.2** for details*											
1.4	E-Learning Activity	Conduct of live video lectures	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Monitoring	Conduct of video sessions of MIT, NPTEL, etc.	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓
		Conduct of live webinars	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓
		Access to E-Learning Resources	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty lectures through live video conferences	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty interaction through learning forums	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty interaction through mobile app	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Conduct of online tests	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Conduct of online feedback	✓			✓			✓			✓		
1.5	Performance Monitoring	Identification of student weaknesses and problems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Conduct of counselling sessions whenever required	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Sending counselling reports to parents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Performance analysis after counselling				✓	✓					✓	✓	
		Allotting faculty mentors to every 20 students						✓		✓				✓
		Preparation of Student Mentoring Handbook					✓	✓						
		Conduct of monthly mentoring sessions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Updating information in mentoring handbook	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Identification of slow learners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Measures to improve the performance of slow learners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Performance analysis after mentoring				✓	✓					✓	✓	
		Conduct of parent-teacher meetings		✓						✓				

Table B1.1 Monitoring of Continuous Evaluation Mechanisms

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
a	Assignments	Preparation of Assignments Process Handbook					✓							
		Formation of Learning Groups					✓				✓			
		Preparation of Assignment Topics				✓						✓		
		Evaluation of Assignment Topics				✓						✓		
		Evaluation of Assignments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Analysis of assignment marks	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
b	Quiz Tests and Surprise Tests	Preparation of quiz test and surprise test papers				✓						✓		
		Conduct of tests	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓
		Evaluation of tests	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓
		Analysis of results	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓
c	Mid Examinations	Question paper preparation	✓		✓						✓	✓		
		Mid Exam Question Paper Preparation Manual				✓								
		Question paper evaluation	✓		✓					✓		✓		
		Mid examination result analysis		✓		✓	✓				✓		✓	
		Comparison between attendance and marks		✓		✓	✓				✓		✓	
		Display of results on notice boards		✓		✓	✓				✓		✓	
		Getting signatures of students on marks sheet		✓		✓	✓				✓		✓	
		Posting mid exam marks to parents		✓		✓	✓				✓		✓	
		Conduct of pre-final examinations			✓	✓						✓		
		Moderation of marks based on Topper's marks				✓	✓						✓	
d	End Examinations	Final examination result analysis						✓						✓
		Calculation of success rate of students						✓						✓

			1	2	3	4	5	6	7	8	9	10	11	12	13
		Calculation of academic performance index						✓							✓
		Calculation of transition rate						✓							
		Transition monitoring	✓	✓	✓	✓					✓	✓	✓	✓	✓
		Identification of subjects with maximum failures						✓							✓
		Conduct of remedial classes	✓	✓	✓						✓	✓	✓		
		Intimation of end exam results to parents						✓							✓
e	Technical Seminars (beginning of 4-1)	Identification of topics for technical seminars							✓						
		Technical Seminar Description Documents													
		Selection of topics by students from TSDD							✓						
		Submission of Synopsis							✓						
		Submission of Technical Report								✓					
		Plagiarism test								✓					
		Conduct of technical seminars								✓					
		Technical seminar evaluation								✓					
		Technical seminar results analysis								✓					
f	Comprehensive Viva (during 4-2)	Identification of subjects for viva voce exam												✓	
		Preparation of objective type question papers												✓	
		Conduct of viva voce mid exam 1 (20 Marks)					✓								
		Conduct of viva voce mid exam 2 (20 Marks)						✓							
		Conduct of final viva voce written exam (60 Marks)						✓							
		Conduct of final viva voce oral exam (20 Marks)						✓							
		Result analysis of comprehensive viva marks							✓						

Table B1.2 Monitoring of Experiential Learning Activities

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
a	Industrial Visits (from 2-1)	Preparation of list of industries				✔								
		Permission letters to the industries				✔								
		Visit to the industry	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Collection of technical reports from students	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
b	Industrial Tours (from end of I year)	Preparation of list of industries				✔								
		Permission letters to industries				✔								
		Preparation of route plan				✔								
		Identification of faculty coordinators				✔								
		Collection of NOC from parents				✔								
		Commencement of tour					✔							
		Collection of tour reports from students						✔						
c	Study Tours (from end of I year)	Preparation of list of places to visit										✔		
		Identification of interested students										✔		
		Preparation of route plan										✔		
		Identification of faculty coordinators										✔		
		Collection of NOC from parents										✔		
		Commencement of tour											✔	
		Collection of tour reports from students												✔
d	Mini Projects (during 3-2 and 4-1)	Preparation of mini project schedules					✔							
		Formation of project review committees					✔							
		Recognition of organizations for taking up projects					✔							
		Preparation of mini project description documents											✔	

Category	Phase	Task												
		Selection of projects from MPDD											✓	
		Submission of Abstracts											✓	
		Conduct of technology training											✓	
		Domain Knowledge Test												✓
		Conduct and evaluation of mini project seminar 1	✓											
		Platform Knowledge Test		✓										
		Conduct and evaluation of mini project seminar 2			✓									
		Calculation of project attendance				✓								
		Submission of Project Reports				✓								
		Plagiarism test				✓								
		Evaluation of mini projects				✓								
		Results analysis of mini projects marks				✓								
e	Internships (end of 3-2)	Identification of list of companies for internship											✓	
		Pursuing companies for student stipends											✓	✓
		Identifying guides in companies												
		Collection of student attendance from companies					✓	✓						
		Collection of certificates from companies						✓						
		Submission and evaluation of reports						✓						
		Encouraging students for Overseas internships	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓
f	Major Projects (during 4-1 and 4-2)	Preparation of major project schedules				✓								
		Formation of project review committees				✓								
		Recognition of organizations for taking up projects				✓								
		Preparation of major project description documents					✓							
		Selection of projects from PDD						✓						
		Submission of Abstracts						✓						

Activity	1	2	3	4	5	6	7	8	9	10	11	12
Conduct of technology training											✓	
Domain Knowledge Test									✓			
Conduct and evaluation of project seminar 1									✓			
Platform Knowledge Test												✓
Conduct and evaluation of project seminar 2												✓
Conduct of final project test		✓										
Conduct and evaluation of final seminar		✓										
Submission of project report			✓									
Plagiarism test			✓									
Calculation of project attendance	✓	✓	✓	✓							✓	
Evaluation of major projects				✓								
Results analysis of major projects marks				✓								
Encouraging students for Overseas projects	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		2. CAREER DEVELOPMENT												
2.1	Portfolio Preparation	Student portfolio awareness programme						✓						
		Distribution of student portfolio manuals						✓						
		Distribution of model student portfolios						✓						
		Assigning student targets						✓						
		Student portfolio updation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Student portfolio assessment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Preparation of final student portfolios (end of 4-1)					✓	✓						
2.2	Career Path Identification (end of I year)	Preparation of career options handbook		✓										
		Distribution of career options handbook to students			✓									
		Collection of career option forms from I Year				✓	✓							
		Career options analysis report					✓							
		Segregation of students					✓							
		Schedules for preparations for placements and higher education					✓							
		Identification of overseas career options				✓								
2.3	Placements	*Please refer to **table B2.1** for details*												
2.4	Higher Education	*Please refer to **table B2.2** for details*												
2.5	Entrepreneurship Development	List of students interested in Entrepreneurship				✓								
		Conduct of entrepreneurship awareness workshops											✓	✓
		Government funds for setting up enterprises				✓								
		Maintaining a list of successful entrepreneurs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Entrepreneurship Development Cell Library	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Student registration with incubation centres				✓								

Table B2.1 Placements

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
a	General Preparations for Placements	Preparation of placement brochure									✓			
		Sending placement brochures to companies										✓		
		Preparation of placement calendar					✓							
		Preparation of placement handbook					✓							
		Preparation of placement training calendar					✓							
		Maintenance of Placement library	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Pursuing with companies for placement drives					✓					✓		
		Pursuing with companies for pooled drives					✓					✓		
		Conduct of placement awareness programmes						✓						
		Placements analysis				✓	✓							
b	Preparations for Placements in Core Engineering Sectors	Identification of Core Engineering Companies				✓								
		Conduct of placement training						✓						✓
		Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Conduct of placement drives	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
c	Preparations for Placements in Engineering Colleges for Teaching Posts	Identification of Interested Students				✓								
		Conduct of placement training						✓						✓
		Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Conduct of placement drives	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
d	Preparations for Placements in IT	Identification of IT Companies				✓								
		Conduct of placement training						✓						✓

			C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12
	Sectors	Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Conduct of placement drives	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
e	Preparations for Central Government Jobs	Preparation of List of jobs available				✓								
		Display of notifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Awareness programmes						✓						
		Coaching for Central Government Entrance tests						✓					✓	✓
		Coaching for GATE exam						✓					✓	✓
		Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓		✓
f	Preparations for Jobs in State PSUs	Preparation of List of jobs available				✓								
		Display of notifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Awareness programmes						✓						
		Coaching for State Government Entrance tests						✓					✓	✓
		Coaching for GATE exam						✓					✓	✓
		Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓		✓
g	Preparations for Jobs in Central PSUs (NTPC, BEL, BHEL, PDIL, SAIL, BARC, etc.)	Preparation of List of jobs available				✓								
		Display of notifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Awareness programmes						✓						
		Coaching for PSUs Entrance exams						✓					✓	✓
		Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓		✓
h	Preparations for Jobs in Defence Services	Preparation of List of jobs available				✓								
		Display of notifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

		1	2	3	4	5	6	7	8	9	10	11	12
	(Army, Navy, Air Force)												
	Awareness programmes						✓						
	Coaching for Entrance exams for services						✓					✓	✓
	Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓		✓
	Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓		✓
i	Preparations for Jobs in Civil Services (IAS, IRS, IFS, IPS)					✓							
	Display of notifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Awareness programmes						✓						
	Coaching for Civil Services Examination						✓					✓	✓
	Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓		✓
	Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓		✓
j	Preparations for Jobs in State Administrative Services					✓							
	Display of notifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Awareness programmes						✓						
	Coaching for APPSC exam (Group 1, 2, branch specific, electricity board)						✓					✓	✓
	Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓		✓
	Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓		✓
k	Preparations for Jobs in Engineering Services (IES)					✓							
	Display of notifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Awareness programmes						✓						
	Coaching for Engineering Services Examination						✓					✓	✓
	Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓		✓
	Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓		✓
l	Preparations for Jobs in Non-Engineering	Identification of Non-Engineering Companies				✓							
		Conduct of placement training					✓						✓

