



# ERODE SENGUNTHAR ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,  
Accredited by National Board of Accreditation (NBA), New Delhi &  
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## IQAC Working Manual





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## **INTERNAL QUALITY ASSURANCE CELL DOCUMENT**

### **QUALITY MANAGEMENT SYSTEM PROCEDURES**




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 <b>Erode Sengunthar Engineering College,</b> <b>Perundurai, Erode District.</b> <b>(Autonomous)</b>	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / IQAC / QMSP</b>
	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>ALLOCATION OF SUBJECTS AND PREPARATION OF TIME TABLE</b>		

## OBJECTIVE

To describe the procedure for

- Allocation of subjects to be handled by each faculty in the subsequent semester
- Preparation of Time Table.

## RESPONSIBLE PERSONS

- Principal
- IQAC Academic Coordinator
- All department HODs and faculties.

## PROCEDURE:

### ALLOCATION OF SUBJECTS:

- In the departmental meeting, at the end of every semester, subject willingness of the faculty will be circulated with list of subjects as per curriculum and regulation.
- By considering the additional responsibilities assigned to the staff like Administrative, Training and Placement Cell, R & D, extra and co-curricular activities work load of the faculty member will be finalized and approved by the Principal.
- According to the workload and based on their willingness subject will be allocated in the meeting.



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## TIME TABLE:

- A time table will be prepared as per the norms of university and autonomous curriculum, Institution policy, decisions in the time table meeting and also considering the interdisciplinary constraints.
- Finalize it after incorporating all the suggestions given by the HOD and the IQAC academic coordinator.
- Principal approves the Time Table.
- Display of Time Table in Notice Board in prior to the commencement of classes.
- Changes if any will be incorporated with the approval of HOD, IQAC academic coordinator and Principal, it will come to effect from the date of signing.




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	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>DEPARTMENTAL STAFF MEETING</b>		

## OBJECTIVE

To frame a procedure for conducting departmental staff meeting on periodic updating, appraising and follow up action on academic and administrative matters and getting consensus on the course of action proposed by HOD.

## RESPONSIBLE PERSONS

- HODs
- Faculty of the respective department.

## PROCEDURE:

- The HOD arranges for the department staff meeting on a specific day every fortnight or at any time of urgency.
- The agenda for the monthly meeting is broad based (Academic) and covers all the departmental activities such as
  - Time Table, subject and work allocation.
  - Planning for teaching theory and practical both.
  - Lesson planning approval
  - Coverage of syllabus
  - Conduct of continuous assessment test, Internal Assessment test.
  - Planning industrial visits, in-plant training, guest lecture (minimum 2 per semester), conducting of seminars, symposia, workshops and value added programs.
  - FDP and sponsoring to other career development activities.
  - Result Analysis of tests, corrective action, counseling
  - Counseling weak students.
  - Feedbacks of students on faculty



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- Project works-in-house and industry
- Books for Departmental Library
- Stationary items and other requirements
- Maintenance of Laboratories, Calibration, other requirement.
- R & D, Placement & Training and research publication
- HOD prepares the minutes of the meeting, discusses with Principal and maintains a copy.



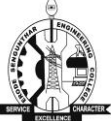
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	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>COURSE DELIVERY – THEORY AND WORKSHOP / LABORATORY</b>		

## OBJECTIVE

To define the procedure for course delivery of theory subjects and laboratories/ Workshops.

## RESPONSIBLE PERSONS

- All HODs
- Teaching and technical staff of various departments.

## PROCEDURE:

- Most important in teaching learning process is class room lecture and conduct of Practical and

## THEORY SUBJECTS

- In the departmental meeting at the end of the previous semester HoD allots work load and subjects as preferred by Faculty. Also distributes class record, time table, copy of syllabus, one week before the commencement of classes. Assessment record for each subject, all before one week
- Preparatory work of Faculty
- Prepares course material for each subject, writes out neatly or types each unit of the syllabus and keeps in the course file.
- Enters the names of the students in the class record
- Prepare the digital content relevant to that subject.
- Maintains course file consisting of (a) Class record,(b) Syllabus covered,(c) e contents, (d) Previous Years Question papers/ Two mark question and answers unit wise with possible 14 mark questions.
- Course Delivery



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- Recapitulates previous lessons at the start
- Presentation by Chalk - talk method, OHP or PPT
- Plans to cover the entire portion with minimum accepted deviation of the lesson plan before the last working day of the semester, even by conducting extra classes with permission of HODs and Principal.
- Tutorial classes allotted as per curriculum and also for analytical subjects.
- Continuous assessment test, Internal assessment test are conducted as per the academic schedule.
- Answer scripts are evaluated and entered in class record. Internal marks are calculated as per the procedure and submitting to the university every month

