# Dr. Mahalingam College of Engineering and Technology Pollachi – 642 003

DR MAHALINGAM

M C ET

COLLEGE OF ENGINEERING AND TECHNOLOGY

Enlightening Technical Minds

## STRATEGIC PLAN

## 2017-2022

**JULY 2017**

**CONTENTS**

# **ACKNOWLEDGEMENT**

# 1. INTRODUCTION

## PREAMBLE

Dr. Mahalingam College of Engineering and Technology, Pollachi, is a private, self-financing, co-educational engineering college, established in the year 1998 to commemorate the 75th birthday of Arutchelvar Dr. N. Mahalingam and to cater to the needs of students aspiring for education in the field of Engineering and Technology. The college is approved by All India Council of Technical Education, New Delhi and is affiliated to Anna University, Chennai.

The college campus is spread over 44.6 acres and situated adjacent to Nachimuthu Polytechnic College. It is located on the Coimbatore – Dindigul National Highway, NH 209, about three kilometers from Pollachi Town.

The College is administered by a Governing Council, with Thiru. M. Manickam., M.Sc.,M.B.A., as its Chairman and Prof C.Ramaswamy, Secretary of NIA Educational institutions is guiding the development of the institution.

The College offers following undergraduate and post graduate programmes in Engineering, Technology and Computer Applications.

**Under Graduate Programmes:**

- Bachelor of Engineering (B.E)
    i. Mechanical Engineering
    ii. Electronics and Communication Engineering.
    iii. Computer Science and Engineering.
    iv. Electrical and Electronics Engineering.
    v. Civil Engineering
    vi. Automobile Engineering
    vii. Electronics and Instrumentation Engineering
    viii. Mechatronics Engineering
    ix. Production Engineering

- Bachelor of Technology (B. Tech)
  - i) Information Technology.

**Post graduate courses:**
  - i. M.E. – CAD / CAM
  - ii. M.E. – CSE
  - iii. M.E. – Applied Electronics
  - iv. M.E. – Communication Systems
  - v. M.E. – Structural Engineering
  - vi. Master of Computer Applications

**Research Centres:**
- Mechanical Engineering
- Electrical and Electronics Engineering
- Electronics and Communication Engineering

**NBA Accredited Courses**

UG programmes (CSE, ECE, EEE, Mechanical & IT) are accredited under Tier-I by NBA.

**Value Added Centres**

In addition to the curricular inputs the students are provided training in several currently relevant areas of technology through Value Added Centres, which makes them job-ready graduates. These centres train the students through experts from the industry or faculty members trained by the industry.

The following Centers of Excellences are functioning in the campus.
- MCET-TUV Rheinland Centre for Advanced Training **(Welding & NDT)**
- MCET-TUV Rheinland Centre for Automotive Training **(Automobile)**
- MCET-Siemens Centre of Excellence for Digital Manufacturing
- MCET – Keysight Centre for RF Communication Systems

- MCET-Bosch Rexroth Centre of Competence in Industrial Automation Technologies
- MCET-Centre for Research on Green Energy and Environment
- MCET-Centre for Design and Analysis and Testing (C-DAT)
- MCET-Altair Centre of Excellence
- MCET-Cadence ASIC Centre of Excellence
- MCET- HaritaTechserv Research Centre on New Product Development and Manufacturing Technologies
- MCET- Mitsubishi Electric Centre for Factory Automation
- MCET- BOSCH Joint Certification Centre

Qualified, experienced, and dedicated faculty, state of the art laboratories, workshops, and centres of excellence enable the students to face the challenging needs of the industry as well as research institutions.

The Students Guild of Services (SGS) functions in the campus with full vigour for the overall development of the students and makes them employable.

**1.1 Profile of the College**

- 960 UG intake
- 150 PG intake
- 10 UG programmes
- 6 PG programmes
- 5 research centres
- 238 Faculty
- 56 Faculty with Ph.D.
- 80290.37 sq.m. Built Area
- 1745.76 sq.m. Library, 400 seating capacity, working all 365 days
- 16272/3420 Books/Titles
- 172/333 Print/Online Journals
- 90% Average Graduation Percentage
- 65 % Average Placement Percentage
- 44.6 acres campus
- 12000+ prospective youth graduated
- 48 Memorandum of Understanding/Agreement with Industries/Universities
- 15 Centers/Centers of Excellence
- 94 Laboratories

- 200 Mbps Internet Bandwidth
- 2000+ computers

**Other Amenities in the Campus:**
- Cafeteria
- Bank  with ATM
- Post Office
- Book depot
- Jothi Mandapam
- DTP centre
- Transports
- Campus Health Centre
- Fitness Centre
- Travel desk

## 1.2 NEED FOR STRATEGIC PLANNING

The impact of globalisation and the consequent open market policy of India has ushered tremendous changes in Industry and Technology during the last few years. The college wishes to keep pace with the changes and provide to its students the best that technical education can offer. There is thus a vital need for the college to develop a Strategic Plan that enables it to cause the right changes and manage them effectively.

## 2.0 STRATEGIC PLANNING PROCESS

For developing the third Strategic Plan of the college, 15 members of the college staff, representing various departments and functions were selected to constitute the 'Strategic Planning Group' (SPG) of the College.

The planning process and the preparation of strategic planning document were completed in three workshops each of three days duration conducted between January and May 2017.

In the first workshop, the resource persons enlightened the SPG on what strategic planning is, its advantages, and the methodology to be used. At the end of the workshop, a Strategic Plan from the academic year 2017-18 to 2021-22 was developed.

During the first day of the second workshop, the findings of SWOC analysis were consolidated. Based on the SWOC data, 8 thrust areas were formulated and respective thrust area managers and their team members were identified. The thrust area managers and their team members prepared the objectives, objective statements, Strategy Implementation Plan and action plans for their respective thrust areas. Towards the end of the second workshop the SPG was briefed on the format of the long and short versions of the strategic plan document.

The third workshop was conducted for the validation and finalisation of the strategic plan. During the workshop, the resource persons enlightened the SPG members on the criteria for validation of the Strategic Plan. They also validated the prepared objective statements, action plans & Strategy Implementation Plan of various thrust areas through discussions held separately with respective thrust area managers and their team members. Terms of Reference (T.O.R.) for the Strategic Management Group (SMG) and the structures and procedures for sustaining the strategic planning and management process were developed.

**3. MANDATE:**

**Dr. Mahalingam College of Engineering and Technology**
**Pollachi – 642 003**

**<u>MANDATE</u>**

The College is a Private, self financing, Co-educational Institution established in the year 1998 to commemorate the 75th birth year of Arutselvar. Dr.N.Mahalingam.

The college offers AICTE approved Under Graduate and Post Graduate programmes in Engineering & Technology and Computer Applications to the candidates selected on the basis of the norms specified by the Government of Tamilnadu, and uses the curriculum prescribed by the Anna University.

The college has to provide Education, Training, Research, Consultancy and other related services to enrich and empower the Society.

The college has to follow the relevant regulations of the State and the Central Governments. The Governing Council manages the college.

**4. VISION**

**Dr. Mahalingam College of Engineering and Technology**
**Pollachi – 642 003**

**VISION**

The college endeavors to impart high quality, competency based technical education to youth and members of the community to cater to the emerging needs of global industry with continual improvement in curricular, co-curricular and extra-curricular activities.

The college aspires to adopt innovative practices in curriculum development, instructional methodologies, evaluation techniques and carry out Research and Development.

The college will establish sustainable partnerships, with educational institutions, R&D laboratories and industries in India and abroad for developing centers of excellence in selected areas of science and technology.

The college will strive to develop the rural community through appropriate technological interventions.

Quality will characterize all functional aspects of the college.

The highest standards of moral and ethical behavior will be demonstrated by all staff in order to ensure the development of these behaviors in students.

The development of competence of staff will be supported and rewarded. The college will adopt participatory type of management and facilitate open communication and transparency in all its operations.

**In short, our vision is**

**"We develop a globally competitive workforce and entrepreneurs".**

**5. MISSION**

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**Dr. Mahalingam College of Engineering and Technology**
**Pollachi – 642 003**

**MISSION**

</div>

Mission: Dr. Mahalingam College of Engineering and Technology, Pollachi endeavors to impart high quality, competency based technical education in Engineering and Technology to the younger generation with the required skills and abilities to face the challenging needs of the industry around the globe. This institution is also striving hard to attain a unique status in the international level by means of infrastructure, state-of-the-art computer facilities and techniques.

