1. Academic Governance

|  |
| --- |
| 1. a) **College Academic council** The following composition of members may be constituted for the college academic council to guide/govern the college in academic affairs: 1. Two members from academic community (One of them may be chosen as Chairman) 2. Two members from R&D organizations 3. Two members from the industry 4. Dean (Academic)/Senior professor of the college 5. 1 or 2 members of Governing Body (Special invitees) 6. Principal/Director as Convener |
| **1.b) College Academic Committee**: - to be constituted and functioned effectively - with a minimum of 7 members including all heads and senior professors - to meet once in a month for a regular meeting and whenever needed for emergency  meeting - all the resolutions are to be implemented by HODs - the quorum for regular meeting to be 2/3 members and 1/3 members for emergency meeting - Dean-Academic is the convener and Principal is the chairman |

 **College Academic Council**

 a. Has the College Academic Council been constituted? - Yes / No

 Please mention composition of the college academic council

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Members from** | **Required** | **Available** |
| 1 | Academic | 2 |  |
| 2 | R & D | 2 |  |
| 3 | Industry | 2 |  |
| 4 | Spl. Invites( from management) | 1 or 2 |  |
| 5 | Principal | 1 |  |
| 6 | Any other | 1or 2 |  |

b. Details of the composition of the college academic council

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Member’s Name** | **Occupation** | **Organization to which the member belongs to**  | **Role in the committee** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

c. No. of meeting conducted during last 3 years :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **No. of meetings** | **Date of Meeting** | **No. of Agenda points\*** | **No. of Resolutions passed \*** |
| **2005-06** | 1 |  |  |  |
| 2 |  |  |  |
| **2006-07** | 1 |  |  |  |
| 2 |  |  |  |
| **2007-08** | 1 |  |  |  |
| 2 |  |  |  |

\* Details of agenda and resolution may be enclosed.

 **College Academic Committee**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **No. of HODs** | **No. of Professors** | **In-charge examination section** | **No. of Deans** | **Any other** |
|  |  |  |  |  |  |

a. Details of meeting held during last 3 years

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Year** | **No. of meetings held** |
| 1 | 2005-06 |  |
| 2 | 2006-07 |  |
| 3 | 2007-08 |  |

b. Details of the meetings held during Current Academic Year**.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Date of meeting** | **No. of items in the agenda** | **No. of resolutions** | **No. of members present** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

 Details of agenda and resolutions for the current and previous 2 years are to be enclosed.

c. Number of Resolutions implemented**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Year No.** | **Number of Resolutions Implemented** | **Number of Resolutions not implemented (Please mention reasons on enclosure)** |
|  |  |  |  |

**Department level meetings:**

d. Number of Departmental meeting held in the current year \_\_\_\_\_\_\_\_\_\_\_\_

e. Details of Departmental Meetings held in the current year \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Date of Meeting** | **No. of Points in Agenda (\*)** | **No. of Resolutions (\*)** |
|  |  |  |  |

f. No. of Faculty Meetings held in the current year\_\_\_\_\_\_\_\_\_\_

g. Details of Faculty Meetings held in the current year\_\_\_\_\_\_\_\_.

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Date of Meeting** | **No. of Agenda****Points (\*)** | **No. of Resolutions (\*)** |
|  |  |  |  |

h. Details of Class Teacher’s Meetings (Required Frequency every week)

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Date of Meeting** | **No. of Points in Agenda (\*)** | **No. of Resolutions (\*)** |
|  |  |  |  |

Annexure on action taken by the department to be enclosed.

\*Details may be given on separate sheet.

1. **Teaching-Learning Process**

|  |
| --- |
|  - time-table & class adjustments-to be monitored by HODs and weekly report to Principal/ Director - syllabus coverage-need to be monitored for completeness and uniformity by  Departmental committee - teaching methodology- effective utilization of teaching aids - teaching material-staff may supplement teaching by giving handouts(teaching material) - Assignments-each student to be given a min. of 20 assignment questions per subject - the modalities are left to CAC - guest lectures- min. of one guest lecture per subject is desirable-guest faculty to be  drawn preferably from industry(50%) or R&D organizations(25%) or academic  organizations not below the rank of a professor (25%) - teachers to identify guest lectures from their subject area-database (central pool) of resource persons may be created from all colleges.* student seminars-seminar groups ( each with 3 members) to be identified topics to be

 selected on emerging technologies preferably from journals - departmental in-charge (staff member) for student seminars is to be identified - tutorials for all subjects are to be conducted with 30 students per batch |

**Time Table:**

a. Is the time table prepared in 10 weeks in advance of the start of the relevant

 Semester/year? Yes/No

b. Number of Times the Time-Table has been modified.

