

S.No.	Particulars	Responsible persons	Duration
1	Preparation of Semester wise Academic calendar with Departmental Activities and working days	Deans/HoDs/ Coordinators	June & December
2	Finalization of Syllabus & Student Hand Book	PVC/Deans/HoD/DR (Academic)	June
3	Class commencement date to be notified	DR (Academic) & Coordinators	July & January
4	Notification of Academic Calendar and Time Table	DR (Acad.)/HoD's/Coordinators	Second Week of July
5	Conduct of Orientation programme of students -- Rules & Regulations be informed -- 10 mint. PPT for students growth -- Use of library -- Students Profile	DR (Academic) & Coordinator HODs/ Coordinators Librarian	2-3 week of July
6	Reporting status of students	Coordinators	Regular feature
7	SMS to students not reported	Coordinators	July-September
8	Supply of uniforms	Coordinators	July- August
9	Status of drop out students	Coordinators/ Manager (Marketing)	By October
10	Submission of Enrolment form, students profile form to DR (Academic)	Coordinators	September
11	Submission of remaining documents, Discrepancies	Coordinator/ Manager (Marketing)	September
12	Distribution of ID cards	DR (Academic) & Coordinator	October
13	Issue of Library Card	Librarian	July - October
14	Induction programme of New faculties	VC/PVC/DR-HR	Regular feature
15	Date sheet for Mid Term Test	COE	First week of Sept & March
16	Submission of Panel of the paper setters	Dean/ Director/ HoDs	First week of Sept & Feb
17	Submission of model question paper & Mid Term Question Paper	Dean/ Director/ HoDs	September & Feb
18	Compilation and display of attendance	Coordinators	Every months and July onwards
19	Mid Term Exam	COE	September & March
20	Submission of evaluated answer books to COE	Faculties	within 15 days of the end of Exam
21	Declaration of Mid Term Results	COE	within 25 days of the end of Exam
22	Filling up of Examination Form for Due/ Improvement	COE	Sept & March
23	"Expression" Students Paper presentation competition	Department of Management	October
24	Engineers' Day(15 Sept) Celebration	PVC/ HoDs	September
25	Dispatch of model question paper and relevant material to examiners	COE	End of Sept and March
26	Date sheet of End term exam	COE	Nov & May
27	Finalization of attendance and preparation of list of debarred students	Coordinators	Before End Term Exam
28	Conduct of End Term Exam	COE	Last week of Nov. & May

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29	Declaration of End Term Results	COE	Within 45 days from last day of Exam
30	Teachers- Parents meeting	Coordinators	October- April
31	Sports cum Cultural Meet	Sports Officer / Convener (Students Welfare Committee)	February
32	Department wise achievement with photographs to be placed in the advertisement and on the notice board of every department and on the common notice boards	Manager Marketing, Hods'/Deans/Coordinators	Regular feature
33	List of students for Summer Training/ Placement with companies' name.	TPO / Coordinators	March
34	Faculty feedback	Coordinators	Dec & May
35	SMS to parents (short of attendance), Absent in Mid Term or End Term	Coordinators	Regular feature
36	Rounds in all the classes	VC/PVC	Regular feature
37	Weekly Feedback	Coordinators	Regular feature
38	List of notorious students	Chief Proctor/wardens/coordinators	Regular feature
39	Fee pending students - result not to be declared	COE	December & June
40	Mail and SMS to the students who are not responding for placements	TPO/ Coordinators	Oct-July
41	Lab related problems	Deans/HODs/Coordinators	Regular feature
42	Dept. wise visiting faculties meeting to be conducted once in a month regarding problems & suggestions etc. except remuneration issue.	VC/PVC/Deans/ HODs/ DR(Academic)	Regular feature
43	All departments are supposed to plan for some extra inputs and sessions for the students to improve the over all results.	Deans/HODs/ Coordinators	Regular feature
44	Problems faced in the last semester & suggestion, if any, for the coming semester.	HoDs/ Coordinators	Dec & June
45	Discipline issues	Chief proctor/Wardens/coordinators	Regular feature
46	Extra classes conducted apart from the classes mentioned in the time-table	HoDs/ Coordinators	Regular feature
47	Separate list of students to be made who wanted to opt for higher studies.- Final year students	TPO/ Coordinators	Januray- June
48	List to be made for the students giving competitive tests a letter be no extra classes and no assistance is needed from university	Coordinators	Regular feature
49	<b>Placement Details</b> <b>Total No. of students</b> --Interested in higher studies, --Doing own business --Interested in placement 1. Placed:--Date of joining and salary and company's' name 2. Not Placed No. of students not decided /not interested	TPO/ Coordinators	September onwards