We are committed to become a Centre of Excellence in all departments.

- Provide value addition to students through appropriate programmes and services
- Facilitate the development of attitudes, behaviors and soft skills in students.
- Become a recognized centre for Research Programmes.
- Establish sustainable partnerships with Industries, educational institutions and R & D Laboratories for mutual benefits.
- Organise professional development programmes to meet the demands of Industry and Society by using various delivery modes.
- Facilitate the development of Entrepreneurial competencies in students.
- Strengthen the linkages with the alumni.
- Facilitate the Provision of Urban Facilities in Rural Areas.
- Develop digitized library services.
- Implement IT enabled campus management system.

**Core Values**

- Equity
- Transparency
- Creativity
- Teamwork
- Environmental Sustainability
- Staff development
- Women in Development.

**6. SWOC Analysis**

**6.1  Process Adopted for Data Collection and Analysis**

For preparation of Strategic Plan, it is necessary to collect specific information relating to the environment. Usually two kinds of environments are considered: internal environment and external environment. The internal environment includes the Strength and Weakness of the college and is one that the college has greater control of. The external environments are the Opportunities and the Challenges that the college has to deal with in order to be successful. The college has to scan both of these environments to get the required SWOC data.

The strengths and weaknesses and the opportunities and challenges faced by the college were arrived at through a process of systematic analysis of the requirements of various statutory bodies like UGC, AICTE, NAAC, NBA, Anna University etc.

The findings of SWOC analysis are presented in the next section.

**6.2.  FINDINGS OF SWOC ANALYSIS**

**6.2.1 Strengths of the College**

- Implementation of Outcome Based Education (OBE) and Choice Based Credit System (CBCS)
- Stakeholder input driven curriculum
- Professional Skills (PS) courses to address behavioural competencies
- One credit courses in emerging areas
- Industry Attachment Programme, Internship, Industrial visit, Student Talent Enhancement Programme to provide industry inputs
- Elective courses on specific domains relevant to industry
- Use of ICT for teaching and student data management
- Teaching supplemented by NPTEL, SWAYAM and MOOC
- Faculty teaching and technical competency development programmes
- Induction of adjunct faculty
- Promoting research and consultancy through incentives
- Research centers recognized by Anna University
- Centers/Centers of Excellence in emerging areas
- Classrooms with LCD projectors, internet facility and support for tablet based teaching/assessment

- Collaboration with industry to facilitate research, consultancy and learning on diversified domains
- Well stacked and spacious library stimulating self-learning
- Student-computer ratio of 2:1
- Government/management scholarships
- Professional, soft-skills training and career guidance to students
- Consistent placement record
- Active participation of students in co-curricular & extra-curricular activities
- Alumni as facilitators for technical lectures
- Support and guidance of management leveraging its strong industrial background
- Comprehensive strategic plan and well defined organizational structure
- Support for staff development
- Well-designed learning spaces
- Clean and green campus
- Collaborative efforts to protect environment and conserve energy
- Student forums to stimulate societal consciousness
- Societal projects for technology transfer, product development, awareness and skill based training
- Collaborative Education Programme model with TVS Motors Ltd.

## 6.2.2 Weaknesses of the College

- Designing multi-disciplinary professional curriculum (biology, psychology, sociology, commerce, accountancy, finance) to enable students pursue higher studies abroad
- Offering special courses for differently-abled students
- Increasing number of recognitions (awards) from international agencies for both faculty and students
- Sustaining measures to motivate faculty for filing patents
- Recruiting faculty with teaching and research experience from institutions abroad
- Creating awareness on environment and societal issues to local community

## 6.2.3. Opportunities Available for the Development of the College

- Acceptance of re-designing of curriculum to prepare engineers fit for industry
- Availability of industry relevant projects and training to students through Centres of Excellence
- Measures of statutory bodies promoting outcome based education
- Benchmarking of certifications and accreditations internationally
- Willingness of industry to interact and collaborate with institution for preparing role-ready engineers

- Scope for multi-disciplinary research by forming inter-institute research group among sister institutions
- Emergence of continuing research in the domains of teaching-learning and behavioral skills development
- Support mechanism for growth of start-ups available.
- Availability of communication, information and E-Governance technology to build smart campus
- Support for upgrading of infrastructure to keep pace with technological advancements
- Availability of alumni support for institutional development such as industry connect, campus placement, internship etc.
- Willingness of industry to train faculty and support curriculum development
- Availability of external funding from government and non-government bodies
- Conducive atmosphere for networking with institutions and industries to work in the area of energy and environment

### 6.2.4. Challenges Faced by the College

- Addressing gender equity & sensitivity and their auditing in syllabus
- Attracting students and faculty from other states and nations
- Meeting the learning demands of the heterogeneous group of students in the class
- Equipping the faculty with newer methods of teaching learning
- Providing financial support for programmes and projects requiring huge grant
- Increasing the utilization of hard copy resources in the library by students
- Motivating the students to use the available sports and yoga facilities
- Helping students to choose the career path through guidance and counseling
- Aligning the lateral entry students into the main stream
- Up-grade skill of non-teaching staff
- Aligning institution strategy to the highly volatile market situation
- Allotting time for various student activities addressing environmental & social cause
- Developing behavioral changes among students

## 7. THRUST AREAS AND OBJECTIVES

## 7.1 THRUST AREAS

The most crucial step in Strategic Planning, involves the identification of the Thrust Areas for Institutional Development. Identification of Thrust Areas was done by reviewing the findings of SWOT analysis and keeping in mind the contents of Mandate, Vision and Mission statements. The strength of the college were matched with appropriate opportunities, and the effects of weaknesses and threats were minimized by identifying appropriate strategies.

The SPG members came up with a draft list of 8 Thrust Areas. The Thrust Areas were prioritized by using nominal group process. Thrust Area Managers (TAMs) were nominated by the SPG for each Thrust Area, in consultation with the Secretary of NIA Institutions and the Principal. The prioritized list of Thrust Areas and the respective thrust area managers are presented in Table - 3.

**Table - 3**

**Prioritized List of Thrust Area and Thrust Area Managers**

| S. No | THRUST AREA | THRUST AREA MANAGER |
|---|---|---|
| 1. | Academic and Curricular Aspects | Dr.V.Lakshminarayanan/Asso.Prof - EIE |
| 2. | Teaching-Learning and Evaluation | Dr.Calvin S. King/OBE coordinator |
| 3. | Research development and Innovations | Dr.S.Ramakrishnan/ HoD – IT |
| 4. | Industry Institute Attachment and Collaboration | Dr.V.K.Sudha/Asso. Prof. – ECE |
| 5. | Infrastructure and Learning Resources | Dr.R.Venkatasubramani/ HoD – Civil |
| 6. | Student Support and Progression | Dr.K.Vijayakumar/ Asso. Prof. – ICE |
| 7. | Governance, Leadership and Management | Dr.A.Senthilkumar/ HoD – EEE |
| 8. | Institutional Values and Social Responsibilities | Mr.A.Srinivasan/ AP(SG) – Mech |

**7.2 OBJECTIVES OF EACH THRUST AREA**

A number of alternative ways of bringing about positive and productive changes in the thrust areas were identified. These identified ways become the 'objectives' of the thrust areas.

These objectives represent the ways of accomplishing progress in the thrust area by maximising the strengths and opportunities while minimising or overcoming the weaknesses and threats.

The SPG achieved the identification of the various possible alternatives of implementing the thrust areas by means of brainstorming exercises, one for each thrust area. Then, by applying appropriate criteria, objectives for each thrust area were selected.

The objectives of each thrust area are presented in this section.

