



PRINCIPAL'S

HANDBOOK

FOR MBA COLLEGES

FIRST EDITION

AURORA EDUCATIONAL SOCIETY

AUTHOR

M. Madhavi
Principal
Aurora's Post Graduate College
Ramanthapur, Rangareddy District, TG, India

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P R E F A C E

Principals are the key persons in running institutions of higher education. The success or failure of a college and the future of students who join their portals with high expectations hinges on their vision, dedication and hard work. The Aurora Educational Society, which has been imparting quality professional education in engineering, computer science, management and education fields for nearly two decades has always been served by such visionary and dedicated principals. They have innovated and carried out many curricular, co-curricular and extra-curricular activities through which they offered holistic education to their students resulting in Aurora Alumni's placement in almost all top corporates in the country in good numbers.

This handbook for principals of MBA colleges is the result of the year of efforts made by visionary principals at Aurora in perfecting a calendar of activities, events milestones and targets that are mandated for various Aurora colleges. The inventiveness for its publication has come from Dr. Ramesh B Nimmatoori, Secretary, Aurora Consortium who has added many valuable inputs to this handbook based on his rich experience and wide exposure as an educationalist.

The handbook brings together a myriad of activities that should be performed by Principals of MBA colleges for bringing in all round academic excellence. They relate to academic, administrative, financial, evaluation, placement, and extension activities. It virtually leaves nothing important from its ambit by listing out as many as 97 contents that will comprehensively guide college managements in up scaling their institutions. It will serve the college Principals as a checklist of quality parameters. It will also be of tremendous help for college managements to judge the functioning of Principals working under them as well as measuring the progress of their institutions. Further, it will facilitate educationists in developing a vision of excellence in management education. It will especially help the Principal in prioritizing their manifold activities, in meeting various deadlines and in not missing any important college related activities. Principals can handle all necessary activities with necessary forethought and advance preparations. It is hoped that those who care for quality and excellence in higher education will surely profit from this handbook.

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PRINCIPAL'S ACTIVITIES

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 elective subjects					✓						✓	
				Request letters for service from other departments					✓						✓	
Collection of preferences from faculty							✓						✓			
Allocation of workload to faculty							✓						✓			
Allocation of workload to technical staff							✓						✓			
3	Timetable Preparation	Class timetables					✓						✓			
		Faculty timetables					✓						✓			
		Staff timetables					✓						✓			
		Lab timetables					✓						✓			

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Room timetables					✓						✓	
		Master timetable					✓						✓	
		Intimation to all the concerned					✓						✓	
		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				✓	✓					✓	✓	

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 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										✓	✓	✓	
		Getting Autonomy	✓												
4	Deemed University Status	Application for Deemed University status												✓	
		Preparations for the Inspection	✓	✓										✓	
		Getting Deemed University Status			✓										
5	Funding Schemes	Identification of various					✓								

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		schemes available												
		Identification of relevant schemes					✓							
		Application for AICTE Schemes											✓	
		Application for UGC Schemes											✓	
		Application for RUSA Schemes											✓	
		Application for MHRD Schemes												✓
		Application for other Schemes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	MOUs	MOUs with Foreign Universities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		MOUs with Indian Universities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		MOUs with NGOs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		MOUs with Industries	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Adopting villages	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Institutional Memberships	Indian Professional Society Memberships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		International Professional Society Memberships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Industrial Association Memberships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		NSS Unit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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						✓						
		Formats Handbook						✓						
		Career options Handbook										✓		
3	Calendars	Placements Handbook						✓						
		Festivities Handbook					✓							
		Academic Calendar					✓							
		Principal's Calendar					✓							
		HOD's Calendar					✓							
		Faculty Calendar					✓							
		Student Calendar					✓							
		Festivities Calendar					✓							
4	Manuals	Placements Calendar					✓							
		Training Calendar					✓							
		Organization Procedural					✓							
4	Manuals	Student Academic Manual					✓						✓	
		Lab Manual					✓						✓	

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

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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3	Committees	Finishing School	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Governing Council	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Academic Council	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		College Academic Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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	<i>Please refer to table B1.1 for details</i>											
		Monitoring of Experiential Learning Activities	<i>Please refer to table B1.2 for details</i>											
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				✓								✓	
d	End Examinations	Final examination result analysis	✓						✓						
		Calculation of success rate of students	✓						✓						
		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							✓					

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 1 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 1 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										✓		

		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	✓	✓	✓		✓	✓	✓	✓	✓	✓			✓
f	Business Surveys	Preparing the list of topics				✓	✓	✓							
		Formation of student groups	✓	✓							✓	✓			
		Sending the students to gather information	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Analysis and presentation of report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
g	Mini Projects	Preparing the list of topics				✓	✓	✓							
		Formation of student groups	✓	✓							✓	✓			
		Sending the students to gather information	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Analysis and presentation of report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

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 2-1)						✓	✓						
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	<i>Please refer to table B2.1 for details</i>													
2.4	Higher Education	<i>Please refer to table B2.2 for details</i>													
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 Professionals Colleges for Teaching Posts	Identification of Interested Students				✓						
Conduct of placement training								✓						✓
Conduct of mock tests	✓			✓	✓			✓	✓	✓	✓	✓		✓
Conduct of mock interviews	✓			✓	✓			✓	✓	✓	✓	✓		✓
Conduct of placement drives	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
c	Preparations for Placements in IT Sectors	Identification of IT Companies				✓								
		Conduct of placement training						✓						✓
		Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓		✓
		Conduct of placement drives	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

d	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	✓	✓	✓			✓	✓	✓	✓	✓		✓
e	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	✓	✓	✓			✓	✓	✓	✓	✓		✓
f	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	✓	✓	✓			✓	✓	✓	✓	✓		✓
g	Preparations for Jobs in Defence Services (Army, Navy, Air Force)	Preparation of List of jobs available				✓								
		Display of notifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Awareness programmes						✓						
		Coaching for Entrance exams for						✓					✓	✓