31

		1	2	3	4	5	6	7	8	9	10	11	12
Sectors (Banking, Management, etc.)	Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓		✓
	Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓		✓
	Conduct of placement drives	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Table B2.2 Higher Education

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
a	General Preparations for Higher Education	Identification of Universities in India and Abroad				✓								
		Collection of Brochures from all Universities				✓	✓							
		Maintenance of Career Development Cell Library	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Conduct of Awareness Workshops						✓						✓
		Conduct of Education Fairs						✓						✓
		Database of Successful Students	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Result Analysis				✓	✓							
B	Preparations for M.Tech	Display of GATE notification								✓				
		Display of State Entrance Exam Notifications								✓	✓	✓		
		Display of University Entrance Exam Notifications								✓	✓	✓		
		Coaching for GATE Exam						✓					✓	✓
		Coaching for State Entrance Exams						✓						
		Coaching for University Entrance Exams						✓						
		Conduct of Mock Test	✓											
		GATE / State / University Entrance Exam		✓	✓	✓								
		Collection of Score cards				✓								
c	Preparations for MBA in India	Display of CAT/MAT Notification								✓				
		Coaching for CAT/MAT exam					✓	✓	✓					
		Conduct of Mock Test									✓			
		CAT/MAT Exam										✓	✓	
		Collection of CAT/MAT Score cards												✓
d	Preparations for	Coaching for TOEFL					✓	✓						

Group	Category	Service														
	MS/Ph.D in USA	Coaching for GRE						✓	✓							
		TOEFL exam								✓						
		GRE exam									✓					
		Collection of Score cards										✓				
		Issue of Recommendation letters												✓	✓	✓
		Application to Universities												✓	✓	✓
e	Preparations for MS/Ph.D in Other Countries	Coaching for IELTS						✓	✓							
		Coaching for GRE, AGRE						✓	✓							
		IELTS exam								✓						
		GRE exam									✓					
		Collection of Score cards										✓				
		Preparation of Recommendation letters												✓	✓	✓
		Application to Universities												✓	✓	✓
f	Preparations for MBA/Ph.D in USA	Coaching for TOEFL						✓	✓							
		Coaching for GMAT						✓	✓							
		TOEFL exam								✓						
		GMAT exam									✓					
		Collection of Score cards										✓				
		Preparation of Recommendation letters												✓	✓	✓
		Application to Universities												✓	✓	✓
g	Preparations for MBA/Ph.D in Other Countries	Coaching for IELTS						✓	✓							
		Coaching for GMAT						✓	✓							
		IELTS exam								✓						
		GMAT exam									✓					
		Collection of Score cards										✓				

| | | Recommendation letters | | | | | | | | | | | ✓ | ✓ | ✓ |
| | | Application to Universities | | | | | | | | | | | ✓ | ✓ | ✓ |

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3. TRAINING PROGRAMMES														
3.1	End Semester Programmes	Adjunct Courses						✓					✓	
		Bridge Courses						✓					✓	
		Short-Term Training Courses						✓					✓	
3.2	Mid Semester Programmes	Workshops	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Seminars	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Certification Courses	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Soft Skills Training Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. RESEARCH AND DEVELOPMENT														
4.1	Paper Publications	Publications in National/International Journals	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Publications in National/International Conferences	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2	Article Submissions	Article Submission in Student journals	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Article Submission in Newsletters	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.3	Projects	Student Research Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Book Review Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. PROFESSIONAL CLUB ACTIVITIES														
5.1	Professional Societies	Professional Society Memberships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Professional Society/Chapter Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5.2	Technical Clubs	Technical Club Memberships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Technical Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. TALENT CLUB ACTIVITIES														
6.1	Sports Club	Sports Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Sports Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6.2	Cultural Club	Cultural Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Cultural Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6.3	Fine Arts Club	Fine Arts Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Fine Arts Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6.4	Performing Arts Club	Performing Arts Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Performing Arts Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6.5	Nature Club	Nature Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Nature Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6.6	Language/Literary club	Language/Literary Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Language/Literary Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. CO-CURRICULAR ACTIVITIES														
7.1	Technical Presentations	Paper Presentations	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Poster Presentations	✓	✓	✓			✓	✓	✓	✓	✓		✓
7.2	Technical Contests	Technical Quiz	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Design Contests	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Programming Contests	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Project Exhibitions	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Product Design	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Innovations	✓	✓	✓			✓	✓	✓	✓	✓		✓
7.3	Technical Interactions	Talks (media interaction)	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Lectures	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Group Discussions	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Jam Sessions	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Debates	✓	✓	✓			✓	✓	✓	✓	✓		✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		8. EXTRA-CURRICULAR ACTIVITIES												
8.1	Sports	Cricket	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Football	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Hockey	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Volleyball	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Basketball	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Kho Kho	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Kabaddi	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Table Tennis	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Shuttle	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Tennikoit	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Athletics	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Gymnastics	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Swimming	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Cycling	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Taekwondo	✓	✓	✓			✓	✓	✓	✓	✓		✓
8.2	Games	Chess	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Caroms	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Billiards	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Bowling	✓	✓	✓			✓	✓	✓	✓	✓		✓
8.3	Cultural	Singing	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Dancing	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Instrumentals	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Folk Song												

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Folk Dance												
		Literary Competitions	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Traditional Dress Competition	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Anthakshari	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Rangoli	✓	✓	✓			✓	✓	✓	✓	✓		✓
9. PERFORMING ARTS														
9.1	Theatre	Plays	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Musicals	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Mime	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Stand-up Comedy	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Live Art	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Magic	✓	✓	✓			✓	✓	✓	✓	✓		✓
9.2	Dance	Classical (solo/group)	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Modern (solo/group)	✓	✓	✓			✓	✓	✓	✓	✓		✓
10. OTHER TALENT ACTIVITIES														
10.1	Fine Arts	Painting	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Sculpture	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Photography	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Film Making	✓	✓	✓			✓	✓	✓	✓	✓		✓
10.2	Others	Poetry	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Story Writing	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Knitting	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Cooking	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Any other	✓	✓	✓			✓	✓	✓	✓	✓		✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
11. EXTENSION ACTIVITIES														
11.1	NSS Activities	Registration as NSS Volunteer	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Regular NSS Activities	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Special Camping Programmes					✔	✔					✔	✔
11.2	NCC Activities	Registration as NCC Cadet	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Institutional Training					✔	✔					✔	✔
		Adventure Activities	✔	✔	✔			✔	✔	✔	✔	✔		✔
		Community Development	✔	✔	✔			✔	✔	✔	✔	✔		✔
		Youth Exchange Programmes	✔	✔	✔			✔	✔	✔	✔	✔		✔
11.3	Community Services	Adopting Villages	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Social Awareness Programmes	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
12. ADMINISTRATIVE ACTIVITIES														
12.1	Academic	Class Representatives	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Members in College Academic Committees	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Student Governance in Professional Societies	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Student Governance in Technical Clubs	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
12.2	Co-Curricular/Extra-Curricular	Volunteers	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Coordinators	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Convenors	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
12.3	Department/College Administration	Members in Department-Level Committees	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Members in College-Level Committees	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
13. PERFORMANCE ANALYSIS														
13.1	Attendance	Attendance Analysis						✔						✔
13.2	Results	Internal Marks Analysis						✔						✔

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		External Marks Analysis						✓						✓
13.3	Training and Development	Participation in Training Programmes						✓						✓
		Participation in Research and Development Activities						✓						✓
		Participation in Career Development Activities						✓						✓
		Participation in Professional Activities						✓						✓
		Participation in Club Activities						✓						✓
13.4	Co-Curricular and Extra-Curricular Achievements	Participation in Co-Curricular Activities						✓						✓
		Participation in Extra-Curricular Activities						✓						✓
13.5	Other Talents	Participation in Performing Arts						✓						✓
		Participation in Any Other Talent Activities						✓						✓
13.6	Social Responsibility	Participation in Extension Activities						✓						✓
13.7	Administrative Contribution	Participation in Administrative Activities						✓						✓
13.8	Feedback	Peer Feedback				✓						✓		
		Faculty Feedback				✓						✓		
		HOD's Feedback				✓						✓		
13.9	Overall	Overall Performance Analysis					✓							
14. AWARDS AND REWARDS														
14.1	Academic Excellence	Best Student Awards			✓									
		Best Outgoing Student Awards			✓									
		College Gold Medals			✓									
		Rewards for University Rankers							✓					✓
		Rewards for University Gold Medal Winners							✓					✓
14.2	Co-Curricular	Outstanding Achievement Awards			✓									

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
14.3	Extra-Curricular	Outstanding Achievement Awards			✓									
14.4	Performing Arts	Talent Excellence Awards			✓									
14.5	Other Talents	Talent Excellence Awards			✓									