## **LABORATORIES / WORKSHOP**

- HOD of a department allocates work load to faculty and technical staff for the semester well in advance, arranges to procure consumables, repair or servicing of any equipment before fifteen days of commencement of Practical's
- The staff prepares a laboratory/ workshop manual consisting list of experiments and detailed procedures for conducting experiments/ exercise leaving copy for student's reference
- Copy of list of experiments cycle wise on the notice board for students to come prepared
- Lab in charge maintains course file as per specified procedure
- Students divided into number of batches to accommodate three students per experiment
- Ensures students come in proper uniform, well informed about objectives and goals of lab work and the work they have to do for the day
- Conduct review classes after completion of all experiments for the semester
- Hands over the lab course file on completion of semester for assessment, work done and updating

## **STUDENTS**

- Students attend to lab work after drawing circuit diagram, tabular column and formulae in observation book. Record the readings taken. Finish the calculations and obtains signature in the observation book on he same day. In workshop students complete exercise handover the work piece to the duty staff for evaluation and assessment by entering marks





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- Submit record note books neatly written and they come for next laboratory class. Mandatory observation book signed by duty staff.
- Come prepared for all laboratory classes with thorough theoretical background
- Attend all the laboratory classes, Absentees get permission from HOD and complete the cycle of experiments.
- University practical Examination

Internal Examiners appointed by HOD with the approval of principal. The internal examiner along with External Examiner appointed by University jointly conduct examination as per rules and regulations of university.




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	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>PREPARATION OF COURSE FILE</b>		

## OBJECTIVE

To frame the preparation of course file.

## RESPONSIBLE PERSONS

- HODs
- Faculty handling different subjects.

## PROCEDURE:

Course file preparation

Course file a component of class record is maintained by faculty in charge of subject contains:

- Time Table of that particular subject, responsibilities of the Faculty
- Detailed Syllabus containing credits of the particular subject, course objectives and course outcomes, content beyond the syllabus, CO PO and PSO mapping.
- Academic Calendar briefs the working hours, holiday details, internal assessment test / Model examination dates, last working day, commencement of End Semester Practical Examination / Theory examination details
- Students Name list with Roll Number
- Detailed Lesson Plan
- Laboratory Manual (Controlled Copy & Master Record)
- Content beyond the syllabus
- Innovative Teaching Methods Adopted
- Model Practical Question paper & Sample Answer Sheets
- University Question Paper
- Course End Survey



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- Completed Log book
- Attainment of COs, POs and PSOs using various Assessment Tools




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	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>PREPARATION OF LABORATORY / WORKSHOP FILE</b>		

## OBJECTIVE

To evolve a procedure to develop and standardize the Laboratory/Workshop course file.

## RESPONSIBLE PERSONS

HODs, Faculty In-Charge.

## PROCEDURE:

Laboratory / Workshop file – Class record – lab preparation.

TIME TABLE: A copy of the time table for the Laboratory / Workshop is pasted in the class record.

SYLLABUS: A Copy of Autonomous syllabus of the Laboratory / Workshop.

## LABORATORY / WORKSHOP MANUAL:

The faculty in-charge prepares the manual.

It consists of

- Aim of Experiment
- Apparatus Required
- Theory/Algorithm
- Description/Program/Procedure
- Outcome Observed/Output
- Result

NAME LIST OF STUDENTS: A copy of the name list of the students is entered.

VIVA: Viva must be conducted by the Faculty in charge.

## SUMMARY OF LABORATORY / WORKSHOP:

Following items included in the class record lesson plan, indicating number of hours needed to complete each experiments, daily attendance and summary of lab work after the completion of each session.



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Marks for observation, viva and record shall be entered

REVIEW OF LAB / WORKSHOP FILE:

HOD reviews the file to ensure the periodical updation.

SUBMISSION OF LAB / WORKSHOP FILE:

The complete file is submitted in the department office for verification and kept at Lab for future reference.




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	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>ARRANGING GUEST LECTURES</b>		

## OBJECTIVE

To frame the procedure for arranging Guest Lectures

## RESPONSIBLE PERSONS

- Correspondent
- Principal
- HODs
- Faculty of all departments.

## PROCEDURE:

- Enrichment and augmentation of knowledge from guest lectures delivered by eminent persons from industry and institution provide immense benefits and inspiration to students.
- People with experience and erudition chosen from wide net available in departments, to invite them for delivering guest lectures with approval from principal and correspondent
- Faculty in charge sends formal invitation requesting for date availability and arrangements needed for the lecture
- After the acceptance arranges for transport, stay and hospitality and other exigencies with the sanctioning approval of principal
- After the guest lecture, feedback is obtained from the students.