		services													
		Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓		✓	
		Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓		✓	
h	Preparations for Jobs in Civil Services (IAS, IRS, IFS, IPS)	Preparation of List of jobs available				✓									
		Display of notifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Awareness programmes						✓							
		Coaching for Civil Services Examination						✓						✓	✓
		Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓			✓
		Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓			✓
i	Preparations for Jobs in State Administrative Services	Preparation of List of jobs available				✓									
		Display of notifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Awareness programmes						✓							
		Coaching for APPSC exam (Group 1, 2, branch specific, electricity board)						✓						✓	✓
		Conduct of mock tests	✓	✓	✓			✓	✓	✓	✓	✓			✓
		Conduct of mock interviews	✓	✓	✓			✓	✓	✓	✓	✓			✓
j	Preparations for Sector Specific Jobs	Identification of Non-Engineering Companies				✓									
		Conduct of placement training						✓							✓
		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 MS/Ph.D in USA	Coaching for TOEFL					✓	✓							
		Coaching for GRE					✓	✓							
		TOEFL exam							✓						
		GRE exam								✓					
		Collection of Score cards									✓				
		Issue of Recommendation letters											✓	✓	✓
		Application to Universities											✓	✓	✓
c	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											✓	✓	✓
d	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										✓	✓	✓	
e	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											✓	✓	✓
F	Preparations for M.Phil / Ph.D /FPM in India	Coaching for UGCNET/JRF/RCET/SLET				✓	✓						✓	✓	
		Coaching for GMAT/CAT				✓	✓						✓	✓	
		Selection of University based on scores				✓	✓						✓	✓	
		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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Sports Club Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6.2	Cultural Club	Cultural Club Membership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Business Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Case Presentations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.2	Technical Interactions	Talks (media interaction)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Lectures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Group Discussions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Jam Sessions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Debates	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8. EXTRA-CURRICULAR ACTIVITIES														
8.1	Sports	Cricket	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Football	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Hockey	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Volleyball	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		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. OTHERS TALENTS														
10.1	Fine Arts	Painting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Sculpture	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Photography	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Film Making	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10.2	Others	Poetry	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Story Writing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Knitting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Cooking	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Any other	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11. EXTENSION ACTIVITIES														
11.1	NSS Activities	Registration as NSS Volunteer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Regular NSS Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Special Camping Programmes					✓	✓					✓	✓
11.2	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
13. PERFORMANCE ANALYSIS														
13.1	Attendance	Attendance Analysis	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13.2	Results	Internal Marks Analysis	✓			✓					✓			✓
		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					✓							✓

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

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	Class work	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	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓
		Weekly syllabus completion status	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓
		Delivery of contents	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
		beyond the syllabus													
		Major projects supervision	✓	✓	✓	✓					✓	✓	✓	✓	✓
		Collection of abstracts				✓									
		Preparation of questions for domain knowledge test	✓												✓
		Preparation of questions for Tools 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
1.7	Examination Duties	Internal exam invigilation duty	✓	✓		✓	✓	✓		✓		✓		✓	
		Evaluation of internal exam answer scripts	✓	✓		✓	✓					✓	✓		✓
		External exam invigilation duty				✓	✓							✓	
		Lab external				✓	✓							✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		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 Up gradation	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					✓						✓	
		Teaching Learning Technology Evaluation Programmes					✓						✓	
		Personality Development Programmes					✓						✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		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 agency (minor project)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.4	Completed Projects: Project Outcome/ Output	Patent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Technology transfer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Process	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Policy document	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Copyright	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. RESEARCH GUIDANCE														
5.1	Guiding Higher Education Students	M.Phil	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5.2	Guiding Research Scholars	Ph.D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5.3	Guiding student Projects	MBA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. PARTICIPATION IN CONFERENCES/SEMINARS/WORKSHOPS/SYMPOSIA														
6.1	Conferences/Symposia (International/National/Regional/State/Local level)	Participation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Paper Presentation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Invited Lectures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Chairing the Sessions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6.2	Seminars (International/National/Regional/State/Local level)	Participation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Invited Lectures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6.3	Workshops (International/National/Regional/State/Local level)	Participation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Invited Lectures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
7. INTERACTION WITH OUTSIDE WORLD															
7.1	External Examiners	Participation in Project and Viva Panels	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Evaluation of External Exam Answer Scripts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.2	Curriculum Development	Faculty Participation in semester Course Module Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Faculty Participation in year- wise Course Module Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty Participation in Chapters in course modules	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty participation in Editing the books	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty participation in Content Development in institutions/ business organizations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Faculty Participation in Programme Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.3	Resource Persons	Faculty participation in designing training programs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Question Paper Setting for Other Organizations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Participation in Expert Reviews	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Participation as Resource Persons	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Involvement in Extension Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.4	Industry Interaction	Participation in Consultancy activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Interaction with Industry	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
7.5	Board	Faculty Exchange Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
7.5	Board	Members in BOGs of	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	Members	Other Organizations													
		Members in BOS of Other Organizations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Members in Editorial Boards/Advisory Boards	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.6	Expert Committee Members	Expert Registrations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Expert Visits	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8. PROFESSIONAL CLUB/ASSOCIATION ACTIVITIES															
8.1	Professional Societies	Professional Society Memberships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Professional Society/Chapter Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Industrial Associations Memberships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Industrial Associations 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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/L	Language/Literary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	Literary club	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 Research Activity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
11. EXTENSION ACTIVITIES															
11.1	NSS Activities	Registration as NSS Programme Officer						✓						✓	
		Registration as NSS Coordinator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Organizing Regular NSS Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Registration as NCC Programme officer							✓						✓
		Coordinating Special Camping Programmes						✓	✓					✓	✓
11.2	Community Services	Organizing Village Development Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Organizing Social Awareness Programmes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
12. ADMINISTRATION															
s12.1	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	Coordinators at Department-Level	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Administration	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13.4	Research Guidance	Guiding M.Phil Students	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Guiding MBA 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	n													
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	✓			✓					✓			✓
		Student 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					✓							
		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					✓							