F

PRINCIPAL'S ACTIVITIES

FACULTY MATTERS

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		1. ACADEMIC ACTIVITIES												
1.1	Classwork	Monitoring student dress code	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Monitoring student discipline	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Coming to classes on time	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Leaving the classes on time	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Class adjustments	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Class compensations	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Carrying attendance registers to classes	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Proper maintenance of attendance registers	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Conduct of tutorial classes	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Weekly syllabus completion status	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Weekly class teachers meetings	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Classes taken in excess of the norms	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Use of participatory and innovate TLP methodologies	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Delivery of contents beyond the syllabus	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
1.2	Lab Work	Monitoring student dress code	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Monitoring student discipline	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Coming to labs on time	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Concluding the lab sessions on time	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Lab adjustments	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Lab compensations	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Carrying attendance registers to labs	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Maintenance of login registers	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Lab day-to-day evaluation	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Weekly syllabus completion status	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Delivery of contents beyond the syllabus	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.3	Project Work Supervision	Mini projects supervision (✓)				✓	✓	✓	✓	✓	✓	✓		
		Major projects supervision (✓)	✓	✓	✓	✓				✓	✓	✓	✓	✓
		Collection of abstracts				✓				✓				
		Preparation of questions for domain knowledge test					✓			✓				
		Preparation of questions for platform knowledge test					✓			✓				
		Conduct of tests		✓					✓		✓		✓	
		Evaluation of answer scripts		✓					✓		✓		✓	
		Evaluation of project reports				✓						✓		
1.4	Course Material Preparation	Session plans				✓								
		Assignment questions				✓								
		Course files					✓							
		Hand-outs					✓							
		Question bank				✓								
		E-learning resources				✓								
		Lab manual				✓								
1.5	Interaction with Students	Class room interaction	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Interaction outside the class room	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Interaction outside the college	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Interaction through online forums	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.6	Curriculum Development	Course module development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Course development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Programme development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.7	Examination Duties	Internal exam invigilation duty		✓		✓	✓			✓		✓		
		Evaluation of internal exam answer scripts		✓		✓	✓			✓		✓		
		External exam invigilation duty				✓	✓						✓	
		Lab external examiner duty				✓	✓						✓	
		Observer duty				✓	✓						✓	
		Spot valuation duty				✓	✓						✓	
1.8	Use of Innovative Teaching Learning Methodologies	Multimedia Teaching	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Brainstorming	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Concept Mapping	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Project Based Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Use of Course Management Systems (Moodle)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Asynchronous Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Other Innovative Methods	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. TRAINING PROGRAMMES														
2.1	Preparations	Training Calendar					✓							
		List of External Faculty Training Programmes					✓							
		Sponsorship of Faculty for External Programmes					✓							
2.2	Knowledge/Skill Upgradation	Faculty Development Programmes					✓						✓	
		Faculty Refresher Courses					✓						✓	
		Coaching Workshops (1 week)					✓						✓	
2.3	Effective Teaching Practices	Faculty Induction Programmes						✓						✓
		Faculty Orientation Programmes						✓						✓
		Methodology Workshops (Research Methodology)					✓						✓	
		Pedagogical Training					✓						✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Teaching Learning Technology Evaluation Programmes					✓						✓	
		Personality Development Programmes					✓						✓	
3. RESEARCH AND ACADEMIC CONTRIBUTIONS														
3.1	Research Contributions	Faculty publications in National Journals	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty publications in International Journals	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty publications in National Conference Proceedings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty publications in International Conference Proceedings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty Research Papers/Posters presented orally in Seminars/Workshops/Symposia	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.2	Academic Contributions	Faculty Book Reviews	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty Book Writing and Publication	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty Contributions to Edited Volumes (International/National)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. RESEARCH AND CONSULTANCY PROJECTS														
4.1	Funded R&D projects	Major projects with grants above 30 lakhs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Major projects with grants between 5 and 30 lakhs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Minor projects with grants above 50000 to 5 lakhs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2	Consultancy Projects	Amount mobilized with minimum of 10 lakhs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Amount mobilized between 2 and 10 lakhs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Amount mobilized between 50000 and 2 lakhs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Providing testing and repairs services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.3	Completed Projects: Quality Evaluation	Acceptance of completed project report by funding agency (major project)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Acceptance of completed project report by funding	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		agency (minor project)												
4.4	Completed Projects: Project Outcome/Output	Patent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Technology transfer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Product	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Process	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Policy document	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Copyright	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. RESEARCH GUIDANCE														
5.1	Guiding Higher Education Students	M.Tech	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		M.Phil	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5.2	Guiding Research Scholars	Ph.D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. PARTICIPATION IN CONFERENCES/SEMINARS/WORKSHOPS/SYMPOSIA														
6.1	Conferences/Symposia (International/National/Regional/State/Local level)	Participation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Paper Presentation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Invited Lecture	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Chairing the Sessions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6.2	Seminars (International/National/Regional/State/Local level)	Participation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Invited Lecture	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6.3	Workshops (International/National/Regional/State/Local level)	Participation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Invited Lecture	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. INTERACTION WITH OUTSIDE WORLD														
7.1	External Examiners	Participation in Project and Lab Viva Panels	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Evaluation of External Exam Answer Scripts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.2	Curriculum Development	Faculty Participation in Course Module Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty Participation in Programme Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.3	Resource Persons	Question Paper Setting for Other Organizations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Participation in Expert Reviews	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Participation as Resource Persons	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Involvement in Extension Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Participation in Consultancy activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.4	Industry Interaction	Interaction with Industry	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty Exchange Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.5	Board Members	Members in BOGs and BOS of Other Organizations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Members in BOGs and BOS of Other Organizations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.6	Expert Committee Members	Expert Registrations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Expert Visits	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8. PROFESSIONAL CLUB ACTIVITIES														
8.1	Professional Societies	Professional Society Memberships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Professional Society/Chapter Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.2	Technical Clubs	Technical Club Memberships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Technical Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9. TALENT CLUB ACTIVITIES														
9.1	Sports Club	Sports Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Sports Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9.2	Cultural Club	Cultural Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Cultural Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
9.3	Fine Arts Club	Fine Arts Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Fine Arts Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9.4	Performing Arts Club	Performing Arts Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Performing Arts Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9.5	Nature Club	Nature Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Nature Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9.6	Language/Literary club	Language/Literary Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Language/Literary Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10. QUALIFICATION UPGRADATION														
10.1	Higher Education	Sponsorship for Higher Education	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Periodical Review of Higher Education Activity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10.2	Research	Sponsorship for Research	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Periodical Review of Ph.D Activity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11. EXTENSION ACTIVITIES														
11.1	NSS Activities	Registration as NSS Programme Officer						✓						✓
		Registration as NSS Coordinator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Organizing Regular NSS Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Coordinating Special Camping Programmes					✓	✓					✓	✓
11.2	NCC Activities	Registration as NCC Programme Officer						✓						✓
		Registration as NCC Unit Coordinator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Organizing Institutional Training					✓	✓					✓	✓
		Organizing Adventure Activities	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Organizing Community Development Programmes	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Organizing Youth Exchange Programmes	✓	✓	✓			✓	✓	✓	✓	✓		✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
11.3	Community Services	Organizing Village Development Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Organizing Social Awareness Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12. ADMINISTRATION														
12.1	Academic	Class Coordinators	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Members in Department Academic Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Members in College Academic Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12.2	Co-Curricular/Extra-Curricular	Volunteers for Events	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Coordinators for Events	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Conveners for Events	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12.3	Department/College Administration	Coordinators at Department-Level	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Coordinators at College-Level	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Members in Department-Level Committees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Members in College-Level Committees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Executive Body Members for Societies, Cells, Clubs, and Centres	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13. PERFORMANCE ANALYSIS														
13.1	Academic	Student Feedback	✓			✓			✓			✓		
		Results in Subjects Taught						✓						✓
13.2	Participation in Training Programmes	Development Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Orientation Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Workshops	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Refresher Courses	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13.3	Research and Academic Contributions	Research Contributions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Academic Contributions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
13.4	Research Guidance	Guiding M.Tech Students	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Guiding Ph.D Students	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
13.5	Interaction with Outside World	External Examiners	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Curriculum Development	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Resource Persons	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Industry Interaction	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Board Members	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
13.6	Participation in Club Activities	Participation in Professional Club Activities	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Participation in Talent Club Activities	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
13.7	Qualification Upgradation	Higher Education	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Research	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
13.8	Social Responsibility	Participation in Extension Activities	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
13.9	Participation in Administrative Activities	Academic	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Co-Curricular/Extra-Curricular	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Department/College Administration	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
13.10	Feedback	Peer Feedback					✔						✔	
		HOD Feedback					✔						✔	
		Principal Feedback					✔						✔	
13.11	Overall	Overall Performance Analysis					✔							
14. AWARDS AND REWARDS														
14.1	Teaching Excellence	Best Teacher Award									✔			
		Retention allowance					✔							
		Promotions					✔							
		Increments					✔							

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Incentives					✓							
14.2	Research Excellence	Outstanding Research Project Award									✓			
		Outstanding Research Paper Award									✓			
		Research allowance					✓							
14.3	Administrative Excellence	Outstanding Contribution Award									✓			
		Promotions					✓							
		Increments					✓							
		Incentives					✓							

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PRINCIPAL'S ACTIVITIES

TECHNICAL STAFF MATTERS

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	**1. ACADEMIC ACTIVITIES**													
1.1	Lab Etiquette	Coming to Labs on Time	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Lab Adjustments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Lab Compensations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.2	Lab Preparations	Display of Lab Syllabus						✓						✓
		Display of Lab Timetables						✓						✓
		Display of Contents Beyond the Lab Syllabus						✓						✓
1.3	Student Monitoring	Monitoring Student Dress Code	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monitoring Student Discipline	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Signing in Login Registers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.4	Lab Maintenance	Maintenance of Login registers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Maintenance of Stock registers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Attending to Repairs and Maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Conducting Monthly Lab Audit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Collection of Sample Lab Records				✓	✓						✓	
	2. TRAINING PROGRAMMES													
2.1	Preparations	Training Calendar					✓							
		List of External Staff Training Programmes					✓							
		Sponsorship of Staff for External Programmes					✓							
2.2	Skill/Knowledge Upgradation	Staff Development Programmes					✓						✓	
		Training on Operation and Maintenance of Modern Laboratory and Advanced Equipment					✓						✓	
		Advanced Learning in Occupational Areas					✓						✓	
2.3	Other Development Programmes	Staff Induction Programmes						✓						✓
		Staff Orientation Programmes						✓						✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Personality Development Programmes					✓						✓	
		Communication Skills Development Programmes					✓						✓	
3. PROFESSIONAL CLUB ACTIVITIES														
3.1	Professional Societies	Professional Society Memberships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Professional Society/Chapter Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.2	Technical Clubs	Technical Club Memberships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Technical Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. TALENT CLUB ACTIVITIES														
4.1	Sports Club	Sports Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Sports Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2	Cultural Club	Cultural Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Cultural Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.3	Fine Arts Club	Fine Arts Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Fine Arts Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.4	Performing Arts Club	Performing Arts Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Performing Arts Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.5	Nature Club	Nature Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Nature Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.6	Language/Literary club	Language/Literary Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Language/Literary Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. QUALIFICATION UPGRADATION														
5.1	Higher Education	Sponsorship for Higher Education	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Periodical Review of Higher Education Activity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5.2	Research	Sponsorship for Research	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Periodical Review of Ph.D Activity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. EXTENSION ACTIVITIES														
6.1	NSS Activities	Registration as NSS Coordinator/Volunteer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Coordinating/Volunteering Regular NSS Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Coordinating/Volunteering Special Camping Programmes					✓	✓					✓	✓
6.2	NCC Activities	Registration as NCC Unit Coordinator/Volunteer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Coordinating/Volunteering Adventure Activities	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Coordinating/Volunteering Community Development Programmes	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Coordinating/Volunteering Youth Exchange Programmes	✓	✓	✓			✓	✓	✓	✓	✓		✓
6.3	Community Services	Coordinating/Volunteering Village Development Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Coordinating/Volunteering Social Awareness Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. ADMINISTRATIVE ACTIVITIES														
7.1	Co-Curricular/Extra-Curricular	Volunteers for Events	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Coordinators for Events	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.2	Department/College Administration	Members in Department-Level Committees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Members in College-Level Committees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Members in Societies, Cells, Clubs, and Centres	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8. PERFORMANCE ANALYSIS														
8.1	Participation in Training Programmes	Skill/Knowledge Upgradation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Other Development Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.2	Participation in Club	Participation in Professional Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Activities	Participation in Talent Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.3	Qualification Upgradation	Higher Education	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Research	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.4	Social Responsibility	Participation in Extension Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.5	Participation in Administrative Activities	Co-Curricular/Extra-Curricular	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Department/College Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.6	Feedback	Student Feedback	✓			✓			✓			✓		
		Peer Feedback					✓						✓	
		Faculty Feedback					✓						✓	
		HOD Feedback					✓						✓	
		Principal Feedback					✓						✓	
8.7	Overall	Overall Performance Analysis					✓							
9. AWARDS AND REWARDS														
9.1	Technical Excellence	Best Technical Staff Award									✓			
9.2	Administrative Excellence	Outstanding Contribution Award									✓			
		Promotions					✓							
		Increments					✓							
		Incentives					✓							