**Thrust Area 1.0. – Academic and Curricular Aspects**

Objective 1.1 – Develop a strategy for framing Curriculum in tune with the emerging national and global trends

Objective 1.2 – Organize orientation programmes with academic experts for the Curriculum Design and Development

Objective 1.3 – Review curriculum development process with appropriate time interval up to the preparation of final draft Curriculum

Objective 1.4 – Design curriculum for Non-credit value added courses

Objective 1.5 – Approval from BoS, Academic Council and Governing council for Curriculum and non-credit value added courses

Objective 1.6 – Enhance the standards by collecting periodical feedbacks from various stakeholders like students, faculty, parents, industrialists, employers

Objective 1.7 – Monitor the quality of academic standards and evaluate the autonomous Functioning

**Thrust Area 2.0 - Teaching Learning and Evaluation**

Objective 2.1 – Create awareness to the student community in other states and other countries about the quality of teaching learning process existing in MCET

Objective 2.2 – Arrange special programmes for slow and advanced learners

Objective 2.3 – Organize orientation programmes to the faculty for ICT usage Provide hi-speed Wi-Fi inside the classrooms

Objective 2.4 – Train Faculties and students for effective usage of tabs inside the classrooms

Objective 2.5 – Preparation and adherence to Academic Calendar and Teaching plans by the Institution

Objective 2.6 – Improve Faculty profile (Ph.D and Teaching experience)

Objective 2.7 – Encourage Faculty to receive awards, recognitions, fellowships from recognized government bodies

Objective 2.8 – Initiate steps to identify suitable faculty from other states and countries

Objective 2.9 – Preparation of Examination manual including the strategy for automation of Examination process

Objective 2.10 – Analyze positive impact of reforms on the examination procedures and processes

Objective 2.11 – Create awareness about POs, PEOs, COs among the students.

Objective 2.12 – Develop methods to evaluate attainment of  POs, PEOs, COs

**Thrust Area 3.0 –Research development and Innovations**

Objective 3.1 – Develop well-defined policies for promotion of research& to provide seed money/ incentives to the faculty for promotion of research

Objective 3.2 – Construct a framework to receive grants for research projects sponsored by the government and non-government sources

Objective 3.3 – Encourage faculty to get international fellowships for higher studies/ research

Objective 3.4 – Encourage faculty to be recognized as research guides and review the status of recognized research centers

Objective 3.5 – Organize workshops/seminars on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices& Encourage faculty to get patents.

Objective 3.6 – Provide an eco-system for innovations including Incubation centre and review on start-ups incubated on campus

Objective 3.7 – Encourage faculty/ research scholars/ students to get awards for innovation from recognized bodies

Objective 3.8 – Design norms for research publications including code of ethics to check malpractices and plagiarism

Objective 3.9 – Conduct awareness programmes for publishing research papers in reputed Journals, national/international conference proceedings & publishing books

**Thrust Area 4.0 –Industry Institute Attachment and Collaboration**

Objective 4.1 – Design institutional policy on consultancy

Objective 4.2 – Create awareness about corporate training by the institution

Objective 4.3 – Design a policy for collaborative activities for research, faculty/student Exchange

Objective 4.4 – Create linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc.

Objective 4.5 – Arrange industrial visits for the students

Objective 4.6 – Arrange Industrial Training, internship for the students of third and final year.

Objective 4.7 – Review MoUs with other institutions, universities, industries, corporate houses etc.

**Thrust Area 5.0 – Infrastructure and Learning Resources**

Objective 5.1 – Review Infrastructure facilities for teaching – learning viz., classrooms, laboratories, computing equipment, etc. periodically

Objective 5.2 – Design a strategy to meet out adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities

Objective 5.3 – Improve the library with Integrated Library Management System (ILMS)

Objective 5.4 – Enrich the library with the collection of rare books manuscripts, special reports or any other knowledge resource

Objective 5.5 – Initiate the steps to subscribe and use more e-resources

Objective 5.6 – Create awareness to students for effective usage of library

Objective 5.7 – Design a workflow to update the IT facilities including Wi-Fi

Objective 5.8 – Arrange facilities for e-content development such as Media centre, recording facility, lecture capturing system (LCS)

Objective 5.9 – Establish systems and procedures for maintaining and utilizing the facilities

Objective 5.10 – Develop a systematic procedure to monitor the annual expenditure for Infrastructure, Library, Lab & Maintenance

**Thrust Area 6.0 –Student Support and Progression**

Objective 6.1 – Design a strategy to implement capability enhancement and development schemes

Objective 6.2 – Arrange awareness programmes to students for vocational education and training

Objective 6.3 – Design a transparent mechanism for timely redressal of student grievances.

Objective 6.4 – Develop a well-defined strategy to improve placement activities

Objective 6.5 – Arrange special programmes to students for Higher education progression

Objective 6.6 – Improve the students success rate in competitive examinations

Objective 6.7 – Encourage students to receive awards/medals for outstanding performance in sports/cultural activities at national/international level

Objective 6.8 – Ensure students' participation on Student Council &Students' representation on academic & administrative bodies/committees

Objective 6.9 – Enhance the alumni association/chapters contribution for the development of institution through financial and non-financial means

Objective 6.10 – Monitor the number of alumni association/chapters meetings


**Thrust Area 7.0 – Governance, Leadership and Management**

Objective 7.1 – Analyze and develop the governance of the institution in tune with its vision and mission.

Objective 7.2 – Develop a strategy for decentralization and participative management

Objective 7.3 – Design a well-planned organizational structure of the institution

Objective 7.4 – Implement e-governance in various areas of operation

Objective 7.5 – Develop effective welfare measures for teaching and non-teaching staff

Objective 7.6 – Frame a strategy for providing financial support to attend conferences / workshops and towards membership fee of professional bodies

Objective 7.7 – Arrange professional development programmes for teaching staff

Objective 7.8 – Arrange administrative training programmes for non-teaching staff

Objective 7.9 – Develop a strategic self-appraisal system for teaching and non-teaching staff

Objective 7.10 – Design a policy for both internal and external financial audit

Objective 7.11 – Initiate steps to receive funds from non-government bodies, individuals, Philanthropists

Objective 7.12 – Empower IQAC (Internal Quality Assurance Cell) with additional human resource and other facilities

Objective 7.13 – Improve the quality initiatives to promote quality culture in the institution

Objective 7.14 – Periodical review of Academic and Administrative Audit (AAA) and other accreditation processes of various statutory bodies (NAAC, NBA etc.,)

**Thrust Area 8.0 - Institutional Values and Social Responsibilities**

Objective 8.1 – Develop a strategy to address gender sensitivity

Objective 8.2 – Initiate steps to meet out power requirements through renewable energy sources

Objective 8.3 – Create a methodology for waste management

Objective 8.4 – Establish rain water harvesting in all buildings

Objective 8.5 – Initiate and effectively implement green practices in the campus

Objective 8.6 – Ensure facilities for differently abled persons

Objective 8.7 – Conduct programmes to increase consciousness about national identities/ symbols, other constitutional obligations

Objective 8.8 – Initiate steps to celebrate national festivals and birth / death anniversaries of the great Indian personalities

Objective 8.9 – Review and redesign institutional core values and code of conduct handbooks for students, faculty etc.,

Objective 8.10 – Encourage students to participate in extension activities

Objective 8.11 – Specific initiatives to address locational advantages and disadvantages

Objective 8.12 – Organize extension and outreach programmes to the neighborhood community in collaboration with industry and NGOs through NSS/ NCC/ Red cross/ YRC etc.,

**8.0 STRATEGY IMPLEMENTATION PLAN**

**Thrust Area 1.0: Academic and Curricular Aspects**

| TIME FRAME / OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) ( for 5 years ) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 1.1) Develop a strategy for framing Curriculum in tune with the emerging national and global trends | ←——————→ | | | | | | | | | | 1.0 | OBE coordinator |
| 1.2) Organize orientation programmes with academic experts for the Curriculum design and development | | ←——————→ | | | | | | | | | 2.0 | HoDs |
| 1.3) Review curriculum development process with appropriate time interval up to the preparation of final draft Curriculum | ←——————→ | | | | | | | | | | - | Principal |

| TIME FRAME \ OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 1.4) Design curriculum for Non-credit value added courses | | ←——→ | ←——→ | | | | | | | | 20.0 | HoDs |
| 1.5) Approval from BoS, Academic Council and Governing council for Curriculum and non-credit value added courses | | | ←——→ | ←——→ | | | | | | | 50.0 | HoDs and CoE |
| 1.6) Enhance the standards by collecting periodical feedbacks from various stakeholders | | | | ←——→ | | ←——→ | | ←——→ | | ←——→ | 1.0 | HoDs & IQAC |
| 1.7) Monitor the quality of academic standards and evaluate the autonomous functioning | | | | ←——→ | | ←——→ | | ←——→ | | ←——→ | 0.5 | IQAC |