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					✓						✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Areas												
2.3	Other Development Programmes	Staff Induction Programmes						✓						✓
		Staff Orientation Programmes						✓						✓
		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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
5. QUALIFICATION UPGRADATION															
5.1	Higher Education	Sponsorship for Higher Education	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Periodical Review of Higher Education Activity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5.2	Research	Sponsorship for Research	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		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	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Programmes												
8.2	Participation in Club Activities	Participation in Professional Club 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					✓							

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							✓					✓	
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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
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 Support Staff Award									✓			
		Promotions					✓							
		Increments					✓							
		Incentives					✓							

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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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 Sub Staff Award									✓			
		Cleanliness Award									✓			
		Promotions					✓							
		Increments					✓							
		Incentives					✓							

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 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					✓							
1.3	Monthly Bill Payments	Monthly EPF payments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Monthly ESI payments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Electricity bill	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Telephone bill	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Internet bill	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Water bill	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Tollgate bill	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Diesel bill	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.4	Budgeting	Department				✓								

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Yearly ledgers, cashbook, balance sheets			✓									
		Daily fee collection register and statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2. ADMISSIONS															
2.1	Marketing	Building Institute USP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Preparation of College Brochure				✓									
		Organization of Promotional Campaigns					✓	✓	✓						
2.2	Identification of Prospective Students	Liaison with ICET office					✓								
		Collection of Database of ICET Students					✓	✓							
2.3	Student Reach	Conduct of an Education Fair					✓	✓							
		Conduct of Mock ICET T test					✓								
		Conduct of Mock CAT/GMAT 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										✓			

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Category wise Admission Registers												
		Division of Sections as per the Rules of State Government									✓			
		Submission of Students Lists to University/SCHE									✓			
3. SCHOLARSHIPS														
3.1	Scholarship Identification	Exploring scholarship opportunities for students				✓	✓							
		List of scholarships available for students (UGC/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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.3	Postal Services	Post box on campus	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Daily mail dispatch	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		to post office												
4.4	Banking Services	Account opening	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓
		Educational loan assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.5	Student Help Desk	Admissions issues	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Scholarship issues	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Academic issues	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		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	Calculation of administrative				✓					✓			

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Recruitment	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				✓								
5.5	Pay Revisions	Annual increments					✓							
		Additional increments					✓							
		Promotions					✓							
		Incentives					✓							
5.6	Staff Welfare	Staff quarters	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Medical insurance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Children education	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Conveyance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Education allowance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Sponsorship	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
		Assistantship	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Birthday gifts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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					✓							✓			

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
		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				✓									
		Development of campus infrastructure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Maintenance and upgradation of E-Classroom	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Maintenance of Cooperative stores	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		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					✓							
		Accession register					✓							
		Bill Books					✓							
		Certificate Books					✓							
		Letter Heads					✓							
		Files					✓							
		Folders					✓							
Leave forms					✓									

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		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					✓							
		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		✓			✓			✓			✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
		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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		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					✓								

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		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, and Permissions	Preparations for OU permanent affiliation					✓	✓						
		Preparations for OU 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					✓							

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		requirement												
		Calculation of deficiencies											✓	✓
		Measures to overcome deficiencies											✓	✓
		Uploading of information into OU 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)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Book Binding (Spiral bound)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Lamination	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Printouts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		ID Cards	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12.4	Stationery Stores	Letter Heads	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Writing Material	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Drawing Material	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Notebooks	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Drawing Sheets	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
		Other Stationery Material	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
12.4	Other Essential Facilities	Transportation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Internet	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Power Backup	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
13. FESTIVITIES															
13.1	Events	Management Fest			✓										
		Cultural Fest				✓									
		Soft Skills Competitions											✓		
		National Conference													✓
		International Conference		✓											
13.2	Functions	Induction Day									✓				
		Annual Day				✓									
		Convocation Day										✓			
		Farewell Day				✓									
		Freshers Day											✓		
		Traditional Day	✓												
		Placement Day				✓									
		Family Day												✓	
13.3	Celebrations	Independence Day								✓					
		Republic Day	✓												
		Teachers Day										✓			
		Library Day									✓				
13.4	Festivals	Guru Purnima							✓						
		Ramzan										✓			
		Vinayaka Chavithi									✓				
		Dasara										✓			
		Diwali											✓		
		Christmas												✓	
		New Year	✓												
Pongal	✓														

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 OU website for notifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		OU 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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						✓							
3. REPORTS															
3.1	Student Attendance	Daily Attendance	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	Reports	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 Completion 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

SNo	Activity	Sub Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		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					✓							
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				✓								