60

H

PRINCIPAL'S ACTIVITIES

ADMINISTRATIVE STAFF MATTERS

SNo	Activity		Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. TRAINING PROGRAMMES															
1.1	Preparations		Training Calendar					✓							
			List of External Staff Training Programmes					✓							
			Sponsorship of Staff for External Programmes					✓							
1.2	Skill/Knowledge Upgradation		Institutional Development Management Programmes					✓						✓	
			Quality Management Programmes					✓						✓	
			Training on Management Information System					✓						✓	
			Training on Planning and Implementation					✓						✓	
			Training on Budgeting Financial Management					✓						✓	
			Training on Systems Automation					✓						✓	
			Management Capacity Development Programmes					✓						✓	
			Human Resources Management Programmes					✓						✓	
1.3	Other Development Programmes		Staff Induction Programmes						✓						✓
			Staff Orientation Programmes						✓						✓
			Personality Development Programmes					✓						✓	
			Communication Skills Development Programmes					✓						✓	
2. TALENT CLUBS															
2.1	Sports Club		Sports Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Sports Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.2	Cultural Club		Cultural Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Cultural Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.3	Fine Arts Club		Fine Arts Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Fine Arts Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.4	Performing Arts Club		Performing Arts Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Performing Arts Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.5	Nature Club	Nature Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Nature Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.6	Language/Literary club	Language/Literary Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Language/Literary Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3. QUALIFICATION UPGRADATION														
3.1	Higher Education	Sponsorship for Higher Education	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Periodical Review of Higher Education Activity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. PERFORMANCE ANALYSIS														
4.1	Participation	Training Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Talent Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2	Qualification Upgradation	Higher Education	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.3	Feedback	Student Feedback	✓			✓			✓			✓		
		Peer Feedback					✓						✓	
		Faculty Feedback					✓						✓	
		HOD Feedback					✓						✓	
		Principal Feedback					✓						✓	
4.4	Overall	Overall Performance Analysis					✓							
5. AWARDS AND REWARDS														
5.1	Administrative Excellence	Best Administrative Staff Award									✓			
		Promotions					✓							
		Increments					✓							
		Incentives					✓							

PRINCIPAL'S ACTIVITIES

SUPPORT STAFF MATTERS

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. TRAINING PROGRAMMES														
1.1	Preparations	Training Calendar					✓							
		List of External Staff Training Programmes					✓							
		Sponsorship of Staff for External Programmes					✓							
1.2	Skill/Knowledge Upgradation	Office Modernization					✓							
		Advanced Learning in Relevant Occupational Areas					✓							
1.3	Development Programmes	Staff Induction Programmes						✓						✓
		Staff Orientation Programmes						✓						✓
		Personality Development Programmes					✓						✓	
		Communication Skills Development Programmes					✓						✓	
2. TALENT CLUB ACTIVITIES														
2.1	Sports Club	Sports Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Sports Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.2	Cultural Club	Cultural Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Cultural Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.3	Fine Arts Club	Fine Arts Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Fine Arts Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.4	Performing Arts Club	Performing Arts Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Performing Arts Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.5	Nature Club	Nature Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Nature Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3. QUALIFICATION UPGRADATION														
3.1	SSC/Inter/Degree	Sponsorship for SSC/Inter/Degree	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Periodical Review of Education Activity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity		Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
			4. PERFORMANCE ANALYSIS												
4.1	Participation		Training Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Talent Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2	Qualification Upgradation		SSC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Inter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Degree	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.3	Feedback		Student Feedback	✓			✓			✓			✓		
			Peer Feedback					✓						✓	
			Faculty Feedback					✓						✓	
			HOD Feedback					✓						✓	
			Principal Feedback					✓						✓	
4.4	Overall		Overall Performance Analysis					✓							
			5. AWARDS AND REWARDS												
5.1	Administrative Excellence		Best Support Staff Award									✓			
			Promotions					✓							
			Increments					✓							
			Incentives					✓							

J

PRINCIPAL'S ACTIVITIES

SUB STAFF MATTERS

SNo	Activity		Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. TRAINING PROGRAMMES															
1.1	Preparations		Training Calendar					✓							
			List of External Staff Training Programmes					✓							
			Sponsorship of Staff for External Programmes					✓							
1.2	Development Programmes		Staff Induction Programmes						✓						✓
			Staff Orientation Programmes						✓						✓
			Personality Development Programmes					✓						✓	
			Communication Skills Development Programmes					✓						✓	
2. TALENT CLUB ACTIVITIES															
2.1	Sports Club		Sports Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Sports Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.2	Cultural Club		Cultural Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Cultural Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.3	Fine Arts Club		Fine Arts Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Fine Arts Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.4	Performing Arts Club		Performing Arts Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Performing Arts Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.5	Nature Club		Nature Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Nature Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3. QUALIFICATION UPGRADATION															
3.1	SSC/Inter/Degree		Sponsorship for SSC/Inter/Degree	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Periodical Review of Education Activity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. PERFORMANCE ANALYSIS															
4.1	Participation		Training Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Talent Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2	Qualification Upgradation	SSC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Inter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Degree	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.3	Feedback	Student Feedback	✓				✓		✓			✓		
		Peer Feedback					✓						✓	
		Faculty Feedback					✓						✓	
		HOD Feedback					✓						✓	
		Principal Feedback					✓						✓	
4.4	Overall	Overall Performance Analysis					✓							
5. AWARDS AND REWARDS														
5.1	Administrative Excellence	Best Sub Staff Award									✓			
		Cleanliness Award									✓			
		Promotions					✓							
		Increments					✓							
		Incentives					✓							

K

PRINCIPAL'S ACTIVITIES

ADMINISTRATION

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		1. ACCOUNTS												
1.1	Student Fee Collection	Preparation of Student nominal roll list along with fee dues						✓						✓
		Intimation to students for fee payment schedule and penalty for late payment				✓								
		Collection of student tuition fee					✓	✓	✓	✓	✓			
		Collection of student special fee					✓	✓	✓	✓	✓			
		Collection of student transportation fee					✓	✓	✓	✓	✓			
		Collection of student examination fee			✓	✓						✓		
		Monthly fee due reports	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.2	Salary Payments	Opening of bank accounts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Staff leaves record maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Staff Biometric attendance calculation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Staff salary payments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Staff salary annual increments					✓							
		Staff promotions					✓							
		Staff salary enhancements					✓							
1.3	Monthly Bill Payments	Monthly EPF payments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly ESI payments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Electricity bill	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Telephone bill	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Internet bill	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Water bill	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Tollgate bill	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Diesel bill	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Statutory payments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.4	Budgeting	Department recurring budget				✓								
		Department non-recurring budget				✓								
		College recurring budget				✓								
		College non-recurring budget				✓								
		Budget allotment					✓							
1.5	Auditing	Financial audit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Library audit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Exam cell audit					✓							
1.6	Income Tax	Tax calculations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		TDS submissions				✓								
		Filing of returns				✓								
1.7	Internal Revenue Generation	Scholarship Processing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Project Guidance and Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Placement Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Registration fee for events	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Sponsorships for college events and activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Test Centre Charges	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Business Centre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Consultancy Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Funding Agencies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.8	Record of Transactions	Monthly income and expenditure statements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly reconciliation statements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly ledgers, cashbook, balance sheets	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Yearly ledgers, cashbook, balance sheets			✓									
		Daily fee collection register and statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. ADMISSIONS														
2.1	Marketing	Building Institute USP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Preparation of College Brochure				✓								
		Organization of Promotional Campaigns					✓	✓	✓					
2.2	Identification of Prospective Students	Liasoning with EAMCET office					✓							
		Collection of Database of EAMCET Students					✓	✓						
2.3	Student Reach	Conduct of an Education Fair					✓	✓						
		Conduct of Mock EAMCET test					✓							
		Conduct of Mock GATE test	✓											
		Conduct of Scholarship test to promote excellence in curricular and sports category of admissions					✓	✓						
		Declaration of Results and Identification of Students with Exceptional Talents	✓				✓							
2.4	Information Dissemination	Establishment of Students Help Desk					✓							
		Updating the Website	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.5	Preparations after admissions	Preparation of Counselling List of Admissions							✓	✓				
		Preparation of Management list of Admissions							✓	✓				
		Preparation of List of Documents to be Submitted					✓							
		Preparation of Fee Structure					✓							
		Preparation of Category wise Admission Registers									✓			
		Division of Sections as per the Rules of State Government									✓			
		Submission of Students Lists to University									✓			

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3. SCHOLARSHIPS														
3.1	Scholarship Identification	Exploring scholarship opportunities for students				✓	✓							
		List of scholarships available for students (UGC/GATE/State/Govt. welfare/Private welfare)					✓							
3.2	Scholarship Processing	Filling of scholarship applications					✓	✓	✓	✓	✓			
		Verification of scholarship applications							✓			✓		
		Submission of scholarship applications							✓			✓		
		Procurement of funds	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. STUDENT SERVICES														
4.1	Enrolment Services	Voter ID		✓	✓				✓	✓		✓	✓	
		Driving Licence		✓	✓				✓	✓		✓	✓	
		Passport		✓	✓				✓	✓		✓	✓	
		Aadhar Card		✓	✓				✓	✓		✓	✓	
4.2	Issue of Certificates	Bonafide Certificate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Custodian Certificate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Transfer Certificate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Salary Certificate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Service Certificate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.3	Postal Services	Post box on campus	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Daily mail dispatch to post office	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.4	Banking Services	Account opening	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Educational loan assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.5	Student Help Desk	Admissions issues	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Scholarship issues	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Academic issues	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Administrative issues	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. HUMAN RESOURCES														
5.1	Faculty Recruitment	Calculation of Faculty requirement as per norms				✓						✓		
		Appointment letter formats for various positions					✓							
		Faculty recruitment drives by notifications				✓						✓		
		Faculty recruitment by invitation				✓						✓		
		Faculty recruitment through referrals				✓						✓		
		Faculty recruitment drives on campus		✓										
		Collection of joining reports and original certificates						✓						✓
5.2	Technical Staff Recruitment	Calculation of technical staff requirement				✓						✓		
		Technical staff recruitment drives by notifications				✓						✓		
		Technical staff recruitment through referrals				✓						✓		
		Collection of joining reports and original certificates						✓						✓
5.3	Administrative Staff Recruitment	Calculation of administrative staff requirement				✓						✓		
		Administrative staff recruitment drives by notifications				✓						✓		
		Administrative staff recruitment through referrals				✓						✓		
		Collection of joining reports and original certificates						✓						✓
5.4	Sub Staff Recruitment	Calculation of sub staff requirement				✓						✓		
		Sub staff recruitment through referrals				✓						✓		
		Collection of joining reports and original certificates						✓						✓
5.5	Performance Appraisals	Faculty performance appraisal				✓								
		Technical staff performance appraisal				✓								
		Administrative staff performance appraisal				✓								
		Sub staff performance appraisal				✓								