# ACTION PLAN

## ACTION PLAN 1.1

**Thrust area**            : 1.0 Academic and Curricular Aspects

**Objective No.**          : 1.1

**Objective**              : Develop a strategy for framing Curriculum in tune with the emerging national and global trends

**Action Leader**          : OBE Coordinator

**Indicators of Success**  : A well-defined strategy shall be developed at the end of the academic year 2017-18

| S. No | Task | Who (Primary Responsibility) | Time frame (Date) | | Resources Required |
| --- | --- | --- | --- | --- | --- |
| | | | Start | Finish | |
| 1.1.1. | Identification of various areas, processes and requirements needed for effective functions of autonomous curriculum based on the preliminary visit made to various top level autonomous institutions by the faculty members of MCET. | OBE coordinators of the department concerned | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | Regulations of various statutory bodies like UGC, AICTE, NAAC, NBA etc., National and International level Top universities autonomous model for reference |
| 1.1.2. | Making of draft | HoDs and Department OBE coordinators | 1$^{st}$ Sep 2017 | 30$^{th}$ Sep 2017 | Stationery items and System |
| 1.1.3 | Verification and feedback from the admin | | 1$^{st}$ Oct 2017 | 31$^{st}$ Oct 2017 | Stationery items and System |
| 1.1.4. | Submission for Approval | OBE coordinator | 1$^{st}$ Nov 2017 | 30$^{th}$ Nov 2017 | NA |
| 1.1.5 | Dissemination of approved strategy to the departments | | 1$^{st}$ Dec 2017 | 31$^{st}$ Dec 2017 | NA |

# ACTION PLAN 1.2

|   |   |
|---|---|
| **Thrust area** | : 1.0 Academic and Curricular Aspects |
| **Objective No.** | : 1.2 |
| **Objective** | : Organize orientation programmes with academic experts for the Curriculum design and development |
| **Action Leader** | : HoDs |
| **Indicators of Success** | : Minimum one orientation programme with external expert shall be conducted at the end of May 2018 |

| S. No | Task | Who (Primary Responsibility) | Time frame (Date) Start | Time frame (Date) Finish | Resources Required |
|---|---|---|---|---|---|
| 1.2.1. | Schedule preparation and approval process for Department wise Orientation programme for faculty about curriculum design | All HoDs | 1st Jan 2018 | 15th Jan 2018 | Institution level strategy to be collected from reputed institutions for curriculum design |
| 1.2.2. | Identification of subject experts for curriculum design and development | HoDs and Department OBE coordinators | 16th Jan 2018 | 31st Jan 2018 | List of reputed autonomous institutions and subject experts |
| 1.2.3 | Arrange orientation programmes for curriculum design and development with subject experts | HoDs | 1st Feb 2018 | 28th Feb 2018 | NA |
| 1.2.4 | Consolidate the feedbacks collected from various stakeholders – Students, Faculty, Employers, Alumini etc | HoDs and IQAC | 1st Mar 2018 | 15th Mar 2018 | stationery items and System |
| 1.2.5. | Preparation of draft curriculum and syllabus | HoDs | 16th Mar 2018 | 31st Mar 2018 | stationery items and System |
| 1.2.6 | Arrange review meetings with subject experts for the process of curriculum design | HoDs and Department OBE coordinators | 1st Apr 2018 | 30th Apr 2018 | NA |
| 1.2.7 | Finalise the curriculum and syllabus with required corrections | HoDs | 1st May 2018 | 31st May 2018 | Stationery items and systems |

**ACTION PLAN 1.3**

**Thrust area**          : 1.0 Academic and Curricular Aspects

**Objective No.**        : 1.3

**Objective**            : Review curriculum development process with appropriate

                                      time interval up to the preparation of final draft Curriculum

**Action Leader**        : OBE coordinator

**Indicators of Success**    : Minimum two reviews shall be conducted before finialising

                                      the draft curriculum

| S. No | Task | Who (Primary Responsibility) | Time frame (Date) | | Resources Required |
|-------|------|------------------------------|-------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 1.3.1. | Arrange meetings to discuss the institutional strategies for curriculum design and development | OBE coordinator | 1$^{st}$ Aug 2017 | 7$^{th}$ Aug 2017 | NA |
| 1.3.2. | Conduct review meetings about the dissemination of approved institutional strategy with the academic departments | All HoDs | 21$^{st}$ Aug 2017 | 30$^{th}$ Aug 2017 | NA |
| 1.3.3 | Conduct review meeting on orientation programmes for curriculum design process | | 15$^{th}$ Nov 2017 | 22$^{nd}$ Nov 2017 | NA |
| 1.3.4. | Conduct the review meeting about the progress in curriculum design and development | | 1$^{st}$ Dec 2017 | 20$^{th}$ Dec 2017 | NA |
| 1.3.5 | Arrange a meeting to discuss final draft of the curriculum and syllabus | OBE coordinator and All HoDs | 1$^{st}$ Feb 2018 | 10$^{th}$ Feb 2018 | NA |

# ACTION PLAN 1.4

**Thrust area**          : 1.0 Academic

**Objective No.**       : 1.4

**Objective**           : Design curriculum for Non-credit value added courses

**Action Leader**       : HoDs

**Indicators of Success**   : Curriculum for non-credit value added courses shall be

designed at the end of May 2018

| S. No | Task | Who (Primary Responsibility) | Time frame (Date) | | Resources Required |
|---|---|---|---|---|---|
| | | | **Start** | **Finish** | |
| 1.4.1. | Identification of stream wise thrust area for non-credit value added courses through centers of excellence | HoDs – Mech, EEE, IT | 1st Dec 2017 | 15th Dec 2017 | Inputs from academic and industrial experts |
| 1.4.2 | Review the facilities available in all centers of excellence of MCET | HoDs-Auto,ECE, CSE | 16th Dec 2017 | 31st Dec 2017 | Systems and stationeries |
| 1.4.3. | Arrange orientation programmes to the faculty in-charges of centers of excellence | All HoDs | 1st Jan 2018 | 28th Feb 2018 | Academic and industrial experts |
| 1.4.4 | Preparation of draft curriculum and syllabus for non-credit Value added courses | | 1st Mar 2018 | 31st Mar 2018 | Systems and stationeries |
| 1.4.5. | Curriculum and syllabus review with academic experts | | 1st Apr 2018 | 30th Apr 2018 | Academic experts |
| 1.4.6. | Finalise the curriculum with required corrections. | | 1st May 2018 | 20th May 2018 | System and Stationeries |

**ACTION PLAN 1.5**

**Thrust area**          : 1.0 Academic

**Objective No.**         : 1.5

**Objective**            : Approval from BoS, Academic Council and Governing

                                 council for Curriculum and non-credit value added courses

**Action Leader**        : HoDs and CoE

**Indicators of Success**  : Implementation of New curriculum and syllabus from the

                                 Academic year 2018-19

| S. No | Task | Who (Primary Responsibility) | Time frame (Date) Start | Finish | Resources Required |
|---|---|---|---|---|---|
| 1.5.1. | Finalise the members of BoS, Academic Council and Governing Council | HoDs and CoE | 1$^{st}$ Nov 2017 | 30$^{th}$ Nov 2017 | UGC autonomous regulations, Members list with validity period |
| 1.5.2. | Arrange BoS meetings for all academic departments | HoDs | 1$^{st}$ Dec 2017 | 15$^{th}$ Feb 2018 | Travel desk assistance, Stationeries |
| 1.5.3 | Communicate the BoS minutes to the members concerned and statutory bodies | | 15$^{th}$ Feb 2018 | 28$^{th}$ Feb 2018 | Stationeries, systems |
| 1.5.4. | Arrange Academic Council meeting for getting approval for the new curriculum and syllabus | CoE | 1$^{st}$ Mar 2018 | 15$^{th}$ Mar 2018 | Travel desk assistance, Stationeries |
| 1.5.5 | Communicate the Academic Council minutes to the members concerned and statutory bodies | | 16$^{th}$ Mar 2018 | 31$^{st}$ Mar 2018 | Stationeries, systems |
| 1.5.6 | Arrange Governing council meeting | Principal | 1$^{st}$ Apr 2018 | 15$^{th}$ Apr 2018 | Travel desk assistance, Stationeries |
| 1.5.7 | Communicate the governing council minutes to the members concerned and the statutory bodies | | 16$^{th}$ Apr 2018 | 30$^{th}$ Apr 2018 | Stationeries, systems |