S.No.	Particulars	Responsible persons	Duration
50	Students interested in placement ---Seriously interested in placement ---Option given ---Attended/ non attended ---reason of not attending ---Not serious for the placement	TPO/ Coordinators	December-June
51	Seminars, workshop, guest lectures to be scheduled.	Deans/HODs	Schedule to be prepared and be sent in July-Sept
52	Frequent announcements & checking to be done for mobile phones on switch off mode during classes/ examinations.	Coordinators/Faculties	Regular feature
53	Coordinators, HOD's to meet CRs in every Wednesday & Saturday and a meeting with VC/PVC will be fortnightly.	Coordinators	Regular features
54	All coordinators & HODs to submit a brief of every activity with photo of their respective departments by Email to Dr. Anand Prakash & Dr. Sanjay Mishra	HODs/ Coordinators	Regular feature
55	No breaks during the classes to be given.	HoDs/coordinators/Faculties	Regular feature
56	TPO and All the HOD's, coordinators, should be aware of the placement activities, Highest & lowest salary package with Co. names.	TPO/ HoDs/coordinators/Faculties	Regular feature
57	All the coordinators & Hods to meet students in order to find out the infrastructure problem, if any	HOD/ Cordinators	Regular feature
58	All the HODs have to give the list & details of new visiting faculties & reasons of old to discontinue where ever applicable	HODs	Regular feature
59	Atleast one industrial visit for each semester class	HODs/ Coordinators	Regular feature
60	List of the subject & faculties with bad result in University examination to be given along with the names of the faculties who are teaching these subjects in semester, meeting of these faculties to be conducted by VC/PVC.	COE	January & July
61	All HODs & Coordinators to send a copy the time table to Deepak Sir	HOD/ Coordinators	July & January
62	Fresher's party(to be decided by Deepak Sir)	Convener students welfare committee	October
63	All depts.. SMS to be done to all the students not depositing fee and not responding.	Coordinators	Regular feature
64	Final year students be given the training by way of Aptitude test, Mock Interview GD , etc for placement	TPO/ Coordinators	Regular feature
65	Undertaking for educational tour/ trips to be taken from parents	HoDs/ Coordinators	Regular feature
66	Students placement committee to be made by all depts.	TPO/HoDs/ Coordinators	September
67	Alumni data to be made & to be called for guest lectures.	TPO/HoDs/ Coordinators	Regular feature
68	There should be regular updation of University website	HoDs/ Web developers / coordinators	Regular feature

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69	Fee record to be tallied with Account Department	Coordinators	Regular feature
70	Class adjustments	Coordinators	Regular feature
71	All important notices relating to students be put university website and all notice boards	COE / DR Academic/ DR Admin/ HODs/Coordinators	Regular feature
72	Monthly meeting of all teaching & non Teaching staff	DR-( HR)	First Monday of every month
73	Student Floor in charges in hostel will be responsible for floor maintenance and cleanness	Wardens/ maintenance incharge / Admin Officer	Regular Feature
74	Date wise record of all events organized in each department be maintained by HoDs and a copy be sent to Dr. Anand Prakash and Dr. Sanjay Mishra	HODs/ Coordinators	Regular feature
75	Date wise record of all events organized at University level be maintained by. Dr. Anand Prakash & Dr. Sanjay Mishra	HODs/ DR. Acad/ Coordinators	Regular feature
76	All notices and announcement on the mail	COE/DR Aca/ DR Admin	Regular feature
77	• Important announcement other than the above can be done within the classes.	Coordinators/ HoDs'	Regular feature
78	Interdepartmental/ inter hostel matches of sports be organized at the campus	Sport officer / Wardens	Regular features
79	End Semester Feedback	Coordinators	May/December
80	Openhouse Meeting	VC/PVC/CoE/Hostel Superintendent/Hostel Wardens/Admin. Officer/Network Incharge/Canteen Contractor	Regular feature
81	Debar Slab	VC/PVC/CoE	May/December