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	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>CONDUCT AND EVALUATION OF INTERNAL ASSESSMENT TESTS</b>		

## OBJECTIVE

To define the procedure for the conduct and evaluation of internal assessment tests.

## RESPONSIBLE PERSONS

- Principal
- HOD
- Faculty in-charge of internal examinations
- Faculty of all departments.

## PROCEDURE:

Internal assessment test help to assess the development of students progressively.

### Internal Examination Cell

The faculty in-charge for the internal examinations, taking in account the number of working days and discussion with the HODs and faculty of departments prepares time schedule as well as time table for 3 internal assessment tests including two continuous assessment test of 1½ hours each for all students, both UG and PG, per semester.

HOD after discussion with staff members prescribes the units of the syllabus for internal assessment. The test covers 1 and a half unit for first two test and two units for third test.

Appropriate seating arrangements made as directed by IEC.

### Conduct of Internal Assessment

Faculty assigned invigilation duty collect answer books question papers for distribution to students before commencement of test / examination and handover the written answer books after the examinations.

The check malpractice and report the same.



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## **Evaluation**

The faculty in-charge makes evaluation of all answer books and enters the marks in class record. Faculty advisers prepare consolidated mark lists for the each subject and submit the same to HOD who signs in the reports.

Faculty in-charge of subject distributes the answer book to students.

## **Feedback**

Faculty advisers consolidates mark obtained by each students in each subject sends the form along with attendance to the parents.






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	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>RESULT ANALYSIS AND FOLLOW UP ACTION</b>		

## OBJECTIVE

To deduce a procedure for the analysis of students' results in Internal Assessment Tests and University Examinations and the necessary actions to be followed.

## RESPONSIBLE PERSONS

- Principal
- HODs
- Faculty Advisors
- All teaching staff.

## PROCEDURE:

Marks secured by students in the Internal Assessment and University Examinations in each semester from the first semester to the end of their study are subjected to thorough analysis for necessary action.

There are two faculty advisors for each class of students.

After evaluation of internal assessment of students in each subject marks in the particular test are consolidated by the Faculty Advisor(s) of the class. Similar procedure is followed for the University Exams also.

### College Exams

- The HOD and faculty analyze the results, picks out students failed and ask to attend the coaching Class.
- Students who have failed in 3 subjects or more are segregated for academic counseling; parents of these students will meet FA, HoD and Principal.
- Special coaching is given for the failed students.
- HOD advises the faculty to improve the academic performance of students after identifying the problems of students

### University Exams



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- FAs make a consolidated mark list for each subject.
- All the faculty members enter the analysis in the respective course files endorsed by HODs.
- The HOD and FAs in their discussions work out.
  - The pass and failure percentage in each subject and staff who handled the subjects.
  - Three students with top three positions in marks.
- Quality circles are formed with staff teaching subjects for the particular year along with HOD, they discuss threadbare methods to improve the quality of teaching, effective handling of interchange of subjects if necessary and all such student oriented problems and solutions arrived.




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	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>FEEDBACK FROM STUDENTS, PARENTS, ALUMNI AND THEIR EMPLOYERS</b>		

## OBJECTIVE

To define the procedure for obtaining feedback from students, parents, alumni and their employers for improving teaching methodology.

## RESPONSIBLE PERSONS

- Principal
- HODs
- Faculty advisors
- Faculty and A.O.

## PROCEDURE:

### RESPECTIVE FEEDBACK FORMS

#### STUDENTS

- Distributed to students by HODs within 2 months from the starting of the semester.
- The design of the form demands the opinion of students, on the – or + aspects about nature of working of college and department faculty competence, infrastructure etc. Asking for suggestions for improvement.
- Students return the forms. HODs analyze each one's observations, complaints etc. Prepares a comprehensive and consolidated report.
- Report lays down the additional / general facilities of the department, comments on faculty and personal needs, HOD, Principal



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## PARENTS

- Faculty Advisor sends to Parents at the middle of each semester but before the University Exams.
- The questionnaire covers parents' expectations, suggestions on improvement of performance of their wards facilities etc.
- The filled-in forms handed over to the respective Faculty in charge. FA scrutinizes makes a consolidated report and gives to HOD.
- Report handed over to the Principal by HOD.
- Principal discusses with the Correspondent regarding the suggestion about the questioning of the College.
- With HOD and the staff concerned on poor performance / behavior of staff-counseling.
- Suggestions from parents implemented to the possible.
- The employers' comments are adopted for improving quality of the present students.

## EMPLOYERS

- HODs send request letters to employers of our Alumni in the middle of the even semester every year.
- The employers reply about our alumni with respect to the communications skills, depth in subject, commitment, leadership quality, grasping and comprehension.
- Letters received are handed over to the Principal
- Letter of Appreciation signed by Principal and Correspondent sent to Alumnus / Employer.