 During the Current Semester \_\_\_\_\_\_\_\_

 During the Last Semester \_\_\_\_\_\_\_\_\_

c. Is the Time-Table balanced with Lab Session & Theory Sessions equally distributed in

Forenoon/Afternoon Session.

d. Has provision been made in the Time-Table for the following Activities

1. Soft Skills
2. Tutorials
3. Library
4. Sports
5. Student Seminars
6. Guest Lectures
7. Counseling

e. Is Alternative Time-Table for class adjustments made for class adjustments? Yes/No.

**Work Load Distribution& syllabus coverage:**

a. Is Work load distribution made 10 weeks ahead of the start of the Semester/year?

b. Is the Criteria for allocating Work Load satisfied in all aspects? Yes/No

c. List out deviations from b above and reasons there off for the current semester (To be

 Enclosed in the form of an annexure)

d. Details of Load allocation to staff to be enclosed as an annexure.

e. Is Day wise class/lab engagement report submitted to the principal? (Yes/No)

f. Is class adjustment done for all periods? (Yes/No)

 If no, Percentage of unadjusted classes \_\_\_\_\_\_

g. Is consolidated weekly academic report submitted to the Principal? (Yes/No)

h. Is the syllabus covered completely? (Yes/No)

i. Is the syllabus covered uniformly? (Yes/No)

Department wise Information may be finished in the following format.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Subject** | **Faculty** | **% of Coverage** | **Reasons for Non coverage** |
|  |  |  |  |  |

 j. Teaching Aids Used. (Department wise) Give percentages

|  |  |  |  |
| --- | --- | --- | --- |
| **% Usage** | **Black Board** | **O.H.P** | **L.C.D** |
|  |  |  |  |

k. Is Teaching Material Prepared? (Yes/No)

 What is the % of Preparation with regard to teaching material?

l. Is any additional material e.g. handouts supplied to the students. (Yes/No)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Dept.** | **Faculty** | **Subject** | **No. of handouts given during the Semester/Year** | **Any other information supplied to the students** |
|  |  |  |  |  |  |

**Assignments:**

Are 20 assignment questions given to every student for every subject covering all units?

 (Yes/No)

If Yes, submit the information and if No, explain the reasons

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Subject** | **Faculty** | **No.of Assignments Given** | **% of Assignments Submitted by students** | **% of Correct & Given back to students** | **Reasons for deviation if any** |
|  |  |  |  |  |  |  |

**Guest Lectures:**

[Minimum of 1 guest lecture per subject desirable faculty drawn 50% from Industry, 25% from R&D and 25 from academia]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Dept.** | **Guest Lecture’s conducted** | **Faculty drawn from** | **Reasons for deviation if any** |
| **Industry** | **R & D** | **Academia** |
|  |  |  |  |  |  |  |

 a. Is a central pool/database of experts for Guest Faculty created at the department/college level?

 (Yes/No)

1. Is a central pool/database of experts for Guest Faculty created at the consortium level?

 (Yes/No)

**Student Seminars:**

**(** Procedure to be adapted is available in the annexure. Is also available in Handbook)

|  |  |  |
| --- | --- | --- |
| **Department** | **Conducted (%)** | **% of Seminar Topics Taken from Tech. Journals** |
|  |  |  |

a. Are files maintained by the departments? Yes/No

b. Is the learning group batche consist 3 members/batch. (Yes/No)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Dept.** | **Year** | **% of Students not given seminar** | **% of Students Seminars Rejected** | **% of SS rescheduled** | **% of S.S Properly Conducted** |
|  |  |  |  |  |  |  |

c. Is the Seminar material submitted to the coordinator? (Yes/No)

d. Is the Seminar Synopsis and material edited by the staff before the seminar is given?

 (Yes/No)

e. Is the Seminar Material (Hard/Soft copies) available in the department library? (Yes/No)

**Tutorials:**

a. What is the batch size of Tutorial 30/60 (tick one)

b. How many faculties are associated with each batch 1 / 2 (tick one)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dept.** | **Subject** | **No. of Problems Solved.** | **Faculty** | **% of Tutorials not conducted** | **Reasons for not conducting** |
|  |  |  |  |  |  |

c. Is Special care taken in tutorial for academically weak students? (Yes/No)

 If yes, please give details.