**Check List**

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5	Conduct of Orientation programme of students -- Rules & Regulations be informed -- 10 mint. PPT for students growth -- Use of library -- Students Profile
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49	<p><b>Placement Details</b></p> <p><b>Total No. of students</b></p> <ul style="list-style-type: none"> <li>--Interested in higher studies,</li> <li>--Doing own business</li> <li>--Interested in placement</li> </ul> <p>1. Placed:--Date of joining and salary</p> <p>2. Not placed</p> <p>No. of students not decided /not interested</p>
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DR (Academic) & Coordinators	July & January
DR (Acad.)/HoD's/Coordinators	Second Week of July
DR (Academic) & Coordinator HODs/ Coordinators Librarian	2-3 week of July
Coordinators	Regular feature
Coordinators	July-September
Coordinators	July- August
Coordinators/ Manager (Marketing)	By October
Coordinators	September
Coordinator/ Manager (Marketing)	September
DR (Academic) & Coordinator	October
Librarian	July - October
VC/PVC/DR-HR	Regular feature
COE	First week of Sept & March
Dean/ Director/ HoDs	First week of Sept & Feb
Dean/ Director/ HoDs	September & Feb
Coordinators	Every months and July onwards
COE	September & March
Faculties	within 15 days of the end of Exam
COE	within 25 days of the end of Exam
COE	Sept & March
Department of Management	October
PVC/ HoDs	September
COE	End of Sept and March
COE	Nov & May
Coordinators	Before End Term Exam
COE	Last week of Nov. & May
COE	Within 45 days from the last day of Exam
Coordinators	October- April
Sports Officer / Convener (Students Welfare Committee)	February
Manager Marketing, Hods'/Deans/Coordinators	Regular feature
TPO / Coordinators	March

Coordinators	Dec & May
Coordinators	Regular feature
VC/PVC	Regular feature
Coordinators	Regular feature
Chief proctor /wardens/coordinators	Regular feature
COE	December & June
TPO/ Coordinators	Oct-July
Deans/HODs/Coordinators	Regular feature
VC/PVC/Deans/ HODs/ DR(Academic)	Regular feature
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Deans/HODs	Schedule to be prepared and be sent in July-Sept
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HODs/ Coordinators ail to Dr. Anand Prakash & Dr. Sanjay Mishra	Regular feature
HoDs/coordinators/Faculties	Regular feature

TPO/ HoDs/coordinators/Faculties salary package with Co. names.	Regular feature
HOD/ Cordinators	Regular feature
HODs applicable	Regular feature
HODs/ Coordinators	Regular feature
COE	January & July
HOD/ Coordinators	July & January
Convener students welfare committee	October
Coordinators	Regular feature
TPO/ Coordinators	Regular feature
HoDs/ Coordinators	Regular feature
TPO/HoDs/ Coordinators	September
TPO/HoDs/ Coordinators	Regular feature
HoDs/ Web developers / coordinators	Regular feature
Coordinators	Regular feature
Coordinators	Regular feature
COE / DR Academic/ DR Admin/ HODs/Coordinators	Regular feature
DR-( HR)	First Monday of every month
Wardens/ maintenance incharge / Admin Officer	Regular Feature
HODs/ Coordinators	Regular feature
HODs/ DR. Acad/ Coordinators	Regular feature
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Coordinators/ HoDs'	Regular feature
Sport officer / Wardens	Regular features