PRINCIPAL'S TARGETS

2014-2015

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	Sep, 2014
6.	NBA Accreditation file preparation for criteria 7, 8, 9	Oct, 2014
7.	NBA Accreditation file preparation for criteria 1, 2, 3	Nov, 2014
8.	NBA Accreditation Visit	Jan, 2015
NAAC Accreditation		
9.	Submission of LOI and IEQA for NAAC	Oct, 2014
10.	Submission of SSR for NAAC	Nov, 2014
Autonomous Status		
11.	Application for Autonomous Status	Sep 2014
12.	Preparation for Autonomous status	Nov, 2014
13.	Getting Autonomous status	Jan, 2015
Deemed University Status		
14.	Application for Deemed University Status	Dec, 2014
15.	Preparation for Deemed University status	Jan, 2015
16.	Getting Autonomous status	Feb, 2015
Funding Schemes		
17.	Application for AICTE Schemes	15 per year
18.	Application for RUSA Schemes	3 per year
19.	Application for UGC Schemes	3 per year
20.	Application for MHRD Schemes	3 per year
21.	Application for other schemes	3 per year
MOUs		
22.	MoUs with Foreign Universities	3
23.	MoUs with Industries	5 per department
24.	MoUs with NGOs	5
25.	MoUs with Voluntary Organizations	5
Institutional Memberships		
26.	Multi-disciplinary Professional Society Institutional Membership Registration / Renewal	3 per year
27.	Department Specific Professional Society Institutional Membership Registration / Renewal	2 per year

28.	Establishment of National/International Level Professional Society	1
29.	Memberships with NASSCOM, CII, HMA, FAPCCI, etc.	5

S No	Name	Target Number / Target Date / Frequency
PUBLICATIONS		
30.	Brochures	May
31.	Handbooks	May
32.	Calendars	May
33.	Manuals	May
34.	Newsletter	1 per month
35.	Magazines (Yearly)	1 per department
36.	Research Journals (Quarterly)	4 per department
37.	Student Journal (Quarterly)	4 per year
38.	Annual Report	1 per institution

SUPPORT SYSTEMS		
39.	Establishment of Career Development Cell	May 2014
40.	Establishment of Women's Empowerment Cell	June 2014
41.	Establishment of Instructional Resource Centre	May 2014

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

S No	Name	Target Number / Target Date / Frequency
76.	Coaching for entrance exams for services	100 hours
77.	Coaching for entrance exams for Govt. jobs	100 hours
78.	Coaching for UGCNET/SLET/RCET exams	100 hours
79.	Coaching for APPSC exam	100 hours
80.	Coaching for UPSC entrance exam	100 hours
81.	Coaching for CAT exam (for all)	100 hours
82.	Coaching for GRE, and AGRE exam	100 hours
83.	Coaching for TOEFL exam	100 hours
84.	Coaching for IELTS exam	100 hours
85.	Coaching for MAT exam	100 hours
86.	Coaching for GMAT exam	100 hours
87.	Entrepreneurship development programmes	4 per year
Development Programmes		
88.	Adjunct courses	2 per department
89.	Guest lectures	8 per department
90.	Student seminars	20 per section per year
91.	College-level workshops	4 per year
92.	Department-level workshops	2 per department
93.	Department-level seminars	2 per department
94.	Number of students completing certification courses	50% per year
95.	Short-term training programmes	1 per department
96.	Soft skills training programmes	2 per year
Research and Development		
97.	Student research projects	1 per department
98.	Paper publications by students (International/National-Level)	10 per department
99.	Student book reviews	1 per department
100.	Article submission in Student Journal (for each volume)	4 per department
101.	Article submission in Newsletter (for each volume)	4 per department
Professional Clubs		
102.	Membership in Professional Society	1 per student
103.	Professional Society Activities	6 per chapter
104.	Registration of Technical Clubs	July 2014
105.	Membership in Technical Clubs	1 per student
106.	Technical Club Activities	4 per club
Talent Clubs		
107.	Registration of Talent Clubs	July 2014
108.	Membership in Talent Clubs	1 per student
109.	Talent Club Activities	4 per club

S No	Name	Target Number / Target Date / Frequency
Co-Curricular		
110.	Student Participation in Internal/External Technical Events	75%
111.	Student Achievements in External Technical Events	30 prizes
Extra-Curricular		
112.	Student Participation in Internal/External Sports Events	20%
113.	Student Achievements in External Sports Events	5 prizes
Performing Arts		
114.	Student Participation in Performing Arts	20%
115.	Student Achievements in Performing Arts	5 prizes
Other Talents		
116.	Student Participation in Other Talent Activities	10%
117.	Student Achievements in Other Talent Activities	2 prizes
Extension Services		
118.	Setting up of Second NSS unit	Dec, 2014
119.	Registration of student volunteers	100 per year
120.	NSS activities	10 per year
121.	Community development programmes	10 per year
122.	Adopting Villages (20 students per village)	3 Villages per section per year of study
Administration		
123.	Working as volunteer/coordinator/convener	1 per student per year
124.	Working as members in committees	1 per student per year

S No	Name	Target Number / Target Date / Frequency
FACULTY MATTERS		
Academics		
125.	Theory syllabus completion	100%
126.	Lab syllabus completion	100%
127.	Contents beyond the syllabus	2 per subject
128.	Course material preparation	2 subjects per year
Training Programmes		
129.	Training calendar	June
130.	Faculty Development Programmes	2 per department
131.	Faculty Induction Programmes	2 per year
132.	Faculty Orientation Programmes	2 per year
133.	Faculty Refresher Course	1 per department
134.	Methodology Workshops	1 per year
135.	Coaching Workshops	1 per department
136.	Pedagogical Training	2 per year
137.	Faculty Participation in External Events	2 per faculty
138.	Faculty Participation in FDPs (College-Level)	2 per department
139.	Faculty Participation in FDPs (International-Level)	1 per department
140.	Faculty Participation in FDPs (National-Level)	1 per department
141.	Sponsoring faculty for external FDPs	50%
Research and Academic Contributions		
142.	Paper Publications (International Level)	1 per faculty
143.	Paper Publications (National Level)	1 per faculty
144.	Books Published	1 per department
145.	Books Reviewed	1 per department
Research and Consultancy Projects		
146.	Faculty Funded R&D projects applied/received	2 per department
147.	Faculty Consultancy Activities	3 per department
148.	Patents applied/received by faculty	1 per department
149.	Copyrights applied/received by faculty	3 per department
Research Guidance		
150.	M.Phil Projects guidance	1 per faculty per year
151.	MBA Project work supervision	20 students per year
152.	Ph.D guidance	2 students per year
Participation in Conference/Seminars/Workshops/Symposia		
153.	Participation	1 per faculty
154.	Paper presentations	1 per faculty
155.	Invited lectures	2 per department