**ACTION PLAN 1.6**

**Thrust area**            : 1.0 Academic

**Objective No.**         : 1.6

**Objective**            : Enhance the standards by collecting periodical feedback from various stakeholders

**Action Leader**         : HoDs and IQAC

**Indicators of Success**    : At least 100 feedbacks from each department from various stakeholders shall be collected at the end of every academic year

| S. No | Task | Who (Primary Responsibility) | Time frame (Date) Start | Finish | Resources Required |
|-------|------|------------------------------|-------------------------|--------|--------------------|
| 1.6.1. | To collect feedback from the faculty about teaching – learning process under autonomous system. | HoDs & IQAC | 1$^{st}$ week of June of every ODD sem | 3$^{rd}$ week of June of every ODD sem | Stationery and systems |
| 1.6.2. | To collect feedback from the students about teaching – learning process | HoDs & IQAC | 1$^{st}$ week of Oct of every ODD sem & 1$^{st}$ week of Apr of every EVEN sem | 3$^{rd}$ week of Oct of every ODD sem & 3$^{rd}$ week of Apr of every EVEN sem | -do- |
| 1.6.3 | To collect structured feedback from the Students and faculty for design and review of syllabus | HoDs & IQAC | 1$^{st}$ week of Apr of every EVEN sem | 3$^{rd}$ week of Apr of every EVEN sem | -do- |
| 1.6.4 | To collect structured feedback from the external academic experts for design and review of syllabus | HoDs | 1$^{st}$ week Apr of every EVEN sem | Last week of May of every Even sem | -do- |
| 1.6.5 | To collect structured feedback from the Alumni for design and review of syllabus | Coordinator – MCET alumni chapter | 1$^{st}$ week Apr of every EVEN sem | Last week of May of every Even sem | -do- |
| 1.6.6 | To collect structured feedback from the Employers/ Industrialists for design and review of syllabus | Placement Coordinator & IAP coordinator | 1$^{st}$ week Apr of every EVEN sem | Last week of May of every Even sem | -do- |

**ACTION PLAN 1.7**

**Thrust area**     : 1.0 Academic

**Objective No.**    : 1.7

**Objective**     : Monitor the quality of academic standards and evaluate the

           autonomous functioning

**Action Leader**    : IQAC

**Indicators of Success** : i) At least 2 audits (semester wise) shall be conducted by

         OBE team for teaching learning process

         ii) At least 1 academic audit shall be conducted in every

         academic department

         iii) At least 1 external audit shall be conducted in CoE office

| S. No | Task | Who (Primary Responsibility) | Time frame (Date) | | Resources Required |
|---|---|---|---|---|---|
| | | | **Start** | **Finish** | |
| 1.7.1. | To monitor the fulfillment of teaching – learning under OBE process. | OBE and NBA coordinators | 1st week of Apr of every EVEN sem | 3rd week of Apr of every EVEN sem | NA |
| 1.7.2. | To monitor the academic audit for the autonomous system. | HoDs | 1st week of May of every EVEN sem | 3rd week of May of every EVEN sem | NA |
| 1.7.3 | To monitor the external audit for the Examination system | Controller of Examination | 1st week of May of every EVEN sem | 3rd week of May of every EVEN sem | NA |

**Thrust Area 2.0 - Teaching Learning and Evaluation**

| TIME FRAME / OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) ( for 5 years ) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 2.1) Create awareness to the student community in other states and other countries about the quality of teaching learning process existing in MCET | | ↔ | | ↔ | | ↔ | | ↔ | | ↔ | 50.00 | Director (Student Affairs) |
| 2.2) Arrange special programmes for slow and advanced learners | | | ↔ | | ↔ | | ↔ | | ↔ | | - | HoDs |
| 2.3) Organize orientation programmes to the faculty for ICT usage and provide hi-speed Wi-Fi inside the classrooms | ←———————————————→ | | | | | | | | | | 25.00 | HoD/CSE |
| 2.4) Train Faculties and students for effective usage of tabs inside the classrooms | ←———————————————→ | | | | | | | | | | 100.00 | HoD/CSE |

| TIME FRAME / OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 2.5) Preparation and adherence to Academic Calendar and Teaching plans by the Institution | | | ←──────────────────────→ | | | | | | | | - | CoE & Principal |
| 2.6) Improve Faculty profile (Ph.D and Teaching experience) | | | ←──────────────────────→ | | | | | | | | - | Principal |
| 2.7) Encourage Faculty to receive awards, recognitions, fellowships from recognized government bodies | | | ←→ | | ←→ | | ←→ | | ←→ | | 5.00 | IQAC coordinator |
| 2.8) Initiate steps to identify suitable faculty from other states and countries | ←→ | | | | | ←→ | | | | | 5.00 | Principal |

| TIME FRAME / OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 2.9) Preparation of Examination manual including the strategy for automation of Examination process | | | | | ←————→ | | | | | | - | CoE |
| 2.10) Analyze positive impact of reforms on the examination procedures and processes | | | | | ←————→ | | | | | | - | CoE and HoD/CSE |
| 2.11) Create awareness about POs, PEOs, COs among the students. | ←————————————————→ | | | | | | | | | | 2.00 | OBE coordinator |
| 2.12) Develop methods to evaluate attainment of POs, PEOs, COs | ←————————————————→ | | | | | | | | | | 1.00 | OBE coordinator |

**ACTION PLAN 2.1**

| | | |
|---|---|---|
| **Thrust area** | : | 2.0 Teaching, Learning and Evaluation |
| **Objective No.** | : | 2.1 |
| **Objective** | : | Create awareness to the student community in other states and other countries about the quality of teaching learning process existing in MCET |
| **Action Leader** | : | Director (Student affairs) |
| **Indicators of Success** | : | Continuous increase in no. of students admitted from other states/countries. |

| S. No | Task | Who (Primary Responsibility) | Time frame (Date) | | Resources Required |
|---|---|---|---|---|---|
| | | | **Start** | **Finish** | |
| 2.1.1. | Identify the faculty and other resource persons for creating awareness of institution among other states/countries | Principal | 1$^{st}$ Jan of every AY | 15$^{th}$ Jan every AY | NA |
| 2.1.2. | Preparation of schedule for awareness programmes | CPG coordinator (Higher studies) | 1$^{st}$ Jan of every AY | 31$^{st}$ Jan of every AY | Stationeries and systems |
| 2.1.3 | Conduct awareness programmes in schools and other educational expos | CPG coordinator (Higher studies) | 1$^{st}$ Feb of every AY | 31$^{st}$ Mar of every AY | Travel desk assistance and Institution procedure |
| 2.1.4. | Plan to give advertisements and other notifications to the states and countries concerned | CPG coordinator (Higher studies) | 1$^{st}$ Feb of every AY | 31$^{st}$ Mar of every AY | NA |
| 2.1.5. | Review the status of responses received from other states/countries students | Director (student affairs) | 1$^{st}$ Apr of every AY | 20$^{th}$ Apr of every AY | NA |
| 2.1.6. | Analyse the students performances and to take suitable redressal mechanisms to address their grievances (if any) | OBE coordinators of the departments concerned | 1$^{st}$ May of every AY | 31$^{st}$ May of every AY | NA |

