



Ref: SITE/AO/IQAC/09/2021-22/2

Date: 13.09.2021

**Orders of Principal dt.13-09-2021**

**OFFICE CIRCULAR**

**Sub: Department Level Monthly Activities -reg.**

Ref: Letter dt.13.09.2021 from Dr T V Rama Krishna, Coordinator, IQAC

\*\*\*

Si. No	Department level monthly activities
i	Responsibility and Accountability
ii	Academic IQAC report- NBA/NAAC 1.Lesson Plan Verification by HOD 2 &3. Updating of the E-Learning WEB site & student attendance 4. Conduction of Tutorials 5. Conduction of the LAB Experiments 6. Report on Student seminars 7. Details of course coordinators meetings
1	Number of students in the department- NBA/NAAC
2	Details of faculty present in the department - NBA/NAAC
3	Details of Administrative and technical staff present in the department- NBA/NAAC
4	Lesson plan verification by HOD (academics)- (Once in month)
5	Updation verification of ERP/LMS by the concerned instructors(academics)
6	Is Attendance taken directly through automation? (academics) <b>Report taken from the automation on 16<sup>th</sup> and 1<sup>st</sup> are to be included in the monthly report.</b>
7	Report on tutorials sessions conducted(academics)- NBA/NAAC
8	Report on Active learning sessions conducted(academics)- NBA/NAAC
9	Report on number of lab experiments conducted in each lab per batch for all the sections -(academics)- NBA/NAAC( <b>All the labs must be project oriented labs</b> )
10	Number of Placement Training Classes conducted by department faculty(academics)
11	Number of students with Backlogs (academics)-NBA
12	Number of Remedial classes taken for Backlog students /Slow learners (academics)- NBA/NAAC
13	Internal/ External Result analysis:(only after Midterm /End semester) (academics)- NBA/NAAC
14	Conduction of various committee meetings in which students are members (Once in a month). (P& D)- NBA/NAAC <b>(Copy of the minutes of the meetings are to be included in the monthly report)</b>



15	Have you conducted any one of the committee meetings given below during this month? (P& D)- NBA/NAAC <b>(Copy of the minutes of the meetings are to be included in the monthly report)</b>
16	Have you taken feedback on current semester courses taken form students in the Department during this month (Semester beginning and End)?- NBA/NAAC
17	Faculty meeting held by HOD (P& D)- NBA/NAAC <b>(Copy of the minutes is to be included in the monthly report)</b>
18	Staff meeting held by HOD (P& D)- NBA/NAAC <b>(Copy of the minutes is to be included in the monthly report)</b>
19	Research Group meeting by the Group Head(Once in a month) (R & D) <b>(Once in fortnight) (Copy of the minutes to be included in the monthly report)</b>
20	Course Coordinators meeting with the instructors. (academics) (Once in a Week) (Details are to be included in the monthly report)
21	Is maintenance report prepared for all the laboratory equipment (P& D)
22	Is ATRs prepared for all the laboratory equipment (P& D)
23	Is any laboratory Equipment condemned during this month (P& D)
24	Is maintenance report prepared for all the furniture, Teaching Aids and any other? (P& D)
25	Is ATRs prepared for all the furniture, Teaching Aids and any other? (P& D)
26	Is any Equipment condemned during this month (P& D)
27	Have you recommended books to the Central Library in proper format (P& D) (Once in month) (Indent copy to be included in the monthly report)
28	Number of department discipline Journals / e-Journals available in department library during this month: __/__(P& D)- NBA/NAAC
29	Number of copies of B.Tech thesis / PG thesis (Softcopy and hardcopy) available in department library: __/__. (P& D)- NBA/NAAC
30	Are you maintaining the log-book of Department library users? - NBA/NAAC
31	Number of Research Projects (R & D)- NBA/NAAC
32	Number of publications (Affiliated to SITE only) (R& D)- NBA/NAAC
33	Number of Books and chapters in edited volumes / books published (R& D)- NBA/NAAC
34	Number of patents Applied / Granted: __/__(R& D)- NBA/NAAC
35	Total revenue generated through consultancy (in Rs.): _____ (R& D)- NBA/NAAC
36	Is any Conference/Workshops/Seminars organized by the department during the last month?- NBA/NAAC
37	Department level orientation lecture organized in this month?NBA/NAAC (Details are to be included in the monthly report)
38	WEBINARS organized in this month?NBA/NAAC (Details are to be included in the monthly report)
39	Details of prominent visitors to the Department in this month? (Details are to be included in the monthly report)
40	Number of Ph.D.s awarded from the department during the month(P& D) (Details are to be included in the monthly report)
41	Number of Collaborative activities for research, faculty exchange, Student exchange- NBA/NAAC
42	Number of linkages with institutions/industries for internship, on-the job Training, project work, sharing of research facilities etc. during this month- NBA/NAAC