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
5.5	Pay Revisions	Annual increments					✓							
		Additional increments					✓							
		Promotions					✓							
		Incentives					✓							
5.6	Staff Welfare	Staff quarters	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Medical insurance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Children education	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Conveyance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Education allowance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Sponsorship	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Assistantship	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Birthday gift	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Get-together parties	✓		✓		✓		✓		✓		✓	
		Annual outing											✓	
6. INFRASTRUCTURE														
6.1	Library	Monthly library audit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Yearly library audit					✓							
		Procurement of books, and journals					✓							
		Maintenance of project reports					✓							
		Identification of journals for all subjects					✓							
		Renewal of subscriptions for journals					✓							
		Digital library with online learning material	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Library log book	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Library automation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
6.2	Laboratories	Lab equipment upgradation					✓							
		Removal of obsolete lab equipment and furniture					✓							
		Requirement and procurement of lab furniture					✓							
		Stock registers maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Stock register verification					✓						✓	
		Semester beginning lab fitness certificates					✓						✓	
		Semester end lab audit					✓						✓	
		Requirement and establishment of new labs					✓						✓	
		Maintenance of log books	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Maintenance of sample lab records & observations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Cleanliness and beautification of labs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Maintenance of equipment bills and invoices	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Maintenance of software licenses	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Lab Fitness Certificates					✓						✓	
6.3	College Automation	Library Automation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Student attendance automation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Office automation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Accounts automation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty attendance automation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Mobile app development					✓	✓	✓					
		Integration of all modules	✓											
6.4	Infrastructure Maintenance and Upgradation	Requirement and procurement of furniture					✓							
		Requirement and procurement of stationary					✓							
		Requirement and establishment of new class rooms					✓							

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Development of campus infrastructure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Maintenance and upgradation of E-Classroom	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Maintenance of Cooperative stores	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Maintenance of Notice boards	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Maintenance of Electronic display boards	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. PURCHASES														
7.1	Furniture	Class Room Furniture					✓						✓	
		Lab Furniture					✓						✓	
		Office Furniture					✓						✓	
7.2	Equipment	Lab Equipment					✓						✓	
		Electrical Equipment					✓						✓	
7.3	Material	Stationery Material					✓						✓	
		Housekeeping Material	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Civil Works Material	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8. PRINTING AND STATIONERY														
8.1	Attendance Registers	Theory attendance registers				✓								
		Tutorial attendance registers				✓								
		Lab attendance registers				✓								
		Faculty attendance registers				✓								
		Staff attendance registers				✓								
8.2	Lab/Workshop Stationery	Lab/Workshop records				✓								
		Log books				✓								
		Drawing sheets				✓								
8.3	Office Stationery	Stock registers				✓								

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Accession register				✓								
		Bill Books				✓								
		Certificate Books				✓								
		Letter Heads				✓								
		Files				✓								
		Folders				✓								
		Leave forms				✓								
		Student ID Cards				✓								
		Staff ID Cards				✓								
		Staplers				✓								
		Punching Machines				✓								
		Gum Tape				✓								
		Binding Combs				✓								
		Binding Covers				✓								
		OHP Markers				✓								
		OHP Sheets				✓								
		Labels				✓								
		Lamination Film				✓								
		Any other stationery				✓								
8.4	Library Stationery	Accession Registers				✓								
		Accession Cards				✓								
		Student Library Cards				✓								
		Catalogue Cards				✓								
		Due Date Labels				✓								

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Issue Cards				✓								
		Book Pockets				✓								
		Book Repair Corners				✓								
		Labels				✓								
		Label Protectors				✓								
		Library Memorandum Cards				✓								
9. MAINTENANCE														
9.1	Campus Maintenance	Housekeeping	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Security	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Safety norms and checks	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Green campus	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Conduct of campus cleanliness drives		✓			✓			✓			✓	
		Conduct of campus beautification drives		✓			✓			✓			✓	
		Conduct of monthly campus inspections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9.2	Assets Maintenance	Stock verification	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Building maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Civil works	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Class room maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Lab maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9.3	File Maintenance	Student personal files	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty personal files	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Staff personal files	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Register of files	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Register of registers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Bluebook	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Collection of Academic Records (Attendance Registers, and Examination Answer Scripts)				✓	✓						✓	
		Storage of Academic Records (for 3 years)				✓	✓						✓	
10. PUBLIC RELATIONS														
10.1	Contacts Building	Database of visitors					✓							
		Database of vendors					✓							
		Database of University officials					✓							
		Database of Government officials					✓							
		Database of public sector officials					✓							
		Database of private sector officials					✓							
		Database of achievers					✓							
		Database of recruiters					✓							
		Database of Principals and HODs of other colleges					✓							
		Sending event invitations to all through mail	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Inviting them as guests for college events	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10.2	Media Coverage	Database of contacts of media persons	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Sending invitations to various events and activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Preparation of press reports	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Honorarium to media persons	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Database of articles telecasted on TV	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Database of articles published in newspapers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Display of articles on notice boards	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11. LIASONING														
11.1	Affiliations, Approvals,	Preparations for JNTUH permanent affiliation											✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	and Permissions	Preparations for JNTUH temporary affiliation											✓	✓
		Preparations for AICTE affiliation											✓	✓
		Calculation of land requirement					✓							
		Calculation of room requirement					✓							
		Calculation of lab requirement					✓							
		Calculation of software licenses requirement					✓							
		Calculation of faculty and staff requirement					✓							
		Calculation of deficiencies											✓	✓
		Measures to overcome deficiencies											✓	✓
		Uploading of information into JNTUH AAC portal											✓	✓
		Preparation of mandatory disclosure					✓							
		Ratification of faculty members					✓							
		College website upgradation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Maintenance of acquittance register	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Collection of original certificates from staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11.2	Court Cases	Dealing with court cases	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12. FACILITIES														
12.1	Health and Fitness	Medical Care Centre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Fitness Centre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Sports and Games	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12.2	Refreshments	Canteen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Drinking Water	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12.3	Business Centre	Xerox	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Book Binding (Hard bound)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Book Binding (Spiral bound)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Lamination	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Printouts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		ID Cards	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12.4	Stationery Stores	Letter Heads	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Writing Material	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Drawing Material	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Notebooks	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Drawing Sheets	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Other Stationery Material	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12.4	Other Essential Facilities	Transportation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Internet	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Power Backup	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
**13. FESTIVITIES**													
13.1	Events	Sangama – Technical Fest	✓											
		Khel – Sports Fest	✓											
		Pallavi – Cultural Fest								✓				
		Sanshodhana – Project Expo											✓	
		Svabhaava – Soft Skills Competitions										✓		
		National Conference												✓
		International Conference												✓
13.2	Functions	Induction Day									✓			
		Annual Day			✓									
		Convocation Day						✓					✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Farewell Day				✓								
		Freshers Day										✓		
		Traditional Day									✓			
		Placement Day						✓						
		Family Day											✓	
13.3	Celebrations	Independence Day								✓				
		Republic Day	✓											
		Teachers Day									✓			
		Engineers Day									✓			
		Library Day								✓				
13.4	Festivals	Guru Purnima							✓					
		Ramjan												
		Vinayaka Chavithi								✓				
		Dasara									✓			
		Diwali										✓		
		Christmas												✓
		New Year												✓
		Pongal	✓											

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PRINCIPAL'S ACTIVITIES

DAILY ROUTINES

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
DAILY ROUTINES													
1	Academic Monitoring	Class Work	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Lab Work	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
2	Attendance Register Verification	Faculty Attendance Register Verification	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Staff Attendance Register Verification	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
3	Visits to Important Websites for Notifications	Visit to JNTUH website for notifications	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		JNTUHAAC Website	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		AICTE Website	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		UGC Website	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		NBA Website	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		NAAC Website	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
4	Information Dissemination	Website Updation	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Web Portal Updation	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Mobile App Alerts	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Posting Relevant Advertisements on Notice Boards	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
5	Accounts Monitoring	Receipts	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Dues	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Vouchers	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Cash book	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
6	Other Works	Campus maintenance	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Status of Pending Works	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Checking E-Mails	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
		Appointments	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔

M

PRINCIPAL'S ACTIVITIES

MONITORING AND EVALUATION

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		MONITORING AND EVALUATION												
1	Meetings	Governing Council Meetings			✓			✓			✓			✓
		CAC Meetings			✓	✓						✓	✓	
		HODs Meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty Meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Staff Meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Meeting with all Students							✓					✓
		Parent-Teacher Meetings		✓						✓				
		Alumni Meetings			✓						✓			
		Employer Meetings						✓						
		Meeting with Stakeholders						✓						
		Meeting with CRs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Class Teachers Meetings (once a week)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Meetings with Cells	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Meetings with Centres	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Meeting with Committees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Maintenance of Registers for all Meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Preparation of Minutes for all Meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Surveys	Course Survey				✓							✓	
		Exit Survey				✓								
		Faculty Survey				✓								
		Parent Survey		✓							✓			
		Employer Survey						✓						
		Focus Group Survey					✓							