**ACTION PLAN 2.2**

**Thrust Area**       : 2.0 Teaching, Learning and Evaluation

**Objective No**      : 2.2

**Objective**         : Arrange special programmes for slow and advanced learners

**Action Leader**     : HoDs

**Indicators of Success**: Continuous improvement in performance of slow and advanced
Learners

| S. No | Task | Who (Primary responsibility) | Time Frame (Date) | | Resources Required |
|---|---|---|---|---|---|
| | | | **Start** | **Finish** | |
| 2.2.1. | Identify slow and advanced learners (class wise) | HoDs | 1$^{st}$ Nov of every AY | 30$^{th}$ Nov of every AY | CCET and ESE results of all classes |
| 2.2.2. | Prepare the time table for both slow and advanced learners | | 1$^{st}$ Dec of every AY | 24$^{th}$ Dec of every AY | Stationeries and master time table of all classes |
| 2.2.3 | Create awareness among students about the importance of conducting special classes | HoDs and Students counselor | 26$^{th}$ Dec of every AY | 31$^{st}$ Dec of every AY | NA |
| 2.2.4. | Conduct special classes as per the schedule | HoDs | 1$^{st}$ Jan of every AY | 31$^{st}$ Mar of every AY | Class rooms and ICT tools |
| 2.2.5 | Review and analyse the process & to take actions against grievances (if any) | | 1$^{st}$ Jan of every AY | 31$^{st}$ Mar of every AY | NA |
| 2.2.6 | Analyse the students' performance in both slow learners and advanced learners | OBE coordinators of the departments concerned | 1$^{st}$ Apr of every AY | 31$^{st}$ May of every AY | NA |

**ACTION PLAN 2.3**

**Thrust Area** : 2.0 Teaching, Learning and Evaluation

**Objective No** : 2.3

**Objective** : Organize orientation programmes to the faculty for ICT usage

and provide hi-speed Wi-Fi inside the classrooms

**Action Leader** : HoD/CSE

**Indicators of Success** : 80% of total faculty must use ICT for conducting classes at the end

of AY 2021-22

| S. No | Task | Who (Primary responsibility) | Time Frame (Date) | | Resources Required |
|-------|------|------|------|------|------|
| | | | **Start** | **Finish** | |
| 2.3.1. | Develop a strategy for effective implementation on usage of ICT and wi-fi connectivity | HoD-CSE | 1st Aug 2017 | 31st Aug 2017 | Information about ICT usage by other reputed institutions, Stationeries and Systems |
| 2.3.2. | Conduct workshops for usage of ICT to faculty | HoD-IT | 1st Sep 2017 | 30th Sep 2017 | External experts, systems |
| 2.3.3 | Ensure all classrooms to be equipped to support usage of ICT | HoD-CSE & HoD-IT | 1st Aug 2017 | 30th Sep 2017 | Various suppliers with their specifications |
| 2.3.4 | Provide wi-fi connectivity to all class rooms | | 1st Aug 2017 | 30th Sep 2017 | Various networks with their specifications |
| 2.3.5 | Constitute a committee to address the faculty grievances about ICT usage | | 1st Aug 2017 | 31st Aug 2017 | NA |
| 2.3.7 | Periodical review meetings for ICT usage | | 1st week of June of Every Odd sem& 1st week of Dec of Every Even Sem | 3rd week of June of Every Odd sem & 3rd week of Dec of Every Even Sem | Systems |

**ACTION PLAN 2.4**

**Thrust Area**          : 2.0 Teaching, Learning and Evaluation

**Objective No**          : 2.4

**Objective**          : Train Faculties and students for effective usage of tabs inside the

                      classrooms

**Action Leader**          : HoD/CSE

**Indicators of Success**  :  All faculty must use tabs for sharing notes and multimedia materials and to

                      ensure that quiz must be conducted through tabs inside the class

| S. No | Task | Who (Primary responsibility) | Time Frame (Date) | | Resources Required |
|---|---|---|---|---|---|
| | | | **Start** | **Finish** | |
| 2.4.1 | Ensure tablets are provided to all faculty | Principal | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | NA |
| 2.4.2 | Conduct workshops on Tab usage | HoD-IT | 1$^{st}$ Sep 2017 | 30$^{th}$ Sep 2017 | External experts, systems |
| 2.4.3 | Arrange demonstration on tablet usage to both faculty and students | HoD/CSE and ITeS coordinator | 1$^{st}$ Oct 2017 | 31$^{st}$ Oct 2017 | Tabs and wi-fi connectivity |
| 2.4.4 | Constitute a committee to address the grievances of both faculty and students about tab usage | HoD/CSE | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | NA |
| 2.4.5 | Review the process | | 1$^{st}$ Oct 2017 | 31$^{st}$ Oct 2017 | NA |
| 2.4.6 | Periodical review meetings for tabs usage | | 1$^{st}$ week of June of Every Odd sem & 1$^{st}$ week of Dec of Every Even Sem | 3$^{rd}$ week of June of Every Odd sem & 3$^{rd}$ week of Dec of Every Even Sem | Systems |

## ACTION PLAN 2.5

**Thrust Area**          : 2.0 Teaching, Learning and Evaluation

**Objective No**         : 2.5

**Objective**            : Preparation and adherence to Academic Calendar and Teaching plans
    by the Institution

**Action Leader**        : Controller of Examinations and Principal

**Indicators of Success**: Maximum of 5% deviations shall be expected between proposed and
    actual plan

| S.No | Task | Who (Primary Responsibility) | Time Frame | | Resources required |
|------|------|------------------------------|------------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 2.5.1. | Develop a strategy to finalize number of working days including exam days | CoE and OBE coordinator | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | Regulations of UGC and other reputed autonomous colleges |
| 2.5.2. | Approval for academic schedule from admin team | CoE | 1$^{st}$ week of Apr of every Even sem & 1$^{st}$ week of Nov of every ODD sem | 3$^{rd}$ week of Apr of every Even sem & 3$^{rd}$ week of Nov of every ODD sem | NA |
| 2.5.3 | Approval from the academic council | CoE | 1$^{st}$ week of Mar of Every AY | Last week of Mar of Every AY | NA |
| 2.5.3. | Monitor the implementation of academic schedule as per the approved plan | CoE and OBE coordinator | 1$^{st}$ week of all months of every AY | 2$^{nd}$ week of all months of every AY | NA |
| 2.5.4. | Analyze the difficulties faced while implementing the academic schedule | | 1$^{st}$ week of Oct of every ODD sem & 1$^{st}$ week of Mar of Every Even sem | 3$^{rd}$ week of Oct of every ODD sem & 3$^{rd}$ week of Mar of Every Even sem | NA |
| 2.5.5. | Corrective action taken for the difficulties faced | | Last week of Mar of every AY | First week of Apr of every AY | NA |

**ACTION PLAN 2.6**

**Thrust Area**      : 2.0 Teaching, Learning and Evaluation

**Objective No**      : 2.6

**Objective**      : Improve Faculty profile (Ph.D and Teaching experience)

**Action Leader**      : Principal

**Indicators of Success**: Atleast 5 % annual increase in Ph.D qualified faculty and to recruit

Faculty having high experience.

| S.No | Task | Who (Primary Responsibility) | Time Frame | | Resources required |
|------|------|------------------------------|------------|---|--------------------|
| | | | **Start** | **Finish** | |
| 2.6.1. | Develop institutional level strategy about the eligibility norms for faculty recruitment | Manager – HR & Principal | 1$^{st}$ Jan 2018 | 15$^{th}$ Mar 2018 | UGC, AICTE, Anna University norms for faculty |
| 2.6.2. | Encourage Non-Ph.D holders to obtain doctoral degree | HoDs & Principal | 1$^{st}$ week of June of every AY | 3$^{rd}$ week of June of every AY | NA |
| 2.6.3. | Provide additional allowances to Ph.D holders and Ph.D with considerable experience | Principal | 1$^{st}$ week of May of every AY | 3$^{rd}$ week of May of every AY | NA |
| 2.6.4. | Take steps to publish advertisements in reputed dailies about faculty recruitment | Manager – HR & Principal | 1$^{st}$ week of Apr of every AY | 4$^{th}$ week of May of every AY | NA |
| 2.6.5. | Establish a panel with academic experts to screening the candidates | HoDs & Principal | 1$^{st}$ week of Apr of every AY | 4$^{th}$ week of May of every AY | NA |
| 2.6.6. | To review the faculty profile at the end of every AY | | 1$^{st}$ week of Mar of every AY | 4$^{th}$ week of Apr of every AY | NA |