S No	Name	Target Number / Target Date / Frequency
156.	Chairing the sessions	1 per department
Interaction with Outside World		
157.	Participation in Consultancy activities	1 per department
158.	Participation in Expert Reviews	1 per department
159.	Participation in Project and Lab Viva Panels	4 per department
160.	Participation as Resource Persons	2 per department
161.	Question Paper Setting for Other Organizations	1 per department
162.	Evaluation of External Exam Answer Scripts	2 per department
163.	Interaction with Industry	2 per department
164.	Involvement in Extension Services	1 per department
165.	Faculty Participation in Course Module Development	1 per department
166.	Faculty Participation in Programme Development	1 per department
167.	Faculty participation in designing training programs	1 per department
168.	Faculty Participation in chapter writing in books	1 per department
169.	Faculty participation in Editing Volumes/seminar/conference proceedings	1 per department
170.	Faculty participation in Content Development	1 per department
171.	Faculty Exchange Programmes	1 per department
172.	Members in BOGs and BOS of other organizations	1 per department
173.	Members in Editorial Boards and Advisory Boards	1 per department
Professional Clubs/Associations		
174.	Membership in Professional Society	1 per faculty
175.	Participation in Professional Society Activities	2 per faculty per year
176.	Membership in Industrial Associations	2 per faculty per year
177.	Participation in Industrial Association Activities	2 per faculty per year
178.	Membership in Technical Clubs	1 per faculty
179.	Participation in Technical Club Activities	2 per faculty per year
Talent Clubs		
180.	Membership in Talent Clubs	1 per faculty
181.	Participation in Talent Club Activities	2 per faculty per year
Qualification Upgradation		
182.	Percentage of faculty pursuing Higher Education	20%
183.	Percentage of faculty pursuing Ph.D	30%
184.	M.Phil/Ph.D admission targets for all faculty eligible	April, 2015
185.	M.Phil/Ph.D completion targets for all faculty eligible	April, 2015-18
Extension Services		
186.	Coordinate/Volunteer an NSS Activity/NCC activity	1 per faculty per year
187.	Coordinate/Volunteer a Community Development Programme	1 per faculty per year

S No	Name	Target Number / Target Date / Frequency
Administration		
188.	Class Coordinators	1 per faculty
189.	Coordinators at Department-Level	1 per faculty
190.	Coordinators at College-Level	4 per department
191.	Members in Department-Level Committees	1 per faculty
192.	Members in College-Level Committees	4 per department
193.	Volunteers for Events	1 per faculty
194.	Coordinators for Events	4 per department
195.	Conveners for Events	4 per department
196.	Executive Body Members for Societies, Cells, Clubs, and Centres	1 per faculty
Performance Analysis		
197.	Student Feedback	4 out of 5
198.	Pass Percentage in Subjects Taught	95%
199.	Peer Feedback	4 out of 5
200.	HOD's Feedback	4 out of 5
201.	Principal's Feedback	4 out of 5

S No	Name	Target Number / Target Date / Frequency
TECHNICAL STAFF MATTERS		
Training Programmes		
202.	Training calendar	May
203.	Technical Staff Development Programmes	1 per department
204.	Technical Staff Induction Programmes	2 per year
205.	Technical Staff Orientation Programmes	2 per year
206.	Personality Development Programmes	1 per year
207.	Communication Skills Development Programmes	1 per year
208.	Training on Operation and Maintenance of Modern Laboratory and Advanced Equipment	1 per department
209.	Sponsoring Technical Staff for External SDPs	2 per department
Professional Clubs		
210.	Membership in Professional Society	1 per staff
211.	Participation in Professional Society Activities	2 per staff per year
212.	Membership in Technical Clubs	1 per staff
213.	Participation in Technical Club Activities	2 per staff per year
Talent Clubs		
214.	Membership in Talent Clubs	1 per staff
215.	Participation in Talent Club Activities	2 per staff per year
Qualification Upgradation		
216.	Percentage of staff pursuing Higher Education	10%
217.	Percentage of staff pursuing Ph.D	5%
Extension Services		
218.	Coordinate/Volunteer an NSS Activity	1 per staff per year
219.	Coordinate/Volunteer a Community Development Programme	1 per staff per year
Administration		
220.	Members in Department-Level Committees	1 per staff
221.	Members in College-Level Committees	1 per department
222.	Members for Societies, Cells, Clubs, and Centres	1 per staff
223.	Volunteers for Events	1 per staff
224.	Coordinators for Events	1 per department
Performance Analysis		
225.	Student Feedback	4 out of 5
226.	Faculty Feedback	4 out of 5
227.	Peer Feedback	4 out of 5
228.	HOD's Feedback	4 out of 5
229.	Principal's Feedback	4 out of 5

S No	Name	Target Number / Target Date / Frequency
ADMINISTRATIVE STAFF MATTERS		
Training Programmes		
230.	Training calendar	May
231.	Staff Induction Programmes	2 per year
232.	Staff Orientation Programmes	2 per year
233.	Personality Development Programmes	1 per year
234.	Communication Skills Development Programmes	1 per year
235.	Institutional Development Management Programmes	1 per year
236.	Quality Management Programmes	1 per year
237.	Training on Management Information System	1 per year
238.	Training on Planning and Implementation	1 per year
239.	Training on Budgeting Financial Management	1 per year
240.	Training on Systems Automation	1 per year
241.	Management Capacity Development Programmes	1 per year
242.	Human Resources Management Programmes	1 per year
243.	Sponsoring Administrative Staff for External SDPs	5 per year
Talent Clubs		
244.	Membership in Talent Clubs	1 per staff
245.	Participation in Talent Club Activities	2 per staff per year
Qualification Upgradation		
246.	Percentage of staff pursuing Higher Education	10%
Performance Analysis		
247.	Student Feedback	4 out of 5
248.	Faculty Feedback	4 out of 5
249.	Peer Feedback	4 out of 5
250.	HOD's Feedback	4 out of 5
251.	Principal's Feedback	4 out of 5