# 3.Student Evaluation Mechanism

|  |
| --- |
|  - internal exams-quality of question paper- is to be cleared by departmental committee - question paper is to be framed keeping in view the distribution of student capabilities - scheme of evaluation is to be cleared by departmental committee - results may be seen to follow normal distribution pattern - external exams-strict vigilance is to be maintained to curb any bad practices - result analysis (of all exams) is to be done at dept and college levels by respective committees and remedial action is to be nitiated |

## **Question Paper**

a) Are mid exam question papers cleared by the Department committee? Yes/No

b) Has scheme of evaluation been cleared by the Department Committee? Yes/No

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Subject** | **Faculty** | **Max Marks** | **Minimum Marks** | **Class Average** | **Reasons for** |
| **Class average >12 marks** | **Class average <12 marks** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

c. Is Result Analysis for internal and external exams done at?

 Department level Yes/No

 College level Yes/No

d. Remedial action initiated at Department level Yes/No

e. Remedial action initiated at College level Yes/No

 (Enclose details)

**4. Laboratory**

|  |
| --- |
|  - lab manuals and records are to be printed and distributed at the beginning of the semester/ year - soft copy also may be given and put on web site - at least 50 to 75% of external exams may be conducted with external examiners drawn from other institutions else from our own member institution - at least TWO additional experiments in each lab shall be included in the semester/year over and above the JNTU syllabus* performance of the student in the lab is to be monitored continuously and remedial

 actions are to be initiated - mini projects- to be given to students during 1st, 2nd and 3rd year summer vacation periods for a duration of 4 to 5 weeks - the mini project can be done in the institution or at reputed organizations identified by the college - mini project may culminate in a model/presentation of paper for student presentation  |

a. Are lab manuals given to the student at the beginning of the semester/year Yes/No

b. Are lab records given to students at the beginning of each semester/year Yes/No

c. Have the required number of experiments been conducted as per JNTU norms Yes/No

d. If not list the labs along with the experiment and the reasons thereof in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **Lab** | **List of experiments not conducted** | **Faculty Name** | **Reasons, if any** |
|  |  |  |  |  |
|  |  |  |  |  |

e. Any additional experiments identified over and above JNTU syllabus? Yes/No

 (if yes, please indicate)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **Lab** | **Experiment title** | **Additional Equipment required** | **Relevance of Experiment in the context of Curriculum (Subject wise)** |
|  |  |  |  |  |
|  |  |  |  |  |

f. Is continuous monitoring of progress of the students in the laboratory done? Yes/No

g. Are any remedial actions taken for weak students? Yes/No

 Enclose details

h. Is continuous evaluation of laboratory work done? Yes/No

 Give details of evaluation measures in enclosure. (JNTU stipulated measures may be

 adopted for this purpose)

i. Have any external examiners outside the college been identified? Yes/No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Department** | **Lab course name** | **Name of examiner** | **organization/institution** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Mini Projects:**

a. Number of Mini-projects conducted in the college \_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Department** | **Year** | **Project title** | **Additional equipment made available** | **Whether resulted in a working model** | **Whether project report submitted** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

b. Number of Mini-projects conducted outside the college \_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Department** | **Year** | **Project title** | **Industry/institution in which worked** | **Whether resulted in a working model** | **Whether project report submitted** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**5. Student Counseling (Academic/career/personal):**

|  |
| --- |
|  - at least 3 counseling sessions/semester need to be done (one at the beginning, 2 after internal exams ) - Each teacher is assigned 20 students- 2 groups of 10 from different sections. - The nature of counseling may be based on the performance /needs of the student. |

1. No. of students attached to each faculty \_\_\_\_\_
2. Was information collected in the following format prior to counseling?

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roll Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year and Branch : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Academic Record before joining B. Tech : (In the Format Given Below, Put NA if Not Applicable)

|  |  |  |
| --- | --- | --- |
| **Examination** | **%of marks/Rank** | **School / College Studied** |
| X |  |  |
| Inter |  |  |
| EAMCET |  |  |

Academic Record in B. Tech so far

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Tech Examination** | **% of marks** | **No. of Backlogs, if any** | **Details of the backlog subjects** |
| I Yr. |  |  |  |
| II Yr. I-sem |  |  |  |
| II Yr.- II sem |  |  |  |
| III Yr. I-sem |  |  |  |
| III Yr. II-sem |  |  |  |
| IV Yr.I-Sem |  |  |  |
| Overall |  |  |  |

c. Counseling session conducted in last and current semester:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Department** | **Staff member** | **Date of I counseling(at the beginning)** | **Date of II counseling(after I mid)** | **Date of III counseling( after II mid)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

d. Is the centre for career counseling and guidance established? Yes/No

 Is any information given to students by the centre?

e. Is a centre for personality development established? Yes/No

f. Is a centre for community development established? Yes/No

g. Are centers of excellence established in departments? Yes/No

 If yes, give details.