**ACTION PLAN 2.7**

**Thrust Area**      : 2.0 Teaching, Learning and Evaluation

**Objective No**      : 2.7

**Objective**        : Encourage Faculty to receive awards, recognitions, fellowships from

                     recognized government bodies

**Action Leader**     : IQAC coordinator

**Indicators of Success**: 10% increase in the number of faculty received awards, recognitions

                 and fellowships at the end of every academic year.

| S.No | Task | Who (Primary Responsibility) | Time Frame | | Resources required |
|------|------|------|------|------|------|
| | | | **Start** | **Finish** | |
| 2.7.1. | Formation of Committee with suitable faculty members to identify various govt. sources providing awards, recognitions and fellowships. | HoD-civil | 1$^{st}$ June of every ODD sem | 30$^{th}$ June of every ODD sem | Information to be received from various government agencies about awards, recognitions etc. |
| 2.7.2. | Conduct awareness programme with external expert | | 1$^{st}$ July of every ODD sem | 31$^{st}$ July of every ODD sem | Profile of External experts from various institutions |
| 2.7.3 | Plan a meeting to review the progress in application submission and receiving awards | | 1$^{st}$ Sep of every ODD sem | 30$^{th}$ Sep of Every ODD sem | NA |

**ACTION PLAN 2.8**

**Thrust Area**       : 2.0 Teaching, Learning and Evaluation

**Objective No**      : 2.8

**Objective**         : Initiate steps to identify suitable faculty from other states and countries

**Action Leader**     : Principal

**Indicators of Success**: Gradual increase in faculty appointment from other states and countries

| S.No | Task | Who (Primary responsibility) | Time frame (Date) | | Resources Required |
|------|------|------|------|------|------|
| | | | Start | Finish | |
| 2.8.1. | Plan a strategy to identify faculty from other states and countries | Principal | 1st Jul 2017 | 31st Jul 2017 | Systems and stationeries |
| | | | 1st Jan 2019 | 31st Jan 2019 | |
| 2.8.2. | Identify resource persons to create awareness among the academicians from other states and countries | Manager – HR | 1st Aug 2017 | 15th Aug 2017 | NA |
| | | | 1st Feb 2019 | 15th Feb 2019 | |
| 2.8.3. | Plan to give advertisements and to create awareness among faculty of other states and countries | Manager – HR & Principal | 16th Aug 2017 | 15th Sep 2017 | Rs.5 lakhs |
| | | | 16th Feb 2019 | 15th Mar 2019 | |
| 2.8.4 | Review the process status | Principal | 16th Sep 2017 | 30th Sep 2017 | NA |
| | | | 16th Mar 2019 | 31st Mar 2017 | |
| 2.8.5. | Convene a meeting about the progress in faculty appointment from other states and countries | Principal and Manager – HR | 1st Oct 2017 | 30th Oct 2017 | Systems and stationeries |
| | | | 1st Apr 2019 | 30th Apr 2019 | |

# ACTION PLAN 2.9

**Thrust Area** : 2.0 Teaching, Learning and Evaluation

**Objective No** : 2.9

**Objective** : Preparation of Examination manual including the strategy for

automation of Examination process

**Action Leader** : Controller of Examinations

**Indicators of Success**: 80% automation in examination process at the end of AY 2021-22

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) | | Resources Required |
|-------|------|------------------------------|-------------------|---|--------------------|
| | | | **Start** | **Finish** | |
| 2.9.1. | Establish a core committee for the preparation of examination manual | CoE | 1$^{st}$ June 2019 | 30$^{th}$ June 2019 | NA |
| 2.9.2. | Analyse the automation processes adopted by other reputed institutions | HoD/CSE | 1$^{st}$ July 2019 | 31$^{st}$ July 2019 | Information collected from other institutions regarding automation process |
| 2.9.3. | Make draft manual including the strategy for automation of examination process | CoE | 1$^{st}$ Aug 2019 | 31$^{st}$ Aug 2019 | Systems and Stationeries |
| 2.9.4. | Getting approval from admin team for the process manual | | 1$^{st}$ Sep 2019 | 30$^{th}$ Sep 2019 | NA |
| 2.9.5 | Update the manual with suggested corrections | | 1$^{st}$ Oct 2019 | 31$^{st}$ Oct 2019 | NA |
| 2.9.6 | Implement the process for upcoming EVEN semester | | 1$^{st}$ NoV 2019 | 31$^{st}$ May 2020 | NA |
| 2.9.7 | Review the process based on the experience of previous EVEN semester | | 1$^{st}$ June 2020 | 31$^{st}$ July 2020 | NA |

**ACTION PLAN 2.10**

**Thrust Area**        : 2.0 Teaching, Learning and Evaluation

**Objective No**       : 2.10

**Objective**          : Analyze positive impact of reforms on the examination procedures

**Action Leader**      : Controller of Examinations and HoD/CSE

**Indicators of Success**:  Continuous process (at the end of academic year 2021-22)

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) | | Resources Required |
|---|---|---|---|---|---|
| | | | Start | Finish | |
| 2.10.1 | Constitute an E-governance committee to monitor examination procedures | Principal | 1$^{st}$June 2019 | 20$^{th}$ June 2019 | NA |
| 2.10.2. | Review the existing examination processes adopted to conduct CIAs and the examination management system. | E-governance Committee – Member secretary | 21$^{st}$ June 2019 | 15$^{th}$ Aug 2019 | MCET autonomous examination process |
| 2.10.3. | Draft the observations and list out  suitable suggestions for improvement in exam wing activities. | CoE and HoD/CSE | 16$^{th}$ Aug 2019 | 10$^{th}$ sep 2019 | Stationeries and systems |
| 2.10.4. | Constitute a team to implement the suggestions regarding examination activities. | Principal | 11$^{th}$ Sep 2019 | 30$^{th}$ Sep 2019 | NA |
| 2.10.5. | Monitor the implementation of new suggestions and examination management system | CoE and HoD/CSE | 1$^{st}$ Oct 2019 | 31$^{st}$ Jan 2020 | Systems and examination management system software tools |
| 2.10.6 | Implement the new examination management system | CoE and HoD/CSE | 1$^{st}$ Jan 2020 | End of Even sem 2021-22 | NA |

**ACTION PLAN 2.11**

**Thrust Area**       : 2.0 Teaching, Learning and Evaluation

**Objective No**      : 2.11

**Objective**         : Create awareness on POs, PEOs, COs among the students.

**Action Leader**     : OBE coordinator

**Indicators of Success**:  Every student must understand the importance of POs, PEOs and COs

by evaluating CO attainment at the end of every semester.

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) | | Resources Required |
|-------|------|------------------------------|-------------------|-----|--------------------|
| | | | **Start** | **Finish** | |
| 2.11.1. | Summarize the POs, PEOs and COs of the institution and all departments. | HoDs and Department OBE coordinators | 1$^{st}$ week of May | 3$^{rd}$ week of May | Stationeries |
| 2.11.2. | To display POs and PEOs in prominent places. | PCs | 1$^{st}$ week of June | 3$^{rd}$ week of June | Stationeries and Systems |
| 2.11.3. | Conduct awareness sessions to all faculty members about the process. | OBE coordinator | 1$^{st}$ week of June of every ODD sem | 4$^{th}$ week of June of every ODD sem | NA |
| 2.11.4. | Ensure the process by conducting audit to check course files. | Department OBE coordinators | 1$^{st}$ week of Jan of every EVEN sem and 1$^{st}$ week of July of every ODD sem | 4$^{th}$ week of Jan of every EVEN sem and 4$^{th}$ week of July of every ODD sem | NA |
| 2.11.5. | Assess the process by evaluating CO attainment | | 1$^{st}$ week of Jan of every EVEN sem and 1$^{st}$ week of July of every ODD sem | 4$^{th}$ week of Jan of every EVEN sem and 4$^{th}$ week of July of every ODD sem | Systems and software tools |

**ACTION PLAN 2.12**

**Thrust Area**         : 2.0 Teaching, Learning and Evaluation

**Objective No**         : 2.12

**Objective**         : Develop methods to evaluate attainment of POs, PEOs, COs

**Action Leader**         : OBE coordinator

**Indicators of Success**: A standard level has to be fixed and shall be maintained to evaluate the attainments of POs, PEOs and COs at the end of every ODD semester