S No	Name	Target Number / Target Date / Frequency
SUPPORT STAFF MATTERS		
Training Programmes		
252.	Training calendar	May
253.	Staff Induction Programmes	2 per year
254.	Staff Orientation Programmes	2 per year
255.	Office Modernization Workshop	1 per year
256.	Training on Advanced Learning in Relevant Areas	1 per year
257.	Personality Development Programmes	1 per year
258.	Communication Skills Development Programmes	1 per year
Talent Clubs		
259.	Membership in Talent Clubs	1 per staff
260.	Participation in Talent Club Activities	2 per staff per year
Qualification Upgradation		
261.	Percentage of staff pursuing Education	10%
Performance Analysis		
262.	Student Feedback	4 out of 5
263.	Faculty Feedback	4 out of 5
264.	Peer Feedback	4 out of 5
265.	HOD's Feedback	4 out of 5
266.	Principal's Feedback	4 out of 5

S No	Name	Target Number / Target Date / Frequency
SUB STAFF MATTERS		
Training Programmes		
267.	Training calendar	May
268.	Staff Induction Programmes	2 per year
269.	Staff Orientation Programmes	2 per year
270.	Personality Development Programmes	1 per year
271.	Communication Skills Development Programmes	1 per year
Talent Clubs		
272.	Membership in Talent Clubs	1 per staff
273.	Participation in Talent Club Activities	2 per staff per year
Qualification Upgradation		
274.	Percentage of staff pursuing Education	10%
Performance Analysis		
275.	Student Feedback	4 out of 5
276.	Faculty Feedback	4 out of 5
277.	Peer Feedback	4 out of 5
278.	HOD's Feedback	4 out of 5
279.	Principal's Feedback	4 out of 5

S No	Name	Target Number / Target Date / Frequency
ADMINISTRATION		
Accounts		
280.	Student fee collection for I Sem and II Sem	July
281.	Student fee collection for I Year	September
282.	Internal revenue generation	10 Lakhs
283.	Budgetary requirements preparations	April
284.	Financial audit	March
285.	Lab Audit	May
286.	Library Audit	May
Admissions		
287.	Percentage of Seats to be Filled	100%
288.	Higher Education Awareness Programmes to Degree College Students	10
289.	Mock ICET Test	May
Scholarships		
290.	Submission of applications for scholarships: I Sem and II Sem	July
291.	Submission of applications for scholarships: I Year	October
292.	Scholarships for Students (other than govt.)	At least 50
Student Services		
293.	Enrolment drives	6 per year
Human Resources		
294.	Faculty recruitment	April/October
295.	Technical staff recruitment	April/October
296.	Administrative staff recruitment	April/October
297.	Sub staff recruitment	April/October
Infrastructure		
298.	Faculty Attendance Automation	May 2014
299.	Accounts Automation	Dec 2014
300.	Library Automation	Dec 2014
301.	Office Automation	Dec 2014
302.	Student Attendance Automation	Dec 2014
303.	Mobile App Development	Jun 2014
304.	College Computerization	July 2014
Printing and Stationery		
305.	Attendance Registers and Teaching Dairies	May
306.	Office stationary	May
307.	Lab Stationery	May
Public Relations		

S No	Name	Target Number / Target Date / Frequency
308.	Inviting Top Class People (Nobel Laureates, CEOs, Social Activists, Economists, Celebrities, Spiritual Leaders, Leaders in Performing Arts, Famous Writers) to College as Guests	5 per year
309.	Media Exposure to College through Various Events	20 per year
Liaisoning		
310.	OU Temporary Affiliation	June 2014
311.	OU Permanent Affiliation	June 2014
312.	AICTE Affiliation	June
Facilities		
313.	Setting up of New Facilities (E-Classroom, Campus Wi-Fi, etc.)	5 per year
Festivities		
314.	Management Fest	1 per year
315.	Cultural Fest	1 per year
316.	Soft Skills Competitions	1 per year
317.	Case study Competition	1 per year
318.	Best Project Competition	1 per year
319.	Number of Functions/Festivals/Celebrations	15 per year
Events		
320.	International Conference	1 per Three years
321.	National Conference	1 Per year
322.	Regional/State/Local Conference	1 per department

MONITORING AND EVALUATION		
Meetings		
323.	Governing Council Meetings	4 per year
324.	Academic Council Meetings	4 per year
325.	CAC Meetings	4 per year
326.	HODs Meetings	1 per week
327.	Meetings with Cell in-charges	1 per month
328.	Meetings with Centre in-charges	1 per month
329.	Meetings with Committee Coordinators	1 per month
330.	Faculty Meetings	1 per month
331.	Staff Meetings	1 per month
332.	Meeting with CRs	2 per month
333.	Meeting with all students	2 per year
334.	Class teachers meetings	1 per week
335.	Parent teacher meetings	2 per year
336.	Alumni meets	2 per year
337.	Employer meets	1 per year
338.	Stakeholders meet	1 per year
Surveys		
339.	Alumni survey	2 per year
340.	Parent survey	2 per year
341.	Employer survey	1 per year
342.	Exit survey	1 per year
343.	Course survey	2 per year
344.	Focus group survey	1 per year
345.	Business Surveys	20 per section