43	Number of MoUs entered by the department in this month(P& D)- NBA/NAAC
44	Number of Start-Up's incubated during this month(P& D)- NBA/NAAC(Details are to be included in the monthly report)
45	Number of activities {Professional Society, Extension ect..} organized in the department during this month- NBA/NAAC
46	National Leaders Birthday, Teachers Day, Republic Day etc.. Celebrations taken up in the department during this month
47	Number of Conference/Workshops/Seminars attended by the faculty (within or outside the University) during this month: ___/___/___ . (R& D)- NBA/NAAC
48	Number of Faculty served as Conference chair/panel member, Resource person to guest lecture, Resource person to Work shop etc.. during this month (R& D)- NBA/NAAC
49	Number of Awards/Recognitions/fellowships received by Faculty in this month (R& D)- NBA/NAAC
50	Number of Teachers awarded international fellowship for advanced Studies/ research during this month (R& D)- NBA/NAAC
51	Number of the faculty acting as reviewer or Editorial Board member for journals (R& D)- NBA/NAAC
52	Number of faculty /staffs attended training program or Faculty development program during this month- NBA/NAAC
53	Number of Conference/Workshops/Seminars attended by the students (within or outside the College) during this month: ___/___/___.- NBA/NAAC
54	Number of Awards/Recognitions received by scholars/students in this month
55	Number of students/staffs received financial assistance: - NBA/NAAC
56	Is any Student Activity conducted during this month? - NBA/NAAC <b>(a)</b> Seminars <b>(b)</b> G.Ds <b>(c)</b> Association Activities <b>(d)</b> Counseling <b>(e)</b> Extension Activities <b>(f)</b> Professional Society Activities <b>(g)</b> Participation of students in Hobby Clubs
57	Report on participation of students in various student competitions conducted (within or outside the College) during this month. - NBA/NAAC
58	Number of students placed during this month: - NBA/NAAC
59	Number of Students participated in NSS activity during this month (SA)- NBA/NAAC
60	Number of Students participated in NCC activity during this month (SA)- NBA/NAAC
61	Is any Alumni meeting conducted during this month? - NBA/NAAC
62	Is there any kind of contribution from Alumni during this month? - NBA/NAAC
63	Number of Students progressed to higher education (previous graduating batch) - NBA/NAAC
64	Details of students and faculty professional society membership enrolment: - NBA/NAAC
65	Number of industrial visits/tours organized in this month- NBA/NAAC
66	Have you received any complaints or suggestions through complaint box/suggestion book? - NBA/NAAC
67	Have you allotted counselors to every 20 students - NBA/NAAC
68	Updation of department Power Point Presentation, with above details done - NBA/NAAC
69	Parent Meetings -NBA/NAAC (Details are to be included in the monthly report)



70	Updation of NAAC Files – Criterion Wise
71	Updation of NBA Files – Criterion Wise
72	Updation of department information in the website.

*Anand John*  
**PRINCIPAL**

**CC To**

- Mail & Hard copy to: Hon'ble Chairman, SITE
- Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
- Mail & Hard copy to: PA to principal
- Mail & Hard copy to: Director
- Mail & Hard copy to: Principal polytechnic
- Mail & Hard copy to: Dr T V Rama Krishna, IQAC, Coordinator
- Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS
- Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO/
- Mail to: All faculty members.