



## Academics Division

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### OFFICE CIRCULAR

**Sub: Eliciting Cooperation from all Stakeholders to ensure overall development of the students-Reg.**

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The stake holders of the college include students, faculty, parents, academic peers, alumni, industry experts, employers, and the management. In its endeavor to develop the students into holistic personalities with overall development, the institute has developed a broad-based curriculum supplemented with a wide spectrum of co-curricular, research, and community orientation, personal and spiritual development. The cooperation of all the stake holders is sought by the college towards achieving the overall development of the students.

#### **Eliciting cooperation from faculty**

1. Developed policies, rules and regulations related to overall development of the students and make the faculty understand the same through conducting various orientation programs.
2. Immediately after recruitment, the faculty members are oriented with the institutional philosophy, vision, mission, short term & long term goals and objectives to instill a sense of commitment in them towards student betterment and welfare.
3. To define the following areas of cooperation of the faculty and make the faculty understand the same through different orientations programs
  - i) Prepare well and be acquainted with all the tools, equipment and techniques to deliver the academic programs in the most professional manner up to the utmost satisfaction of the students.
  - ii) Be impartial to the students
  - iii) Be always prompt as per time tables and maintain utmost continuity of academic delivery
  - iv) To maintain strict discipline among the students
  - v) To make the students involve in research through their innovative ideas and course work.
  - vi) Be considerate to all the students and always work for their well-being and prosperity.
  - vii) Encourage the students to participate in professional activities

- viii) Counsel the students and provide directions to overcome their weaknesses.
- ix) Help and facilitate students to complete their work in time.
- x) Help and facilitate the students learn the latest development technologies
- xi) Train the students with community service orientation and make them complete some community based tasks.
- xii) Conduct programs related to personality development
- xiii) Explain and make the students to practice yoga thereby enhancing the mental power.

### **Eliciting cooperation from students**

1. All the students are provided with a hand book containing all the details including rules and regulations related to attendance, dress code, conduct of examinations, time management, academic calendar, graduate requirement etc. All the students and parents are requested to read through the handbook thoroughly.
2. Principal, Deans, Directors, HODs conduct an orientation program to the students and their parents on the day of registration and explain to them the kind of cooperation explained from the students and the parents in conducting the education program more effectively. The cooperation of the students in specific is requested from the following perspectives.
  - i) Maintain proper identification through ID cards
  - ii) Maintain Dress Code
  - iii) Not carrying the cell phones into the College.
  - iv) Being prompt and be in classes at least 5 minutes before the commencement of any course work.
  - v) Be prompt in submitting the assignments
  - vi) Acquire as many skills as possible.
  - vii) Commuting rules and regulations
3. HOD meeting the students and seek their cooperation in participating in the following areas and explain them the benefits that the students will get when they participate in such activities.
  - i) Registration in the professional bodies.
  - ii) Participation in the SITE social organizations
  - iii) Participate in Extension activities
  - iv) Participate regularly in the skill development

### **Eliciting cooperation from Parents**

The college conducts parent meets and elicits their cooperation in the following areas

1. To provide feedback on the curriculum, teaching and learning process adopted by the college.
2. To provide feedback on infrastructure facilities
3. To respond to the feedback provided by the department regarding the attendance and academic performance.
4. To help their wards to adapt to rules and regulations of the college.

### **Eliciting cooperation from Industrial experts and employers**

1. To be members on the BOS of the departments and offer their suggestions to improve upon the curriculum.
2. To help in organizing the industrial training.
3. To help in placing the students as interns in their respective organizations
4. To participate in the workshops conducted by the college
5. To provide feedback on the students employed by them and make suggestions to improve various programs and activities conducted for the students


### **Eliciting cooperation from alumni**

The college seeks the cooperation of the Alumni to achieve the following

1. To provide feedback on the curriculum and teaching and learning process.
2. To help in placement of the students
3. To help in placing the students as interns
4. To deliver guest lecturers to the students
5. To institute awards to the students
6. To participate in alumni meets conducted by the College

### **Eliciting cooperation from academic peers**

1. To review the curriculum and suggest changes
2. To be the paper setters
3. To be examiners
4. To be the member of BOS and AC



Dean (Academics)



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, SITE

Mail & Hard copy to: Dean (Academics)

Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML

Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO /Accounts/Transport/Hostels/

Mail & Hard copy to: All faculty members