MONTH-WISE ACTIVITIES

2014-15

MAY, 2014

Schedule	Activity
Beginning of the Month	Annual Report to the Management
	Monthly Library Audit
	Preparation of Monthly Balance Sheet
	Requirement of Stationary and Printing
	Attendance Calculation, Analysis, and Register Verification
	Up gradation of Web Portal
During the Month	Department Appraisal Presentations, Final Performance Appraisal Reports
	A Two Day Training Program on MS Office to Faculty
	Targets to HODs
	Department-wise Staff Meetings
	Mock ICET Test
	Academic, Infrastructure, and Library Audit
	Submission of Internal Marks to OU
	Workload Allocation
	Faculty Development Programme
	Instructional Resource Preparation
	Perusing for MOU's
	Curriculum Gap Analysis for 2014-15
	Student Portfolio Development
	Updating, Submission, and Verification of Academic & Administrative Records for 2013-14
Submission of Annual Report	
End of the Month	Finalization of Schedules for MBA Project Work
	Release of Project Process Manual
	Release of Faculty Rule Book
	Release of Placement Calendar, Training Calendar, Placement Handbook, Project Handbook and Career Options Hand Book
	Release of Question Bank for Placement Training
	Printing of Office and Lab stationary
	Lab Fitness Certificate from HODs
	Meeting with HODs
Meeting with Class Teachers	

JUNE, 2014

Schedule	Activity
Beginning of the Month	Employers Meet
	Employer Survey
	Finalization of Aptitude based Test Training Schedules and Curriculum Preparation
	Up gradation of Web Portal
	Training Program for UGC NET and SLET
During the Month	Adjunct Course
	Application for II nd Unit of NSS
	One-Week Faculty Induction Programme
	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of Monthly Balance Sheet
	Preparation for College Newsletter
	Placement Day
	Project Orientation Programme for Faculty
	Preparation of Question Banks
	Department-wise Staff Meetings
	Inauguration of Quarterly College Newsletter (March to May)
	Purchase of furniture for Class work
	Placement Training Programme
	Coaching for Competitive Exams
	Completion of Registration of Journals
	Preparation of topics for Business Survey
	Submission of Schedules for Major Projects
	Governing Council Meeting
	End of the Month
Inauguration of E-Classroom	
Finalization of List of Activities organized by premier institutions for Students and Staff	
Completion of Automation of College Management (Accounts, Library)	
Student Portfolio Assessment	
Release of News Letter	
Meeting with HODs	
Meeting with Class Teachers	

JULY, 2014

Schedule	Activity
Beginning of the Month	List of Notifications for Competitive Exams, MS Programme, Services
	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of Monthly Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Up gradation of Web Portal
	Meeting with CRs
During the Month	Enrolment Drive I
	A One Day Workshop on Career Guidance
	Meeting with all the Students of the College
	Application for NBA Accreditation
	Preparation of Action Plan
	Guru Purnima Celebrations
	Placement Library Wing inauguration
End of the Month	Identification of faculty eligible for Ph.D
	Curriculum Development
	Establishment of Student helpdesk
	Preparation of Check list for student admissions
	Printing of Bonafides and other student material
	Student Portfolio Assessment
	Preparation for Establishment of Business Centre
	Meeting with HODs
	Meeting with Class Teachers

AUGUST, 2014

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of Monthly Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Up gradation of Web Portal
	Preparation for Independence Day Celebrations
	Enrolment Drive II
During the Month	Classroom Visits for Interaction and Oral Feedback from Students (One week)
	Preparation for College newsletter
	Meeting with CRs
	Department-wise Staff Meetings
	Monitoring of MBA III Sem Attendance
	Formation of Learning groups for Assignments and Professional Activities
	Library Day
	Independence Day Celebrations
	Result Analysis for MBA IV Semester
	Preparation for Convocation Day
	Preparation for News Letter
	Student Portfolio Awareness Program
	Preparation for Induction Day
	Preparation for Teachers Day
Distribution of Model Student Portfolio	
End of the Month	Parent Teacher Meeting
	Talent Club Activities
	Entrepreneurship Development Program
	Preparation for Case Study Contest
	Establishment of Business Centre
	Collecting information for preparing Placement Brochure
	Release of News Letter
	Meeting with HODs
Meeting with Class Teachers	

SEPTEMBER, 2014

Schedule	Activity
Beginning of the Month	Induction Day
	Commencement of Class work for MBA I Sem
	I Session of Project Seminars
	Review of student information for Placement Brochure
	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of Monthly Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
During the Month	III Semester 1 st Internal Exam
	Up gradation of Web Portal
	Meeting with CRs
	Preparation for NAAC Accreditation
	Teachers Day Celebrations (05 th September)
	Alumni Meeting: III Semester
	Alumni Survey
	Preparation for NBA Accreditation
	Department-wise Staff Meetings
	Convocation Day
	Preparation for College News Letter
	Presentation of Research Awards to Faculty and Students
	Commencement of Class work for MBA I Sem Students
	Student Assignment Evaluation
	Preparation for Traditional Day (10 days ahead)
Industrial Visits	
Case Study Contest	
End of the Month	Governing Council Meeting
	Student Portfolio Assessment
	Release of News Letter
	Conducting Business Surveys
	Ganesh Chaturthi Celebrations
	Preparation of Placement Brochure
	Traditional Day
	Meeting with HODs
	Meeting with Class Teachers