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	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>ACADEMIC COUNSELLING</b>		

## OBJECTIVE

The details of all activities concerned with academic counseling.

## RESPONSIBLE PERSONS

- HoDs
- Faculty Advisors of all classes
- Other members of faculty.

## PROCEDURE:

- 10 students are appointed for one faculty till the students left the institution. Faculty advisors collect all information regarding academic performance of the students, prepare lists of students found weak or failed and inform to all the faculty.
- Plan special coaching classes and forwarded schedule to the faculty members concerned for implementation.
- Faculty concerned conduct classes as per schedule.
- Make performance evaluation and forward to Faculty Advisor(s).
- Faculty Advisor(s) after making an in-depth study of the evaluation understands the real cause for poor performance.
- Faculty in charge conducts personal counseling during counseling hour to explain the methods of improvement and bring about a better change in career growth of students.
- Submit reports to HOD. HOD analyzes the report, satisfy them for the good work or offer more guidance for the improvement of the student's career.




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	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>STAFF TRAINING AND DEVELOPMENT</b>		

## OBJECTIVE

To define the procedure for the development / training the teaching and non-teaching staff members on the basis of qualification, performance, teaching ability and experience

## RESPONSIBLE PERSONS

- Correspondent
- Principal
- HODs.

## PROCEDURE:

- Teaching and non-teaching staff members are recruited based on their qualification and experience
- Need based training programmes will be arranged for faculties
- The avenues for training the staff members
  - To improve their teaching pedagogy.
  - Sending faculties to attend seminars / conferences.
  - Allowing the staff members to pursue higher studies.
- Mode
  - Training programmes arranged for the faculty members once the need for the training has been identified.



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- Faculty undergoes training periodically without affecting the academic work in the institution.
- Staff members with a desire of doing part time higher studies give request letters to the principal as attached by HOD.
- Management grants permission based on merit.
- Development of Non-teaching staff
- Need based training programmes
- For the non-teaching staff members
- The need can be identified through one of the following means
  - Review by the HOD.
  - Review by the Lab-In-Charge
- The avenues for training
- For the non-teaching staff members
  - Training programmes boost technical skills
  - Allowing the staff members to do higher Studies.
- The above points are explained in details as below:
- Training programmes for non-teaching staff members on development of technical skills:
  - Need based training helps the staff members to improve their skill.
  - Need based training will be conducted by the staff-in-charge of the laboratory.
- Allowing the staff members to do higher studies:
  - Non-teaching staff with a desire of doing their part time / full time higher studies, have to write a request letter attested by the HOD and addressed to the Principal.
  - Permission granted by Management for pursuing the course based on their merit.
- After identifying list of staff nominated for attending seminars they maintain the Training Register with feed backs.




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	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>STAFF DEVELOPMENT : - IDENTIFICATION AND SPONSOR</b>		

## OBJECTIVE

To describe the procedure for identifying the need for staff development.

## RESPONSIBLE PERSONS

- Correspondent
- Principal
- All HODs.

## PROCEDURE: .

Enhancing the teaching abilities and introducing newer techniques in teaching-learning process for faculty development activities and improving quality of work in non-teaching staff

## SCRUTINY OF RECORDS OF STAFF:

The HODs Scrutinizes the department register having the full details of all staff like qualification, experience, area of specialization, training programme attended.

## CORRELATION WITH FEEDBACK

HOD correlates the particulars with the feedback obtained from students about the quality of teaching by faculty.

## IDENTIFICATION OF AREA OF IMPROVEMENT:

By personal discussions, inputs and through result analysis and HOD decides on the areas of improvement by the staff, Principal apprises on the need-based training for staff of the department and also about the type of programme the staff to attend.

## VOLANTEERING BY STAFF:

Staff expresses the willingness to attend training programmes meant for improvement.





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## **DEPUTATION FOR HIGHER STUDIES:**

Staff willing to pursue higher studies submits application to HOD, forwarded to the correspondent by Principal. Correspondent grants permission.




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 <b>Erode Sengunthar Engineering College, Perundurai, Erode District. (Autonomous)</b>	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / IQAC / QMSP</b>
	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>INTERNAL QUALITY AUDIT</b>		

## OBJECTIVE

To ensure and assess the compliance and effectiveness of quality system and to initiate corrective and preventive action whenever necessary a well documented Internal Quality Audit System (IQA) is established.

