SASI INSTITUTE OF TECHNOLOGY & ENGINEERING
autonomous

Academics Division

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OFFICE CIRCULAR

Sub: Following are the Policies and Norms given by the Principal –reg.

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(1) Teaching, Research (Include Consultancy), and Administration (include extension activities) are the 3 responsibilities of a faculty member. **The entire faculty must involve in all these 3 directions**.

(2) Teaching must be Research oriented i.e. **Research must be taken to the classroom teaching**.

(3) All the Assignments, Tests must be of very high quality. **Research problems shall be given in all types of tests**.

(4) The entire faculty must **effectively use ICT tools in classroom teaching**. PPTs, Videos related to applications must be shown to the students.

The topics which are to be delivered with ICT tools must be clearly mentioned in the lesson plan of Course Handout and the lesson plan must be strictly followed.

The entire faculty **must learn Google classroom** and use it effectively in the classroom teaching using ICT tools.

(5) **Self-learning topics** must be given to the students and are to be shown in the Course Handout.

Faculty shall enable the students to work at home and come prepare to the classes.

(6) **On the 1ˢᵗ day of the class**, Faculty member must explain all the details about the course to the students. (Outcomes expected, Textbooks, Examination schedule, Evaluation scheme etc.)

(7) **Model Question Paper** must be developed with high quality and all the questions must be in accordance with the outcomes expected from the students.

(8) At least 1 period per week must be conducted by all faculty as **completely interactive** in their courses. Students must be encouraged for such interaction. Such topics which will be delivered through interaction must be clearly mentioned in the Course Handout.

(9) PPTs which are **approved by the Dean (Academics)** only must be shown to the students by the faculty.

(10) Every faculty shall try to become good teacher. **For every 1 hour class, faculty must have 4 hours preparation at home**.

(11) **Proposal of CC Cameras** are fixed in all classrooms for monitoring the performance of the faculty.

(12) **Chamber consultancy hours** must be given in the Course Handout by the faculty and they must be strictly followed.

(13) Course Coordinator must conduct **weekly meeting** with all the concerned course instructors and shall ensure uniform coverage of syllabus and similar teaching in all the classes by the instructors.

(14) Course related content, PPTs, Assignments and any other information related to the course must be uploaded in **e-learning site** by the concerned faculty.

(15) **Computer Labs must be fully loaded** to its capacity by enhancing the Research activities in the departments and by involving students in Research.

(16) Laboratory courses must be conducted as **project based laboratories**. (Pre Lab, Few experiments, Combining all experiments a project must be completed)

(17) All the faculty members (whoever is allocated the lab) must **conduct all the experiments by themselves** before taking the lab course for the students. HOD has to certify this.

(18) All the laboratories must be open labs. They must be opened from 07:00 A.M. to 09:00 A.M. and from 05:00 P.M. to 08:00 P.M. for accommodating the students whoever wants to do experiments / projects over-and-above the regular slots.

(19) Concept of **"LAB TAKEN TO THE CLASSROOM"** must be implemented to all the common courses of E.C.E., E.C.T., C.S.E. IT and E.E.E.

(20) All faculty must ensure that the students **sit in all the classes as per their roll numbers**.

(21) Industry oriented real time projects only have to be given to the students. Every project work must be published in **SCOPUS INDEXED** publication.

(22) Every **Term Paper** also must be converted into a SCOPUS PUBLICATION.

(23) Faculty must be sent to the industries for knowing the industry related problems so that those problems will be given as real time projects to the students.

(24) All the faculty must **learn MATLAB and NI LABVIEW software's** within 100 days' time.

Other than these 2, every faculty member must learn **2 more software's** related to the department.

Academic Staff College must develop the program for achieving this.

(25) 100% of the faculty must **register for Ph.D.**

(26) * All the faculty with 1 year experience (but less than 2 years) at SITE must Publish at least 1 Paper in the academic year which is SCOPUS indexed.

* All the faculty with 2 years' experience (but less than 3 years) must Publish at least 2 Papers in the academic year which are SCOPUS indexed.

* All the faculty with 3 years' experience and above must Publish at least 3 Papers in the academic year which are SCOPUS indexed.

(27) Faculty shall not send their Papers to the same Indian Scopus Indexed Journal again-and-again. They have to change the Journal from paper-to-paper.

(28) All the Professors **shall send project proposals** of worth 25 Lakhs, Assoc. Professors shall send of worth 10 Lakhs and Asst. Professors shall send of worth 5 Lakhs within 100 days in this academic year.

(29) Professors based Research Laboratories will be given to the deserved in this Semester.

(30) All the departments must conduct their M.Tech Programs **in tie up with at least 2 top class companies**. Companies / Industries must be involved in developing the syllabus, internship to the M.Tech students for 6 months in the 3rd Semester.

(31) All the departments shall conduct **National Conference and International Conference** in alternate years.

(32) All the departments shall conduct **Subject based Seminar, Subject based Workshop, Guest Lecture** in each Semester.

(33) The target for Paper Publications this academic year is minimum **200 Scopus Publications** from all the faculty, Scholars and Students put together.

(34) All the departments **shall invite experts** (related to funding agencies) and provide one interactive session in the departments in each Semester.

(35) All the departments **shall encourage interdisciplinary research**.

(36) Students must be involved in all the **committees** effectively.

(37) All the students must be members of **professional society and professional society activities** must be conducted by the departments effectively. (National Project Exhibitions, Seminars, Paper Presentations etc.)

(38) Departments must encourage the student to participate in various National level competitions conducted outside the college

(39) Writing Text Books by the faculty is encouraged by the college. Necessary training will also be given to the faculty.

(40) All the students and faculty shall be **members of any of the Hobby Clubs of their interest**.

(41) Faculty **must refer Journals** coming to the Central Library. Automation team has to develop mechanism through which it is possible to monitor whether every faculty member is referring Journals or Not.

(42) Text books requirement shall be sent by the faculty to the Central Library every month through the Head of the Department.

(43) For every 20 students (3rd and Final year students), one faculty member must be allocated as counselor.

For all the 1st and 2nd year students, 5 faculty counselors will be earmarked for counseling the students.

(44) Weak students must be counseled, remedial classes must be conducted and they must be trained such that no student will have any backlog of 1st year courses by the time the student enters into 3rd year. Similarly, no student shall have any backlog of 2nd year courses by the time the student enters into Final year.

(45) Parents meeting shall be conducted by all the department every year.

(46) All the faculty and students must follow the **Dress code**.

(47) Departments must show highest concern for the students who are not placed. All the necessary steps must be taken for achieving **100% Placement**.

(48) BOS of all the departments shall take care of **embedding communications and soft skills** in all the courses of the department.

(49) All the **Central Committees** related to student support services like Canteen, Hostels, Transport etc. must work very effectively to address all the student related issues.

(50) All the **Academic Problems** raised by the students must be handled by the HODs effectively.

(51) Faculty must **always maintain their dignity** while interacting with the students. (A threshold line shall never be crossed by the faculty)

(52) Any **work related to the Examinations** is highest priority and the entire faculty shall attend the related duties.

(53) Suggestion Boxes must be kept in all the departments for receiving the suggestions from the students.

(54) Performance of the faculty members in the classrooms will be monitored by the Dean (Aca) and the Principal.

(55) R&D related activities will be monitored by the Dean (R&D) and the principal.

(56) Dean (R&D) will develop a mechanism for the students to develop and to participate in National Level (R&D Projects) competitions.

Dean Academics   **Principal**