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		3. REPORTS												
3.1	Student Attendance Reports	Daily Attendance Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Bi-Monthly Attendance Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly Attendance Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		End Semester Attendance Report				✓						✓		
3.2	Faculty and Staff Attendance Reports	Daily Attendance Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly Attendance Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly Biometric Attendance Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.3	Leave Reports	Daily Leave Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly Leave Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Year End Leave Report												✓
3.4	Syllabus Completions Status Reports	Weekly Syllabus Completion Status Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly Syllabus Completion Status Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		End Semester Syllabus Completion Status Report				✓						✓		
3.5	Feedback Reports	Preliminary Student Feedback Report	✓						✓					
		Final Student Feedback Report				✓						✓		
3.6	Activity Reports	Monthly Department Activity Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly College Activity Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		College Annual Report			✓									
3.7	Audit Reports	Monthly Library Audit Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Year End Library Audit Report					✓							
		End Semester Lab Audit Report					✓						✓	
		Year End Accounts Audit					✓							
		Year End Exam Cell Audit					✓							

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3.8	Income and Expenditure Reports	Weekly Fee Due Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly Feed Due Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		End Semester Fee Due Report				✓						✓		
		Monthly Income and Expenditure Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		End Semester Income and Expenditure Report					✓						✓	
		Year End Income and Expenditure Report					✓							
3.9	Account Statements	Monthly Account Statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Yearly Account Statement					✓							

II

PRINCIPAL'S TARGETS

(FOR AN ACADEMIC YEAR)

S No	Name	Target Number / Target Date / Frequency
	ACADEMIC PLANNING	
1	Curriculum analysis	May
2	Workload allocation	Apr/Oct
3	Timetable preparation	Apr/Oct
4	Instructional resources preparation	May/Nov

	QUALITY IMPROVEMENT	
	NBA Accreditation	
5	NBA Accreditation file preparation for criteria 4, 5, 6	30/04/2014
6	NBA Accreditation file preparation for criteria 7, 8, 9	15/05/2014
7	NBA Accreditation file preparation for criteria 1, 2, 3	15/05/2014
8	NBA Accreditation Visit	August 2014
	NAAC Accreditation	
9	Submission of LOI and IEQA for NAAC	April 2014
10	Submission of SSR for NAAC	July 2014
	Autonomous Status	
11	Application for Autonomous Status	Sep 2014
	Deemed University Status	
12	Application for Deemed University Status	
	Funding Schemes	
13	Application for AICTE Schemes	20 per year
14	Application for RUSA Schemes	5 per year
15	Application for UGC Schemes	5 per year
	MOUs	
16	MoUs with Foreign Universities	3
17	MoUs with Industries	5 per department
18	MoUs with NGOs	5
	Institutional Memberships	
19	Multi-disciplinary Professional Society Institutional Membership Registration / Renewal	3 per year
20	Department Specific Professional Society Institutional Membership Registration / Renewal	2 per year
21	Establishment of National/International Level Professional Society	1
22	Memberships with NASSCOM, CII, HMA, FAPCCI, etc.	5

S No	Name	Target Number / Target Date / Frequency
	PUBLICATIONS	
23	Brochures	May
24	Handbooks	May
25	Calendars	May
26	Manuals	May
27	Newsletter (Monthly)	1 per month
28	Magazines (Yearly)	1 per department
29	Research Journals (Quarterly)	4 per department
30	Student Journal (Quarterly)	4 per year

S No	Name	Target Number / Target Date / Frequency
	SUPPORT SYSTEMS	
31	Establishment of Career Development Cell	April 2014
32	Establishment of Women's Empowerment Cell	June 2014
33	Establishment of Instructional Resource Centre	May 2014

S No	Name	Target Number / Target Date / Frequency
	STUDENT MATTERS	
	Academics	
34	Overall Results (Semester-wise pass percentage)	90%
35	Results – I class with distinction	50%
36	Results – I class	35%
37	Results – II class	5%
38	Results – Success Rate	95%
39	Results – Transition Rate	90%
40	Internships (end of 3-2)	1 per student
41	Overseas internships	5 per year
42	Industrial tours	1 per department
43	Industrial visits	2 per department
44	Overseas industrial tours	1 per year
45	University Gold Medals	1 per year
46	University Ranks (up to 10)	3 per year
	Career Development	
47	Student portfolio awareness programme	June
48	Student career path identification	May
49	Number of core companies visiting for placements	10 per year
50	Number of IT companies visiting for placements	50 per year
51	Number of non-engineering companies visiting for placements	5 per year
52	Placement drives for services	1 per year
53	Placements in core companies	5 per company
54	Placements in IT companies	10 per company
55	Placements in non-engineering companies	2 per company
56	Placements in services (through campus drive)	6
57	Placements in civil services	1%
58	Placements in government organizations	15%
59	Placements in private organizations (IT, Core, Non-Engg)	30%
60	Placements in services (through entrance exam)	4%
61	Students opting for Higher Education Abroad	20%
62	Students opting for Higher Education in India	20%
63	Students setting up own Enterprises	5%
64	Placement training for core engineering companies	100 hours
65	Placement training for IT companies	100 hours
66	Placement training for non-engineering services	100 hours
67	Coaching for PSUs entrance exams	100 hours
68	Coaching for entrance exams for services	100 hours

S No	Name	Target Number / Target Date / Frequency
69	Coaching for entrance exams for Govt. jobs	100 hours
70	Coaching for GATE exam	100 hours
71	Coaching for APPSC exam	100 hours
72	Coaching for UPSC entrance exam	100 hours
73	Coaching for CAT exam (for all)	100 hours
74	Coaching for GRE, and AGRE exam	100 hours
75	Coaching for TOEFL exam	100 hours
76	Coaching for IELTS exam	100 hours
77	Coaching for MAT exam	100 hours
78	Coaching for GMAT exam	100 hours
79	Entrepreneurship development programmes	4 per year
Development Programmes		
80	Adjunct courses	2 per department
81	Guest lectures	8 per department
82	Student seminars	20 per section per year
83	College-level workshops	6 per year
84	Department-level workshops	2 per department
85	Department-level seminars	2 per department
86	Number of students completing certification courses	50% per year
87	Short-term training programmes	1 per department
88	Soft skills training programmes	4 per year
Research and Development		
89	Student research projects	1 per department
90	Paper publications by students (International/National-Level)	40 per department
91	Student book reviews	1 per department
92	Article submission in Student Journal (for each volume)	4 per department
93	Article submission in Newsletter (for each volume)	4 per department
Professional Clubs		
94	Membership in Professional Society	1 per student
95	Professional Society Activities	6 per chapter
96	Registration of Technical Clubs	July 2014
97	Membership in Technical Clubs	1 per student
98	Technical Club Activities	4 per club
Talent Clubs		
99	Registration of Talent Clubs	July 2014
100	Membership in Talent Clubs	1 per student
101	Talent Club Activities	4 per club

S No	Name	Target Number / Target Date / Frequency
	Co-Curricular	
102	Student Participation in Internal/External Technical Events	75%
103	Student Achievements in External Technical Events	30 prizes
	Extra-Curricular	
104	Student Participation in Internal/External Sports Events	20%
105	Student Achievements in External Sports Events	5 prizes
	Performing Arts	
106	Student Participation in Performing Arts	20%
107	Student Achievements in Performing Arts	5 prizes
	Other Talents	
108	Student Participation in Other Talent Activities	10%
109	Student Achievements in Other Talent Activities	2 prizes
	Extension Services	
110	NSS Activities	10 per year
111	Setting up of NCC Unit	Dec 2014
112	NCC Cadet Registrations	50 per year
113	Community development programmes	10 per year
114	Adopting Villages (20 students per village)	3 Villages per section per year of study
	Administration	
115	Working as volunteer/coordinator/convener	1 per student per year
116	Working as members in committees	1 per student per year

S No	Name	Target Number / Target Date / Frequency
FACULTY MATTERS		
Academics		
117	Theory syllabus completion	100%
118	Lab syllabus completion	100%
119	Lab experiments beyond the syllabus	2 per lab subject
120	Project work supervision	5 batches per year
121	Course material preparation	2 subjects per year
Training Programmes		
122	Training calendar	May
123	Faculty Development Programmes	2 per department
124	Faculty Induction Programmes	2 per year
125	Faculty Orientation Programmes	2 per year
126	Faculty Refresher Course	1 per department
127	Methodology Workshops	1 per year
128	Coaching Workshops	1 per department
129	Pedagogical Training	2 per year
130	Faculty Participation in External Events	2 per faculty
131	Faculty Participation in FDPs (College-Level)	2 per department
132	Faculty Participation in FDPs (International-Level)	1 per department
133	Faculty Participation in FDPs (National-Level)	1 per department
134	Sponsoring faculty for external FDPs	50%
Research and Academic Contributions		
135	Paper Publications (International Level)	1 per faculty
136	Paper Publications (National Level)	1 per faculty
137	Books Published	1 per department
138	Books Reviewed	1 per department
Research and Consultancy Projects		
139	Faculty Funded R&D projects applied/received	2 per department
140	Faculty Consultancy Activities	3 per department
141	Patents applied/received by faculty	1 per department
142	Copyrights applied/received by faculty	5 per department
Research Guidance		
143	M.Tech/M.Phil Projects guidance	1 per faculty per year
144	Ph.D guidance	2 students per Professor
Participation in Conference/Seminars/Workshops/Symposia		
145	Participation	1 per faculty
146	Paper presentations	1 per faculty
147	Invited lectures	2 per department

S No	Name	Target Number / Target Date / Frequency
148	Chairing the sessions	1 per department
Interaction with Outside World		
149	Participation in Consultancy activities	1 per department
150	Participation in Expert Reviews	1 per department
151	Participation in Project and Lab Viva Panels	4 per department
152	Participation as Resource Persons	2 per department
153	Question Paper Setting for Other Organizations	1 per department
154	Evaluation of External Exam Answer Scripts	2 per department
155	Interaction with Industry	2 per department
156	Involvement in Extension Services	1 per department
157	Faculty Participation in Course Module Development	1 per department
158	Faculty Participation in Programme Development	1 per department
159	Faculty Exchange Programmes	1 per department
160	Members in BOG/BOS of other organizations	1 per department
Professional Clubs		
161	Membership in Professional Society	1 per faculty
162	Participation in Professional Society Activities	2 per faculty per year
163	Membership in Technical Clubs	1 per faculty
164	Participation in Technical Club Activities	2 per faculty per year
Talent Clubs		
165	Membership in Talent Clubs	1 per faculty
166	Participation in Talent Club Activities	2 per faculty per year
Qualification Upgradation		
167	Percentage of faculty pursuing Higher Education	20%
168	Percentage of faculty pursuing Ph.D	30%
Extension Services		
169	Coordinate/Volunteer an NSS/NCC Activity	1 per faculty per year
170	Coordinate/Volunteer a Community Development Programme	1 per faculty per year
Administration		
171	Class Coordinators	1 per faculty
172	Coordinators at Department-Level	1 per faculty
173	Coordinators at College-Level	4 per department
174	Members in Department-Level Committees	1 per faculty
175	Members in College-Level Committees	4 per department
176	Volunteers for Events	1 per faculty
177	Coordinators for Events	4 per department
178	Conveners for Events	4 per department
179	Executive Body Members for Societies, Cells, Clubs, and	1 per faculty