## RESPONSIBLE PERSONS

- Correspondent
- Principal
- IQAC
- HODs
- IQAC Academic Coordinators

## PROCEDURE:

- Faculty members trained by the IQAC are listed to act as internal auditors by the IQAC Coordinator to maintain the quality systems.
- IQAC Coordinator organizes IQA with the help of trained audit personnel
- IQA planned and conducted twice in a semester (as per the Audit plan) and audit findings recorded are kept in safety
- IQAC Coordinator selects the audit team instructs to be and keep objectivity in mind. He also observes that an auditor examines others work and not his own work
- IQAC Coordinator plans IQA the sensitive areas of audit process and audit findings of the previous audits.
- IQA team studies quality system before auditing and takes the check list prepared by IQAC Coordinator.



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- The audit schedule made is forwarded to the respective HODs by IQAC Coordinator a week before audit.
- The HOD concerned informs all members of the dept, arranges for existing the IQA team, which has access to all facilities, files and documents of the department.
- On audit date the IQA team conducts the opening meeting announces the purpose to the HOD and others, spells out the scope and objectives and establishes with the dept
- The audit comprises interviews perusal of documents, activities checking adequacy of facilities, housekeeping and other conditions



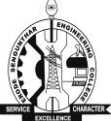
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 Erode Sengunthar Engineering College, Perundurai, Erode District. (Autonomous)	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / IQAC / QMSP</b>
	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>PURCHASE</b>		

## OBJECTIVE

To frame the procedure for purchase of all goods as well as services required by the college.

## RESPONSIBLE PERSONS

- Correspondent
- Principal
- HODs
- SMC in charge
- Administrative officers.

## PROCEDURE:

Describes the purchase process and services on various account

## LIST OF REQUIREMENTS:

A circular from the Principals office with a request to submit the Budget proposals to all the department office. In the departmental meeting conducted at the end of the academic year the HOD of a department discusses with the faculty on the requirement of the equipment, consumable and services for the succeeding year, with all particulars as the name of equipments or consumable specification and cost.

Based on that budget proposals of every department prepared and submitted.

## APPROVAL OF THE CORRESPONDENT:

Principal convenes for meeting for placing the proposal to the Correspondent. HODs and Principal understand the need to the purchase items in lists from all departments. After scrutinizing, Correspondent approves the budget provision.

## COMPARITIVE QUOTATION:

HOD of each department calls for quotation from list of approved vendors as per budget approved. After receiving the sealed quotations, HoD prepares the comparative statement based on the merits and submit



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it to the purchase committee. After approval from the purchase committee PO will be sent with the approval from the correspondent.

#### PURCHASE OF THE EQUIPMENT:

After the receipt of all quotation, the HOD recommends the purchase of the equipment from particular company from the comparative statement prepared by him containing the all details like the specification, cost ,delivery date ,payment condition and warranty stating reason for the purchasing from the company, if not the lowest quoted ,provided the comparative statement seen by the principal and approved by the correspondent approves straight away or after negotiation .In case of a single supplier /dealer direct purchase is made after negotiation

#### PURCHASE OF CONSUMABLES:

Through the process of regular procedures adopted for equipment or on a single quotation sticking to the specified quality.

#### EXIGENT PURCHASES:

HOD makes the purchase of the exigencies of the equipment consumable and stationary with the approval of the principal and later notification of the correspondent. In the purchase order available in the indent book of the department, all the details are entered, approval got from the Principal and ratification by Correspondent. A copy of the P.O. released to the company has all details like specification / items and numbers of each item required appropriate cost name of the supplier and terms and condition

#### TESTS FOR QUALITY:

Lab in charge arranges space for commissioning and performance and proper working of the equipment purchased and good condition of the consumables are evaluated. In the purchases, tests are conducted on the quality and performance, entered in the P.O. and included in the total purchase.

#### ENTERIES IN STOCK REGISTER:

All entries with the details of the specification, invoice no., cost, date of purchase, name of the supplier are made in the stock register.

#### PAYMENT:

Bill passed for payment after ensuring the quality of the product received and entry made in the stock register.




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 <b>Erode Sengunthar Engineering College,</b> <b>Perundurai, Erode District.</b> <b>(Autonomous)</b>	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / IQAC / QMSP</b>
	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>EXTRA-CURRICULAR ACTIVITIES</b> <b>Sports and Clubs of Social Commitments</b>		

## OBJECTIVE

To describe the procedure for the conducting of sports and other extracurricular activities in college.

## RESPONSIBLE PERSONS

- Principal
- Director of Physical Education
- Faculty in-charge of various clubs.

## PROCEDURE:

Each activity has laid down procedures and customers.

### SPORTS AND ATHLETICS

College provides all the facilities for all play field activities including indoor games like chess, gymnasium (girls and boys), carom and shuttle.