OCTOBER, 2014

Schedule	Activity
Beginning of the Month	Release of Manual for Experiential Learning
	Monthly Appraisal Report to the Management
	Monthly Library Audit
	Preparation of Monthly Balance sheet
	Attendance calculation , Analysis and Register Verification
	Up gradation of Web portal
	Enrolment Drive III
During the Month	Feedback collection from MBA III Sem students
	Meeting with CRs
	Syllabus completion status Report
	Department wise staff meeting
	Preparation for college news letter
	Registration of Student Journal
	Preparation of Career option Handbook
Meeting with HODs	
End of the Month	Student Portfolio Assessment
	2 nd session of Project seminars
	Release of News Letter
	Conducting Business Surveys
	III sem 2 nd internal exam
	Meeting with Class Teachers

NOVEMBER, 2014

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of Monthly Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Up gradation of Web Portal
	Enrolment Drive IV
During the Month	Internal Results Analysis
	Comparison between Attendance and Mid Marks
	Meeting with CRs
	Campus Recruitment Training
	Curriculum Gap Analysis
	Department-wise Staff Meetings
	Preparation for College Newsletter
	Faculty Development Programme
	Adjunct Courses
Specializations for MBA I Semester	
End of the Month	Finalization of List of Activities organized by premier institutions for Students and Staff
	Student Portfolio Assessment
	Ist Internal Examination for MBA I Sem
	Preparation for AICTE / MHRD Sponsored Projects
	Release of News letter
	Preparation for National Seminar
	Meeting with HODs
	Meeting with Class Teachers

DECEMBER, 2014

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation of Monthly Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Up gradation of Web Portal
	Placement Training Programme for MBA III Sem
	Coaching for competitive exams
During the Month	Meeting with CRs
	Preparation of Final Student Portfolios
	Preparations for Mini Projects
	Rangoli Competitions
	Department-wise Staff Meetings
	Preparation for College News Letter
	Completion of Student Registrations for II Sem
	Entrepreneurship Development Program
	Mid I Result Analysis for MBA I Sem
	Comparison between Attendance and Mid Marks
	Submission of Applications for AICTE Schemes
	Collection of End Sem Feedback from MBA III Sem Students
	Meeting with all the Students of the College
End of the Month	Governing Council Meeting
	Student Portfolio Assessment
	Christmas Celebrations
	New Year Celebrations
	Meeting with Exam In-charge and Coordinators
	Preparation for Management Meet
	Release of College News letter
	Collection of Articles for National Seminar
	Meeting with HODs
Meeting with Class Teachers	

JANUARY, 2015

Schedule	Activity
	Monthly Appraisal to the Management
	Preparation of End Sem Report for Odd Sem
Beginning of the Month	Monthly Library Audit
	Preparation of Monthly Balance Sheet
	Attendance Calculation, Analysis and Register Verification
	Up gradation of Web Portal
During the Month	Classroom Visits for Interaction and Oral Feedback from Students (One week)
	Meeting with CRs
	National Seminar
	Preparation for College News Letter
	Pongal Celebration
	Department-wise Staff Meetings
End of the Month	Republic Day Celebrations
	Student Portfolio Assessment
	Preparation for Autonomous Status
	Preparation for Deemed University Status
	Entrepreneurship Development Program
	Business Surveys
	Release of News Letter
	Meeting with HODs
	Meeting with Class Teachers

FEBRUARY, 2015

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
	Up gradation of Web Portal
	Preparation for College Annual Day
	Enrolment Drive V
During the Month	Family Day
	Workshop on Tally
	Comparison between Attendance and Mid Marks
	Result Analysis for I Sem
	Preparation for College News Letter
	Workshop on MS Office
	Department-wise Staff Meetings
Parent Teacher Meeting	
End of the Month	Meeting with CRs
	preparation of College Annual Report
	Student Portfolio Assessment
	1 st Internal Exam for MBA Even Sem
	Collection of Mid Sem Feedback From MBA IV Sem
	Release of News Letter
	Meeting with HODs
Meeting with Class Teachers	

MARCH, 2015

Schedule	Activity
Beginning of the Month	Monthly Appraisal to the Management
	Monthly Library Audit
	Plagiarism Test
	Preparation of Monthly Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Up gradation of Web Portal
	Enrolment Drive VI
During the Month	Meeting with CRs
	Alumni Meeting: II Semester
	Alumni Survey
	Preparation for College Annual Day Celebrations
	Plagiarism Test reports for Projects
	Final Project Report Submission
	Comparison between Attendance and Mid Marks
	Department-wise Staff Meetings
	Release of Quarterly College Newsletter (Dec to Feb)
	Preparation for Annual Day
	Preparation of Budget for Next Academic Year
End of the Month	Conducting Informal Events
	Governing Council Meeting
	Finalization of Principal's Calendar for Next Academic Year
	Meeting with Attendance Coordinators
	College News letter
	II Internal Assessment Test for MBA Even Sem
	Application for AICTE FDP and SG Schemes
	Student Portfolio Assessment
	Meeting with HODs
Meeting with Class Teachers	

APRIL, 2015

Schedule	Activity
Beginning of the Month	Finalization of College Brochure for Next Academic Year
	Monthly Appraisal to the Management
	Monthly Library Audit
	Preparation for Farewell day
	Preparation of Monthly Balance Sheet
	Attendance Calculation, Analysis, and Register Verification
	Upgradation of Web Portal
	Collection of End Sem Feedback from MBA IV Sem students
During the Month	Farewell Day
	Annual Day Celebrations
	Meeting with CRs
	Preparation of Faculty and staff requirement for the forthcoming academic year
	Department-wise Staff Meetings
	Collection of Faculty Appraisals
	Faculty Survey
	Preparation of End sem Report
	Registration for Alumni Association
	Letter to Parents regarding Fee Payment for Next Academic Year
End of the Month	Exit Survey
	Placement Profile of 2014 & 2015
	Completion of Handbooks, and Lab Manuals for Semester I of Next Academic Year
	Student Portfolio Assessment
	Meeting with HODs
	Meeting with Class Teachers
	Annual Day Celebration
Annual Report	