S No	Name	Target Number / Target Date / Frequency
	Centres	
Performance Analysis		
180	Student Feedback	4 out of 5
181	Pass Percentage in Subjects Taught	95%
182	Peer Feedback	4 out of 5
183	HOD's Feedback	4 out of 5
184	Principal's Feedback	4 out of 5

S No	Name	Target Number / Target Date / Frequency
	TECHNICAL STAFF MATTERS	
	Training Programmes	
185	Training calendar	May
186	Technical Staff Development Programmes	1 per department
187	Technical Staff Induction Programmes	2 per year
188	Technical Staff Orientation Programmes	2 per year
189	Personality Development Programmes	1 per year
190	Communication Skills Development Programmes	1 per year
191	Training on Operation and Maintenance of Modern Laboratory and Advanced Equipment	1 per department
192	Sponsoring Technical Staff for External SDPs	2 per department
	Professional Clubs	
193	Membership in Professional Society	1 per staff
194	Participation in Professional Society Activities	2 per staff per year
195	Membership in Technical Clubs	1 per staff
196	Participation in Technical Club Activities	2 per staff per year
	Talent Clubs	
197	Membership in Talent Clubs	1 per staff
198	Participation in Talent Club Activities	2 per staff per year
	Qualification Upgradation	
199	Percentage of staff pursuing Higher Education	10%
200	Percentage of staff pursuing Ph.D	5%
	Extension Services	
201	Coordinate/Volunteer an NSS/NCC Activity	1 per staff per year
202	Coordinate/Volunteer a Community Development Programme	1 per staff per year
	Administration	
203	Members in Department-Level Committees	1 per staff
204	Members in College-Level Committees	1 per department
205	Members for Societies, Cells, Clubs, and Centres	1 per staff
206	Volunteers for Events	1 per staff
207	Coordinators for Events	1 per department
	Performance Analysis	
208	Student Feedback	4 out of 5
209	Faculty Feedback	4 out of 5
210	Peer Feedback	4 out of 5
211	HOD's Feedback	4 out of 5
212	Principal's Feedback	4 out of 5

S No	Name	Target Number / Target Date / Frequency
**ADMINISTRATIVE STAFF MATTERS**	
**Training Programmes**	
213	Training calendar	May
214	Staff Induction Programmes	2 per year
215	Staff Orientation Programmes	2 per year
216	Personality Development Programmes	1 per year
217	Communication Skills Development Programmes	1 per year
218	Institutional Development Management Programmes	1 per year
219	Quality Management Programmes	1 per year
220	Training on Management Information System	1 per year
221	Training on Planning and Implementation	1 per year
222	Training on Budgeting Financial Management	1 per year
223	Training on Systems Automation	1 per year
224	Management Capacity Development Programmes	1 per year
225	Human Resources Management Programmes	1 per year
226	Sponsoring Administrative Staff for External SDPs	5 per year
**Talent Clubs**	
227	Membership in Talent Clubs	1 per staff
228	Participation in Talent Club Activities	2 per staff per year
**Qualification Upgradation**	
229	Percentage of staff pursuing Higher Education	10%
**Performance Analysis**	
230	Student Feedback	4 out of 5
231	Faculty Feedback	4 out of 5
232	Peer Feedback	4 out of 5
233	HOD's Feedback	4 out of 5
234	Principal's Feedback	4 out of 5

S No	Name	Target Number / Target Date / Frequency
	SUPPORT STAFF MATTERS	
	Training Programmes	
235	Training calendar	May
236	Staff Induction Programmes	2 per year
237	Staff Orientation Programmes	2 per year
238	Office Modernization Workshop	1 per year
239	Training on Advanced Learning in Relevant Areas	1 per year
240	Personality Development Programmes	1 per year
241	Communication Skills Development Programmes	1 per year
	Talent Clubs	
242	Membership in Talent Clubs	1 per staff
243	Participation in Talent Club Activities	2 per staff per year
	Qualification Upgradation	
244	Percentage of staff pursuing Education	10%
	Performance Analysis	
245	Student Feedback	4 out of 5
246	Faculty Feedback	4 out of 5
247	Peer Feedback	4 out of 5
248	HOD's Feedback	4 out of 5
249	Principal's Feedback	4 out of 5

S No	Name	Target Number / Target Date / Frequency
	SUB STAFF MATTERS	
	Training Programmes	
250	Training calendar	May
251	Staff Induction Programmes	2 per year
252	Staff Orientation Programmes	2 per year
253	Personality Development Programmes	1 per year
254	Communication Skills Development Programmes	1 per year
	Talent Clubs	
255	Membership in Talent Clubs	1 per staff
256	Participation in Talent Club Activities	2 per staff per year
	Qualification Upgradation	
257	Percentage of staff pursuing Education	10%
	Performance Analysis	
258	Student Feedback	4 out of 5
259	Faculty Feedback	4 out of 5
260	Peer Feedback	4 out of 5
261	HOD's Feedback	4 out of 5
262	Principal's Feedback	4 out of 5

S No	Name	Target Number / Target Date / Frequency
	ADMINISTRATION	
	Accounts	
263	Student fee collection for I Sem and II Sem	July
264	Student fee collection for I Year	September
265	Internal revenue generation	20 Lakhs
267	Budgetary requirements preparations	April
268	Financial audit	March
269	Lab Audit	May
270	Library Audit	May
	Admissions	
271	Percentage of Seats to be Filled	100%
272	Higher Education Awareness Programmes to Junior College Students	10
273	Mock EAMCET Test	May
	Scholarships	
274	Submission of applications for scholarships: I Sem and II Sem	July
275	Submission of applications for scholarships: I Year	October
276	Scholarships for Students (other than govt.)	At least 100
	Student Services	
277	Enrolment drives	6 per year
	Human Resources	
278	Faculty recruitment	April/October
279	Technical staff recruitment	April/October
280	Administrative staff recruitment	April/October
281	Sub staff recruitment	April/October
	Infrastructure	
282	Faculty Attendance Automation	May 2014
283	Accounts Automation	Dec 2014
284	Library Automation	Dec 2014
285	Office Automation	Dec 2014
286	Student Attendance Automation	Dec 2014
287	Mobile App Development	Jun 2014
288	College Computerization	July 2014
	Printing and Stationery	
289	Attendance Registers	May
290	Lab Stationery	May
291	Office Stationery	May
292	Library Stationery	May

S No	Name	Target Number / Target Date / Frequency
Public Relations		
293	Inviting Top Class People (Nobel Laurites, CEOs, social activists, economists, celebrities, spiritual leaders, leaders in performing arts, famous writers) to College as Guests	5 per year
294	Media Exposure to College through Various Events	20 per year
Liasoning		
295	JNTUH Temporary Affiliation	June 2014
296	JNTUH Permanent Affiliation	June 2014
297	AICTE Affiliation	June
Facilities		
298	Setting up of New Facilities (E-Classroom, Campus Wi-Fi, etc.)	5 per year
Festivities		
299	International Conference	1 per two years
300	Technical Fests – Sangama	1 per department
301	Sports Fest – Khel	1 per year
302	Cultural Fest – Pallavi	1 per year
303	Project Expo – Sanshodhana	1 per year
304	Soft Skills Competitions – Svabhaava	1 per year
305	Number of Functions/Festivals/Celebrations	15 per year

MONITORING AND EVALUATION		
Meetings		
306	Governing Council Meetings	4 per year
307	Academic Council Meetings	4 per year
308	CAC Meetings	4 per year
309	HODs Meetings	1 per week
310	Meetings with Cell in-charges	1 per month
311	Meetings with Centre in-charges	1 per month
312	Meetings with Committee Coordinators	1 per month
313	Faculty Meetings	1 per month
314	Staff Meetings	1 per month
315	Meeting with CRs	2 per month
316	Meeting with all students	2 per year
317	Class teachers meetings	1 per week
318	Parent teacher meetings	2 per year
319	Alumni meets	2 per year
320	Employer meets	1 per year
321	Stakeholders meet	1 per year
Surveys		
322	Alumni survey	2 per year
323	Parent survey	2 per year
324	Employer survey	1 per year
325	Exit survey	1 per year
326	Course survey	2 per year
327	Focus group survey	1 per year

III

PRINCIPAL'S CALENDAR

MAY – APRIL

(PROBABLE SCHEDULE OF ACTIVITIES)

MAY

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of End of Month Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Upgradation of Web Portal
	Release of Faculty Rule Book
	Requirement of Stationary and Printing
During the Month	Department Appraisal Presentations
	A Two Day Training Programme on Electrical Wiring and Safety
	Targets to HODs
	Department-Level Staff Meetings
	College-Level Staff Meeting
	Mock EAMCET Test
	Academic, Infrastructure, and Library Audit
	Mid III Result Analysis for I Year
	Comparison between Attendance and Mid Marks
	CAC Meeting for Finalization of Internal Marks of B Tech I year
	MBA II Sem I Mid Examinations
	Faculty Development Programme
	Submission of Application for Autonomous Status
	Completion of NBA file preparation for Criteria 1, 2, 3, 7, 8, and 9
	Industrial Tours (1 week to 10 days)
	Preparations for Establishing Gym (1 month ahead)
	Preparations for Establishing E-Classroom (1 month ahead)
	Preparations for Establishing NCC Unit (2 months ahead)
	Curriculum Gap Analysis
	Student Portfolio Awareness Programme
	Updating, Submission, and Verification of Academic & Administrative Records
	Submission of Annual Report on Lab Maintenance
End of the Month	Finalization of Guidelines and Schedules for M Tech Project Work
	Release of M Tech Project Process Manual
	Release of Placement Calendar, Training Calendar, and Placement Handbook
	Release of Question Bank for Placement Training

Schedule	Activity
	Lab Fitness Certificate from HODs
	Identification of Student's Career Path
	Records verification