Physical director actively involve, guide and train the students who are having talents and grooming them as good sportsmen or women

They conduct in the beginning of even semesters intramural tournaments among all students divided into four houses namely blue, green, red and white houses. Winners and winning houses receive prizes including cash prizes at the “Annul Sports Day” every year.

### Inter Institutional Tournaments and TIES

Physical Director form different teams for games and athletics from students of excellent potential in specified games guide and train them with practice sessions. Take them to places where tournaments are conducted and make report about their performance.

### NATIONAL SERVICE SCHEME (NSS):

College runs NSS units with the University coordinator as the leader and the University arranges the necessary funds.



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## GOALS AND OBJECTIVES:

- Awareness of the living conditions of the community.
- Problems in getting even basic amenities like drinking water, health and hygiene.
- Responsibility to work for the upliftment of the ignorant mass.

## STUDENT VOLUNTEERS ARE TRAINED

- To develop the sense of social order and civic responsibilities.
- To apply their knowledge in giving practical solutions to community as well as individual problems.
- To develop camaraderie and competence for sociability and division of labor.
- To gain skills in community participation.
- To acquire leadership qualities under democratic values.
- To manage disasters and emergent situations.
- To practice national integrity and social harmony.

## ANNUAL ACTIVITIES:

### Volunteers undertake

- Institutional works
- Institutional projects
- Rural projects
- Urban projects

Principal, NSS program officers, college advisory committee and other staff are responsible for organizing and completing these projects.

## RED RIBBON CLUB

### OBJECTIVES:

- To bring awareness about AIDS like the causes, dangers and impact on society.
- To spread a message to general public and community.

### CLUB ACTIVITIES:



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- The staff nominated by the principal and approved by the management is in-charge and organize periodic lectures in the field, arranges the meeting of HIV affected people for consolation and advice.

## **BLOOD DONATION CLUB**

### OBJECTIVES:

- To enthuse students and public into this noble cause.
- To arrange blood collection approved by agencies for proper storage in blood-banks.
- To donate blood in case of Emergency.

### PERSONNEL:

- A faculty in-charge of the club organizes blood donation camps once in a semester.
- Arrangements to find blood group of first year students by proper blood tests.
- Conducts regular awareness meetings by doctors from medical institutions.
- Arranges immediately the emergency needs of blood for nearby hospitals round the clock.

### YOUTH RED CROSS:

#### OBJECTIVES:

- Knowledge about the origin, activities and service rendered by red cross society.
- Readiness to press into service in emergencies.
- A faculty in-charge nominated by the principal organizes the functions like blood donation, dental camp, C, C++ training to school students, Campus cleaning, etc.,

### ROTRACT AND LEO CLUB:

- Faculty in-charge of these clubs inducts student members every year and selects office bearers. The staffs, selected by the principal and the office bearers conduct the activities periodically.
- Student wings in the different clubs are functioning to shape students as leaders of society committed to service the community in all possible manner. They also develop the art of public speaking by skills auditory to eminent speakers.

### CONSUMER AWARENESS CLUB:





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- In consonance with Erode chapter of consumer society this club with a faculty in-charge nominated by the principal arranges the consumer awareness among the students by conducting periodic programs and exhibition of goods, medicines, cosmetics, provisions and oils.

#### YOGA AND MEDITATION:

- Meditation classes are organized in the college and the hostel for increasing peace, quietness and spirituality.

#### FINE ARTS CLUB:

#### OBJECTIVES:

- To unleash innate artistic potentials of students in multi-various fields like painting, music, dance, poetry, oration and literary talents.

#### MATHEMATICS, SCIENCE CLUB:

- Science talents, problem solving abilities interest in astronomy in students are exhibited in these platforms. Project exhibition, guest lectures, science day are conducted every year.

#### The faculty in-charge,

- Organizes cultural competitions every year and
- Encourages students to participate in inter-college cultural competition.
- Winners of the competition are awarded with prizes.




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 <b>Erode Sengunthar Engineering College, Perundurai, Erode District. (Autonomous)</b>	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / IQAC / QMSP</b>
	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>MAINTENANCE OF COMMON AMENITIES ( ELECTRICAL APPLIANCES – COMMON )</b>		

## OBJECTIVE

To define the procedure for maintaining electrical appliances commonly used.

## RESPONSIBLE PERSONS

- Principal
- HoDs
- Technicians
- Electricians

## PROCEDURE:

Timely maintenance of all appliances are done as per schedule.

### UPS:

The Electrician assigned carries out the breakdown as per work instructions or preventive maintenance schedule. In major breakdowns he reports to the HoD concerned. The HoD contact the vendor for replacement or suitable action. All works are recorded.

### GENERATORS:

The Electrician or technician assigned the job that takes care of generators by carrying out breakdown and preventive maintenance after reporting to the HoD.