6. Student attendance:

|  |
| --- |
|   - to be displayed fortnightly on the notice boards - monthly attendance report is to be sent to the parents  - final report is to sent by reg. post - continuous monitoring of the students with less than 75% attendance - Academic performance along with HOD remarks may be sent along with attendance. - CAC may review thoroughly the cases of 65-75% before recommending to the university. |

a. Is attendance displayed fortnightly? Yes/No

b. Are reports on monthly attendance along with academic performance sent to the parents?

 Yes/No

c. Were the parents called periodically in case of students having attendance less than 75%?

 Yes/No

|  |  |  |
| --- | --- | --- |
| **S.No** | **Department** | **Number of students with attendance between 65% - 75%** |
|  |  | **2005-06** | **2006-07** | **2007-08** |
|  |  | **Sem I** | **Sem.II** | **Sem I** | **Sem II** | **Sem I** | **Sem II** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

7. Projects

|  |
| --- |
|   - quality of the projects need to be taken care off - Students are allowed to do the projects outside the college in institutions approved by the college. - at least 50% of the projects need to be done in the college - guidelines laid down in handbook are to be followed strictly(vide annexure II) - max. of 2 students/project will be allowed. - the project should be demonstrated in the college - students to be encouraged to develop models at the end of the project - internal guides are to maintain project files - departmental project committee of staff need to be formed |

a. Departmental project committee constituted Yes/No

b. No. of project groups with more than 2 students per project \_\_\_\_\_\_\_\_\_\_

c. Percentage of projects carried out in the college \_\_\_\_\_\_\_\_.

d. Are guidelines laid down in the handbook followed? Yes/No.

 What are the deviations?

e. What is the qualifications/experience of the external guides?

|  |  |
| --- | --- |
| **Department** | **% of guides with Qualification /experience** |
|  | **B.Tech/** | **M.Tech/** | **Ph.D/** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Department** | **No. of projects done** | **Name of the institutions where projects done** |
|  | In the college | Outside the college |  |
|  |  |  |  |
|  |  |  |  |

f. Is the attendance taken for the projects every week? Yes/No.

g. Is the progress of the project monitored by the visits of staff to organizations where the

 Students are doing the projects? Yes/No

h. No. of surprise visits made by staff to organizations \_\_\_\_\_\_\_\_\_\_\_

i. Are staff members maintaining the student project files Yes/No

j. Are projects evaluated 3 times through student seminars as per guidelines Yes/No

k. No. of students’ projects resulted in models\_\_\_\_\_\_\_\_\_\_\_

l. No of student projects resulted in paper presentations in conferences and

 journals\_\_\_\_\_\_\_\_\_\_

1. **Professional bodies of students:**

|  |
| --- |
| : - CSI is to be started by CSE and IT depts. - IETE is to be started by ECE dept - IE/ISTE is to be started by EEE dept - AMIE/SAE is to be started by mech dept. - IEEE is to be started by all depts. - atleast one activity of professional body has to be conducted in every semester. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department** | **Professional body** | **No. of students registered** | **Seminars conducted during the year** | **Workshops conducted** | **Grants received if any from various bodies** |
|  |  |  | National level | State level |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**9. Adjunct courses:**

|  |
| --- |
|  - to provide additional skills to the students on emerging technologies - one adjunct course is to be conducted in each semester by each dept (during intra or inter-semester breaks) |

a. No. of adjunct courses conducted\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Department** | **Adjunct course name** | **Date and duration** | **Names of Resource persons utilized** | **No. of students registered** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**10. Industry institute interaction**:

|  |
| --- |
|  - collaboration with industry may be identified - students may be sent for summer training that may culminate in mini-project |

Has any meetings conducted with personnel from industry? Yes/No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **Name of the industry association identified** | **Nature of association/collaboration****e.g. MOU/consultancy** | **No. of students sent to the organization** | **No. of staff members sent** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department | Year/sem | Name of the industry | Date and duration | Whether report submitted by students |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**11. Soft skills-GATE-GRE-CAT**:

|  |
| --- |
|  - training in soft skills to be included for II & III year students in regular class work and Completed by III/ I. - GATE and CAT coaching by professional bodies can be planned during III/II and IV/I - personality development initiatives may be conducted with great personalities |

a. Has the syllabus framed by the group regarding soft skills been included in the regular time-table for II. III and final year students? Yes/No

b. Is GATE coaching imparted to the III/II and IV/I students? Yes/no

c. CAT and GRE coaching being given by professional bodies for III and final year students?