JUNE

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of End of Month Balance Sheet
	Upgradation of Web Portal
	Employers Meet
	Employer Survey
	Finalization of Aptitude based Test Training Schedules and Curriculum Preparation
	Obtaining of Passed Out Student's Certificates from JNTUH
During the Month	Adjunct Course
	Coaching for GATE/IES Exams
	One-Week Faculty Induction Programme
	Mock NBA Visit
	Placement Day
	Assessment and Redefinition of POs (if required)
	Project Orientation Programme for Faculty
	Convocation Day for UG
	Department-Level Staff Meetings
	College-Level Staff Meeting
	Inauguration of College Newsletter
	Inauguration of an Incubation Center
	Commencement of Classwork for B Tech I Sem Students
	Placement Training Programmes for B Tech II, III, and IV Year Students for I Sem
	Coaching for Competitive Exams
	Completion of Registration of Journals
	Inauguration of National Level Student Journal
	Result Analysis for II Sem
	Submission of Schedules for Technical Seminars, Comprehensive Viva, and Major Projects
	Governing Council Meeting
End of the Month	Inauguration of Gym for Staff and Students
	Inauguration of E-Classroom
	Records Verification
	Finalization of List of Activities organized by premier institutions for Students and Staff
	Targets for Students and Staff for I Sem

Schedule	Activity
	Completion of Student Registrations and Fee Collection for I Sem
	Completion of Automation of College Management (Accounts, Library)
	Student Portfolio Assessment

JULY

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of End of Month Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Upgradation of Web Portal
	Release of College Newsletter
	List of Notifications for Competitive Exams, MS Programmes, Services
	Enrolment Drive I
During the Month	A One Day Workshop on Career Guidance
	Meeting with CRs
	Meeting with all the Students of the College
	NBA Accreditation Team Possible Visit
	Guru Purnima Celebrations (12th September)
	M Tech II Sem II Mid Examinations
	Department-Level Staff Meetings
	College-Level Staff Meeting
	Release of Research Journal (Apr to June)
	Release of Student Journal (Apr to June)
	M Tech II Sem Practical Examinations
	Preliminary Feedback Collection from B Tech I Semester Students
End of the Month	Preparation of Project Process Manual
	Finalization of Project Description Documents from Faculty
	Result Analysis for I Year
	NAAC SSR Submission
	Preparations for Library Day (2 weeks ahead)
	Meeting with CRs
	Records Verification
	Student Portfolio Assessment

AUGUST

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of End of Month Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Upgradation of Web Portal
	Release of College Newsletter
	Preparation for Independence Day Celebrations (2 weeks ahead)
	Enrolment Drive II
During the Month	Classroom Visits for Interaction and Oral Feedback from Students (One week)
	M Tech II Sem End Examinations
	Meeting with CRs
	Department-Level Staff Meetings
	College-Level Staff Meeting
	MBA II Sem II Mid Examinations
	Library Day (12th August)
	Independence Day Celebrations (15th August)
	Inauguration of NCC Unit
	Beginning of Project Work of M Tech III Sem Students
	MBA II Sem Practical Examinations
	Preparation for Induction Day (1 month ahead)
	Preparation for Teachers Day (1 month ahead)
	Preparation for Annual National Level Cultural Fest (1 month ahead)
	Preparation for Engineers Day Celebrations (1 month ahead)
	Mid I Result Analysis for I Sem
	Comparison between Attendance and Mid Marks
End of the Month	Parent Teacher Meeting
	Meeting with CRs
	Records Verification
	Student Portfolio Assessment

SEPTEMBER

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of End of Month Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Upgradation of Web Portal
	Release of College Newsletter
	MBA II Sem End Examinations
	Induction Day
	Orientation Programme for M Tech I Sem
	Finalization of Placement Brochure
During the Month	Meeting with CRs
	Student Portfolio Awareness Programme
	Teachers Day Celebrations on (5th September)
	Alumni Meeting: I Semester
	Alumni Survey
	Annual National Level Cultural Festival
	Department-Level Staff Meetings
	College-Level Staff Meeting
	Engineer's Day Celebrations (15th September)
	Presentation of Research Awards to Faculty and Students
	Commencement of Classwork for MBA III Sem Students
	Meeting with CRs
	Preparation for Traditional Day (10 days ahead)
	Traditional Day
	Industrial Tours (During Dasara Vacations)
	Preparations for Annual State Level Soft Skills Competitions (1 month ahead)
	Preparations for Freshers Day (1 month ahead)
End of the Month	Governing Council Meeting
	Meeting with CRs
	Records Verification
	Student Portfolio Assessment

OCTOBER

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of End of Month Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Upgradation of Web Portal
	Release of College Newsletter
	Submission of Project Abstracts
	Release of Manual for Experiential Learning
	Preparation for Freshers Day (10 days ahead)
	Enrolment Drive III
During the Month	Workload for II Semester and Faculty Requirement
	Final Feedback Collection from B Tech I Semester Students
	Meeting with CRs
	Course Survey: I Semester
	CAC Meeting for Finalization of Attendance for B Tech I Sem Students
	Freshers Day
	Department-Level Staff Meetings
	College-Level Staff Meeting
	Release of Research Journal (Jul to Sep)
	Release of Student Journal (Jul to Sep)
	Preparations for Family Day (1 month ahead)
	Preliminary Feedback Collection from B Tech I Year Students
	Annual State Level Soft Skills Competitions
	Faculty Recruitment for II Sem
	Meeting with CRs
End of the Month	Student Portfolio Assessment
	Meeting with CRs
	Records Verification
	Finalization of Timetables for Semester II

NOVEMBER

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of End of Month Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Upgradation of Web Portal
	Release of College Newsletter
	Convocation Day for MBA
	Enrolment Drive IV
During the Month	Mid II Result Analysis for I Sem
	Comparison between Attendance and Mid Marks
	CAC Meeting for Finalization of Internal Marks of B Tech II, III, and IV year
	Meeting with CRs
	Family Day
	Department-Level Staff Meetings
	College-Level Staff Meeting
	Preparation for Annual National Level Project Expo (1 month ahead)
	Faculty Development Programmes
	Adjunct Courses
	Meeting with CRs
	One Week Faculty Induction Programme
End of the Month	Finalization of List of Activities organized by premier institutions for Students and Staff
	Meeting with CRs
	Records Verification
	Student Portfolio Assessment
	Lab Fitness Certificate from HODs

DECEMBER

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of End of Month Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Upgradation of Web Portal
	Release of College Newsletter
	Placement Training Programme for B Tech II, III and IV Year Students for II Sem
	Coaching for Competitive Exams
During the Month	Meeting with CRs
	Preparation of Final Student Portfolios
	Preparations for Mini Projects and Internships
	Annual National Level Project Expo
	Department-Level Staff Meetings
	College-Level Staff Meeting
	Completion of Student Registrations for II Sem
	Preparation for Annual National Level Technical Fest (1 month ahead)
	Preparation for Annual State Level Sports Meet (1 month ahead)
	Mid I Result Analysis for I Year
	Comparison between Attendance and Mid Marks
	Submission of Applications for AICTE Schemes
	Preliminary Feedback Collection from B Tech II Semester Students
	Meeting with all the Students of the College
	Christmas Celebrations (25th December)
End of the Month	Governing Council Meeting
	Submission of Schedules for Mini Projects and Internships
	Meeting with CRs
	Records Verification
	Student Portfolio Assessment
	New Year Celebrations (31st January)

JANUARY

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of End of Month Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Upgradation of Web Portal
	Release of College Newsletter
	Preparations for Republic Day (2 weeks ahead)
During the Month	Classroom Visits for Interaction and Oral Feedback from Students (1 week)
	Meeting with CRs
	Annual National Level Technical Fest
	Pongal Celebrations
	Annual State Level Sports Meet
	Department-Level Staff Meetings
	College-Level Staff Meeting
	Release of Research Journal (Oct to Dec)
	Release of Student Journal (Oct to Dec)
	Republic Day Celebrations (26th January)
End of the Month	Meeting with CRs
	Records Verification
	Student Portfolio Assessment

FEBRUARY

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of End of Month Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Upgradation of Web Portal
	Release of College Newsletter
	Preparations for College Annual Day (1 month ahead)
	Enrolment Drive V
During the Month	Family Day
	Mid I Result Analysis for II Sem
	Comparison between Attendance and Mid Marks
	Result Analysis for I Sem
	Meeting with CRs
	Department-Level Staff Meetings
	College-Level Staff Meeting
	Parent Teacher Meeting
End of the Month	Meeting with CRs
	Finalization of College Annual Report
	Records Verification
	Student Portfolio Assessment

MARCH

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of End of Month Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Upgradation of Web Portal
	Release of College Newsletter
	Enrolment Drive VI
During the Month	Meeting with CRs
	Alumni Meeting: II Semester
	Alumni Survey
	College Annual Day Celebrations
	Mid II Result Analysis for I Year
	Comparison between Attendance and Mid Marks
	Department-Level Staff Meetings
	College-Level Staff Meeting
	Preparations for Farewell Day (1 month ahead)
	Release of Quarterly College Newsletter (Dec to Feb)
	CAC Meeting on Preparations for Semester I for Next Academic Year
	Final Feedback Collection from B Tech II Semester Students
	CAC Meeting for Finalization of Attendance of B Tech II, III, and IV year
	Budget for Next Academic Year
End of the Month	Meeting with CRs
	Governing Council Meeting
	Finalization of Principal's Calendar for Next Academic Year
	Finalization of Workload Allocation for B Tech I Semester of Next Academic Year
	Application for AICTE FDP and SG Schemes
	Records Verification
	Student Portfolio Assessment

APRIL

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of End of Month Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Upgradation of Web Portal
	Release of College Newsletter
	Finalization of College Brochure for Next Academic Year
	B Tech I Year Pre-Final Examinations
During the Month	Farewell Day
	Meeting with CRs
	Course Survey: II Semester
	Exit Survey
	Finalization of Timetables for Semester I of Next Academic Year
	Department-Level Staff Meetings
	College-Level Staff Meeting
	Release of Research Journal (Jan to Mar)
	Release of Student Journal (Jan to Mar)
	Collection of Faculty Appraisals
	Faculty Survey
	Mid II Result Analysis for II Sem
	Comparison between Attendance and Mid Marks
	CAC Meeting for Finalization of Internal Marks of B Tech II, III, and IV year
	Letter to Parents regarding Fee Payment for Next Academic Year
End of the Month	Final Feedback Collection from B Tech I Year Students
	Meeting with CRs
	CAC Meeting for Finalization of Attendance of B Tech I Year
	Course Survey: I Year
	Completion of Handbooks, and Lab Manuals for Semester I of Next Academic Year
	Records Verification
	Student Portfolio Assessment