All activities are recorded.

### A/C Machine:

The Electrician assigned to do breakdown and preventive maintenance works as per work instructions and schedule. He is reportable to the HoD/EEE. Preventive maintenance is carried out as per schedule and recorded. In major breakdown, the vendor is contacted.

### Maintenance of Laboratories:



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The Technician / Electrician allotted this work carries out Breakdown and Preventive maintenance as per work instruction and as per schedule respectively. Record for preventive maintenance is kept with all entries.

### **Maintenance of Fans and Tube lights:**

The Electrician allotted this job routinely checks the performance of fans and tube lights in all places and refixes or replaces the parts wherever necessary and reports to the HoD concerned . The routine, formulated schedule for preventive maintenance is followed strictly and recorded.

### **Maintenance of 20KW Solar Power Plant:**

The Electrician allotted this job routinely checks the performance and record the daily generation and report to the HoD/EEE. The routine preventive maintenance is followed strictly and recorded.




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 Erode Sengunthar Engineering College, Perundurai, Erode District. (Autonomous)	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / IQAC / QMSP</b>
	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>MAINTENANCE OF EQUIPMENT AND MACHINERIES IN WORKSHOP AND LABORATORIES</b>		

## OBJECTIVE

To define the procedure to keep all machineries and equipment in working conditions.

## RESPONSIBLE PERSONS

- All HODs
- Faculty In-Charge
- Lab Technician.

## PROCEDURE:

Two methods adopted are:

### Breakdown Maintenance:

The HOD and staff in charge endorse by signing for each work carried out containing details like parts replaced, person attended to the work, name of company with address and future reference, in a register maintained in the department having serial and identification number for each equipment and machinery.

Measuring Equipment or Instruments made ready are checked for their accuracy and precision as per work instruction, QP Number

### Preventive Maintenance:

The types of preventive maintenance works taken as per schedule, with date and time and specified maintenance operations for each equipment and machinery for trouble free running are entered in the register containing serial and identification numbers for each item and maintained in the department periodically glanced by HOD




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**PERUNDURAI -638 057, TAMILNADU, INDIA.**



 Erode Sengunthar Engineering College, Perundurai, Erode District. (Autonomous)	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / IQAC / QMSP</b>
	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
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 <b>Erode Sengunthar Engineering College, Perundurai, Erode District. (Autonomous)</b>	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / IQAC / QMSP</b>
	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b> <b>PAGE :</b>
<b>PARTICIPATION IN INTER COLLEGIATE PROGRAMMES, SEMINARS AND ASSOCIATION/ PROFESSIONAL SOCIETY ACTIVITIES</b>		

## OBJECTIVE

To define the procedure for students' participation in inter-collegiate meets seminars, symposia and association / professional society activities.

## RESPONSIBLE PERSONS

- Principal
- HODs of all departments
- Faculty in-charge and also other faculty.

## PROCEDURE:

Participation of students in co-curricular activities enhances knowledge enriches professionalism and improves personality

### Inter-collegiate meet

On receipt of pamphlets / invitation from Principal, HoD arranges to display the posters, receives the names of participating students and assigns staff member for each student for guidance in the particular topic.

Confirming the participation of students, HoD sends letters to organizing-institution.

The faculty in-charge provides information on relevant course materials, reference books, etc. for a good preparation.

Satisfying the performance, students advised to take bona-fide certificates from office.

### Students' seminars

HoD compiles list of students interested giving seminars, allots dates and make all arrangements for presentation by students.



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Seminars conducted bi-weekly.

All members of staffs and students of departments assemble to attend seminar. Raise questions and clarify doubts after discussion.

### **Students' association / Professional society activities**

Every department with students' association, professional society of branch concerned organizes program under HoD's guidance.

The activities comprise arrangement of

- Seminars and guest lectures inter-collegiate meets workshops, exhibitions and educational tours.
- Dissemination of knowledge by experts.

The student-secretary, a final year student in consultation with HoD conducts all activities informing others two or three weeks in advance.

HOD approves the program schedule, assigns a faculty in-charge for each program oversees arrangements and staff in-charge conducts the program.




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**PERUNDURAI -638 057, TAMILNADU, INDIA.**



 <b>Erode Sengunthar Engineering College, Perundurai, Erode District. (Autonomous)</b>	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / IQAC / QMSP</b>
	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>TRAINING AND PLACEMENT</b>		

## OBJECTIVE

To formulate the procedure for the functioning of training and placement cell with the aim of placing maximum member of students.

## RESPONSIBLE PERSONS

- Correspondent
- Principal
- Placement officer
- All HODs
- Placement coordinators of all departments
- Student Representatives and staff.