 Yes/No

d. No of personality developments programmes conducted with professional bodies \_\_\_\_\_\_\_\_.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department(s)** | **Name of professional organization** | **Nature of training** | **Time and duration** | **Year and class** | **No. of students registered** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Seminars and Workshops:**

|  |
| --- |
| - one assoc. prof. may be made in-charge of this activity- all information regarding seminars/workshops to be displayed prominently- capable students are to be identified and given special support and training- students should present their papers in the college before they are allowed to represent college at other places- each dept has to conduct a minimum of one national seminar per year |

 a. Has the students been identified for participation and presenting papers in other

 Colleges/institutions? Yes/No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **No. of students shown interest in paper contests** | **No. of students trained by the department** | **Names of the students who won the prizes** | **No. of student papers published** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

b. How many national level seminars planned/conducted by the department? \_\_\_\_\_\_\_

c. Are the conferences sponsored by AICTE/UGC/IETE or any other professional body? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **Name of the seminar/workshop conducted** | **Total no. of delegates participated** | **No. of outside delegates participated** | **Whether seminar proceedings published** |
| **State level** | **National level** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Library:**

|  |
| --- |
|  - departmental libraries should be developed - library to be upgraded with new editions and new titles continuously with the help of staff - library committee to be constituted to oversee the functions of the library - physical verification of stock need to be done every year - photocopy of books should not be put in the library expect where the book is not available - students are exhorted to use the library frequently for their assignment problems - aesthetically good environment need to be created  - library may be air-conditioned - OCW/educational CDs from reputed institutions like IITs need to be acquired - AICTE/JNTU norms have to be maintained - library/internet may be made available from 8 am to 7 pm - digital library with at least 16 systems may be made available with 2 mbps internet  connectivity - each subject journals for each department need to be procured - library is to be automated/computerized |

a. Total no. of volumes in the library \_\_\_\_\_\_\_\_\_\_\_

b. Total no. of titles in the library\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. What is the budget for the library for the last three years?

 2005-06

 2006-07

 2007-08

d. Total no. of journals in the library: National\_\_\_\_\_\_\_\_\_\_\_\_\_\_ international \_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **No. of volumes added during** | **No. of titles added during** | **No of journals procured** | **Any deficiency with reg. to AICTE norms** |
| **2005-06** | **2006-07** | **2007-08** | **2005-06** | **2006-07** | **2007-08** | **National** | **International\*** |  |
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\* Enclose the list of names of the journals subscribed department wise.

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| --- | --- | --- | --- | --- | --- |
| **Department** | **Subject name** | **No. titles available** | **No. of volumes available** | **No. of reference books available** | **No. of journals available** |
| I Year |  |  |  |  |  |
| II year/I sem |  |  |  |  |  |
| II/II |  |  |  |  |  |
| III/I |  |  |  |  |  |
| IV/I |  |  |  |  |  |
| IV/II |  |  |  |  |  |

e. Was stock verification done last year? Yes/No

f. How many books are identified as missing? \_\_\_\_\_\_\_\_\_\_\_\_\_

g . Is digital library functioning? Yes/No

h. If yes, how many terminals are set up in the library? \_\_\_\_\_\_\_\_\_\_\_

i. What is the bandwidth of internet connection? \_\_\_\_\_\_\_\_\_\_\_\_

 j. Are library activities computerized? Yes/No.

 k. Is visitors books maintained in the main and digital library? Yes/No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Library Visits****Main Library** | **Average No. in a day** | **Average No. in a week** | **Average No. in a Semester** | **Average No referring to Journals.** |
| Students |  |  |  |  |
| Faculty |  |  |  |  |
| Digital Library |
| Students |  |  |  |  |
| Staff |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department | Dept library established Yes/No | No. of titles | No. of volumes | No. of journals | Any other material available |
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1. **Alumni association:**