## PROCEDURE

### Composition

Principal, Placement officer, all HODs, Placement coordinators of all departments appointed by principal. Student coordinators are nominated from the final year classes of all courses

### Objectives

- To enhance job opportunities for all courses offered in our college campus interviews organized.
- (ii) To collect information about industries for placement.
- To organize training and campus drive to the students.
- To organize annual job fair for the students





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## Functioning of the cell

- To compile the address of all companies materials dealing matters related to the subjects of study in our college interested in conducting campus recruitments.
- To prepare placement brochure in consultation with principal and HODs providing details about the college, courses offer, infrastructure, other facilities like sports, extracurricular, co curricular and dispatch of the same to industries.
- To monitor regularly the employment potential for final year students.
- Apprise the companies, the number of students passing out in that year.
- To arrange placement training to all the years as scheduled.
- To store details of students like name, branch, marks secured up to pre final year at the beginning of the penultimate semester and to mail to industries asking for list of eligible candidates immediately.
- To arrange dispatch of these lists to companies interviews for requirement. If agreed more number added at the time of interview.
- To inform students, the date and time of interview, the documents to be brought like copies of certificate, resume, photograph, etc.,
- The companies conduct recruitment process on-campus or off-campus and select candidates or short list the prospective employees.
- Candidates selected in the campus or later are given appointment orders. Copies of these orders retained in the cell. Short listed candidates get letters from the companies.
- Placement officer maintains good relationship with personnel in companies and Industries and consultancies. It feels useful he visits these organizations.
- Placement officer regularly apprises the management and principal about the activities and program in recruitment process receives suggestion for development, quality improvement in students and closer and cordial relations with companies.
- Principal forwards letters of correspondence received from companies and organizations to the placement officer he in turn sends copies to all placement coordinators.



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**PERUNDURAI -638 057, TAMILNADU, INDIA.**



- Placement coordinators keep all records safely like Letters of correspondence, mod eof training and offer letters.
- At placement cell the entire records of feedback from the students undergone training, employment details, letters of correspondence all kept in safe custody




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 Erode Sengunthar Engineering College, Perundurai, Erode District. (Autonomous)	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / IQAC / QMSP</b>
	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b> <b>PAGE :</b>
<b>TRANSPORT FACILITIES</b>		

## OBJECTIVE

To frame a procedure for college transport facility.

## RESPONSIBLE PERSONS

- Correspondent
- Principal
- Vehicle Maintenance Supervisor
- All Drivers.

## PROCEDURE:

Arranging the College Transport Facility in an effective manner.

### Students

- At the beginning of each semester, students desiring to avail the College Bus will fill all the details in the prescribed form and submit to College Office.
- They pay required Bus-Fee in the office.
- Office Staff prepares a consolidated list for each Bus and the name list is handed over to the respective Bus-In-charge
- Bus-In-charge issues the appropriate Bus Card to the Student after getting it signed by the Authority

### Staff / Faculty

- Staff members seek the permission through letter and submit the same to A.O.
- Office staff deducts the Bus-Fare from the salary every month

### Bus-In-charge



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- A staff member traveling in a particular bus is designated as Bus-in-charge by the Principal.
- Maintains Discipline and Timing of the College Buses.
- Periodically checks the Bus Cards of the students and also ensures Bus-Fee has been paid.



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	<b>QUALITY MANAGEMENT SYSTEM PROCEDURES</b>	<b>DATE : 28.07.2022</b>
		<b>PAGE :</b>
<b>RESEARCH &amp; DEVELOPMENT CELL</b>		

## OBJECTIVE

To formulate the procedure for the functioning of Research and Development Cell with the aim of creating Research and Development atmosphere in every department.

## RESPONSIBLE PERSONS

- Principal
- Dean (R & D)
- All HODs
- Department R& D Co-ordinators.

## PROCEDURE:

- Obtaining current circulars related to call for proposals for funded projects/seminar grant from various funding agencies and call for papers from various renowned journals / conferences/ institutions
- Intimate the above details to all HODs and department R & D Co-ordinators.
- Encourage all the faculty to submit abstract/proposals as many as possible.
- R&D Cell staff Co-ordinators collect all the abstracts/proposals and will submit to principals' approval.
- A consolidated detail of the abstract/proposals shall be submitted to Research and Development Cell.
- The communication from the funding agency/institution will be intimated to the concerned HODs and copy or the same is to be maintained in R & D Cell.



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- At the end of the completion of project/programme, the project Co-ordinators shall submit the utilization certificate to the concern funding agency.
- A copy of the audited utilization certificate shall be kept at concern department and Research and Development Cell.
- Records of consolidated details of the proposal submitted, copy of sanctioned letter from respective agency and audited utilization certificate shall be maintained.