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| --- |
|  - is to be formed and registered in every college - group ids based on branch/year may be created - to meet more than once in an year at the college followed by dinner - to have continuous interaction with Alumni students whenever possible - student learning groups have to be formed to interact with the Alumni Association |

a. Is the alumni association registered? Yes/No

b. Bank account opened? Yes/No

c. No. of meetings conducted last year\_\_\_\_\_\_\_\_\_\_\_

d. No. of meetings conducted/planned this year\_\_\_\_\_\_\_\_\_\_

e. No. of members attended in each meeting \_\_\_\_\_\_\_\_\_\_\_\_\_

f. Whether group ids are created batch and department wise Yes/No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **No. of students registered** | **No. of members from industry** | **No. of members from academia** | **No. of members pursuing higher education** |
| 2005-06 |  |  |  |  |
| 2006-07 |  |  |  |  |
| 2007-08 |  |  |  |  |

1. **R&D and consultancy Cell:**

|  |
| --- |
| **:** - to be established in the college - plan of action is to be done at the beginning of the year - budget need to be prepared and sanction obtained - all projects of UGC/AICTE/ISTE/DST are to be processed - to involve maximum number of staff in the R&D activities |

Is the cell established? Yes/No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **Consultancy/R&D activity** | **Date and duration** | **Name of the organization** | **Outlay** |
|  |  |  |  |  |
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1. **Entrepreneurship Development Cell:**

|  |
| --- |
|  * A cell needs to be established in liaison with JNTU/AICTE/UGC/DST and other private

 or govt.organizations |

 a. Is entrepreneurship development established? Yes/No

 b. Any liaison established with reputed industry and associations? Yes/No

 c. No of students registered and pursued entrepreneurship till date\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Educational and industrial tours**

|  |
| --- |
|  - a properly planned educational tour may be conducted for a period of one week during inter-semester break - approval must be taken at least from 3 prominent industries  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department** | **Year/sem** | **Date and duration** | **Names of places and industries visited** | **Faculty members accompanied** | **Whether tour report submitted** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**18. Sports/NCC/NSS/Extra-curricular activities:**

**Sports**

a. How many play grounds available?\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Game/Sport | No. of courts available | Sports material available Yes/No  | Facilities available for daily play Yes/No | Names of students admitted under sports quota |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

b. How many competitions conducted during the year for

 Students \_\_\_\_\_\_\_\_\_

 Staff \_\_\_\_\_\_\_\_\_\_

c. What is the budget for sports activity?

**NCC/NSS activities:**

a. Does the college have NCC activity? Yes/No

b. How many students registered? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Does the college have NSS activity? Yes/No

d. How many students registered? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NCC/NSS | Type of activity conducted | Date and duration | No. of students involved | Activities planned during the current year |
|  |  |  |  |  |
|  |  |  |  |  |

**Student clubs**

Are any student clubs established?

Literary club Yes/No

Cultural club Yes/No

Nature club Yes/No

Technology club Yes/No

**N.B. Wherever space is insufficient, separate sheets may be attached.**

**Annexure on counseling**

(A few questions are given below that may help in counseling process)

1. Any particular difficulty experienced in understanding the subject(s), if so, name the subjects.

 a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ d. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 e. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ f. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 g. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ h. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Any difficulty experienced for coming to college in time (indicate possible remedial actions) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Any issues hampering your studies? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Do you study technical subjects at least **Three hours** per day outside the college working hours? If not so, why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Any difficulty experienced with regard to the textbooks in the Library? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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6. In your own assessment, are you a good team worker? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Any difficulty experienced in doing the mini projects? If so, mention the same\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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8. Do you take the assignments seriously and do on your own? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Any difficulty experienced in presenting yourself at student seminar in the regular semester? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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10. To what extent the component of Guest Lecture has helped you in enhancing your knowledge base? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Are you making enough efforts towards improving your English language communications skills? If not, why? Any help needed?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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12. Do you have self-confidence to become a Successful Engineer? If not, why?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Any help needed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. What are your goals? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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14. What efforts you have been making to achieve your goals? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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15. What do you expect to be done by the Institution in developing your self-confidence and achievement of goals?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. Is the atmosphere (environment) at home Congenial (convenient) for your studies?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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17. Any difficulty experienced in pursuing literary, cultural and other activities in the college? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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18. Any inadequacy experienced in Physical Education facilities? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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19. Any difficulty experienced with regard to cleanliness & hygiene in the institution?

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20 Is any ragging activity prevalent in the college (where and when?)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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21. Can the College do something in this direction to eliminate Ragging? Any suggestions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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22. What are your hobbies and talents which need help to be boosted? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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