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) | | Resources Required |
|---|---|---|---|---|---|
| | | | **Start** | **Finish** | |
| 2.12.1. | Construct a committee to review the existing mechanism of evaluating POs, PEOs and COs | Principal | 1$^{st}$ week of May 2020 | 3$^{rd}$ week of May 2020 | NA |
| 2.12.2. | Prepare a draft rubric for attainment level of POs, PEOs and COs | OBE coordinator | 1$^{st}$ week of June 2020 | 3$^{rd}$ week of June 2020 | Systems and stationeries |
| 2.12.3. | Convene a meeting with HoDs and admin team to get approval for the mechanism for evaluating POs, PEOs and COs | | 1$^{st}$ week of June of every ODD sem | 4$^{th}$ week of June of every ODD sem | NA |
| 2.12.4. | Implement the mechanism to evaluate POs, PEOs and COs | | 1$^{st}$ week of Jan of every EVEN sem and 1$^{st}$ week of July of every ODD sem | 4$^{th}$ week of Jan of every EVEN sem and 4$^{th}$ week of July of every ODD sem | Systems and software tool |
| 2.12.5. | Review the process with suitable corrections | | 1$^{st}$ week of July of every ODD sem | 4$^{th}$ week of July of every ODD sem | NA |

**Thrust Area 3.0 - Research development and Innovations**

| TIME FRAME / OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) ( for 5 years ) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 3.1)Develop well-defined policies for promotion of research& to provide seed money/ incentives to the faculty for promotion of research | ←→ | | | | | | | | | | 25.0 | Dr.K.Sumathi, Asso. Prof./ECE |
| 3.2) Construct a framework to receive grants for research projects sponsored by the government and non-government sources | ←———————————————————————————————————→ | | | | | | | | | | - | Dr.S.Ramakrishnan, HoD/IT |
| 3.3) Encourage faculty to get international fellowships for higher studies/ research | ←→ | | | | ←→ | | ←→ | | ←→ | | 1.0 | Dr.K.Selvakumar, Asso. Prof./Auto |
| 3.4) Encourage faculty to be recognized as research guides and review the status of recognized research centers | | | ←→ | | ←→ | | ←→ | | ←→ | | - | Dr.I.Rajendran, HoD/Mech |
| 3.5) Organize workshops/seminars on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices | ←———————————————————————————————————→ | | | | | | | | | | 5.0 | Mr.P.Sathiyamurthi, AP(SS)/IT |

| TIME FRAME OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) ( for 5 years ) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 3.6) Provide an eco-system for innovations including Incubation centre and review on start-ups incubated on campus | | ↔ | | ↔ | | ↔ | | ↔ | | ↔ | 10.0 | Mr.K.Arul Kumaresan, Coordinator-CIBIE |
| 3.7) Encourage faculty/ research scholars/ students to get awards for innovation from recognized bodies | | | ↔ | | ↔ | | ↔ | | ↔ | | 1.0 | Dr.R.Sudhakar, HoD/ECE |
| 3.8) Design norms for research publications including code of ethics to check malpractices and plagiarism | ↔ | | | | | | | | | | 1.0 | Ms.L.Meenachi, AP(SS)/IT |
| 3.9) Conduct awareness programmes for publishing research papers in reputed Journals, national/ international conference proceedings & publishing books | ←——————————————————→ | | | | | | | | | | 10.0 | Dr.K.Sumathi, Asso. Prof/ECE |

**ACTION PLAN 3.1**

**Thrust Area**     : 3.0 Research development and Innovations

**Objective No**     : 3.1

**Objective**      : Develop well-defined policies for promotion of research& to provide

                 seed money/ incentives to the faculty for promotion of research

**Action Leader**     : Dr.K.Sumathi, Asso. Prof./ECE

**Indicators of Success**: Continuous process (At least 10 projects shall be submitted for grants

                 every academic year)

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) | | Resources Required |
|-------|------|------------------------------|-------|--------|--------------------|
| | | | Start | Finish | |
| 3.1.1 | Constitute a committee to analyze the existing research policies of various reputed institutions | Head – R&D cell | 1$^{st}$ Aug 2017 | 20$^{th}$ Aug 2017 | NA |
| 3.1.2 | Collect data from other reputed institutions and analyse the best practices followed to promote research culture in the campus | Member secretary – Review committee | 21$^{st}$ Aug 2017 | 10$^{th}$ Sep 2017 | policies for promotion of research& to provide seed money/ incentives to the faculty, to be collected from various reputed institutions |
| 3.1.3 | Review the status of drafting the research policy of MCET | Head – R&D cell | 11$^{th}$ Sep 2017 | 20$^{th}$ Sep 2017 | NA |
| 3.1.4 | Develop draft policy to promote research activity in MCET | Member secretary – review committee | 21$^{st}$ Sep 2017 | 31$^{st}$ Oct 2017 | Systems and stationeries |
| 3.1.5 | Approval from the admin team for draft policy | Head – R&D cell | 1$^{st}$ Nov 2017 | 15$^{th}$ Nov 2017 | NA |
| 3.1.6 | Disseminate the approved research policies of MCET to the faculty | Head – R&D cell & HoDs | 16$^{th}$ Nov 2017 | 31$^{st}$ Dec 2017 | Systems and Stationeries |

**ACTION PLAN 3.2**

**Thrust Area**       : 3.0 Research development and Innovations

**Objective No**      : 3.2

**Objective**         : Construct a framework to receive grants for research projects

                  sponsored by the government and non-government sources

**Action Leader**     : Dr.S.Ramakrishnan, HoD/IT

**Indicators of Success**: At least 2 funded projects shall be received every academic year.

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) | | Resources Required |
|---|---|---|---|---|---|
| | | | Start | Finish | |
| 3.2.1 | Construct a committee to identify the government and non-government sources providing grant for research | HoD-IT | 1$^{st}$ week of Jan of every EVEN sem | 3$^{rd}$ week of Jan of every EVERY sem | Information about various research funding agencies |
| 3.2.2 | Prepare a schedule for conducting awareness programmes to receive research grant from various sources | Member secretary – committee | 1$^{st}$ week of Feb of every EVEN sem | 2$^{nd}$ week of Feb of every EVEN sem | Stationeries and systems |
| 3.2.3 | Conduct awareness programmes among the faculty to receive research grant | | 3$^{rd}$ week of Feb of every EVEN sem | 4$^{th}$ week of Mar of every EVEN sem | NA |
| 3.2.4 | Constitute a review committee to analyse the proposals to be submitted for grants | HoD/IT | 1$^{st}$ week of Apr of every EVEN sem | 2$^{nd}$ week of Apr of every EVEN sem | NA |
| 3.2.5 | Provide feedback and finalize the list of projects to be applied for grants | Member secretary – Review committee | 3$^{rd}$ week of Apr of every EVEN sem | 4$^{th}$ week of Apr of every EVEN sem | NA |
| 3.2.6 | Review the status of receiving research grants | HoD/IT | 1$^{st}$ week of May of every EVEN sem | 4$^{th}$ week of May of every EVEN sem | Systems |
| 3.2.7 | Review the process and to provide necessary suggestions to the team | | 1$^{st}$ week of Jun of every ODD sem | 4$^{th}$ week of July of every ODD sem | NA |

**ACTION PLAN 3.3**

**Thrust Area**        : 3.0 Research development and Innovations

**Objective No**       : 3.3

**Objective**          : Encourage faculty to get international fellowships for higher studies/ research

**Action Leader**      : Dr.K.Selvakumar, Asso. Prof./Auto

**Indicators of Success**:  At least 2 faculty may receive the fellowships for higher studies/

research every academic year.

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) Start | Finish | Resources Required |
|---|---|---|---|---|---|
| 3.3.1 | Refine eligibility norms of MCET for applying international fellowships | Dr.K.Selvakumar, Asso. Prof - Auto | 1$^{st}$ Jan 2018 | 31$^{st}$Jan 2018 | Existing eligibility norms of MCET |
| 3.3.2 | Identify faculty members of MCET to get fellowship from international bodies | Mr.C.Radhakrishnan, AP-Auto | 1$^{st}$ Feb 2018 | 28$^{th}$ Feb 2018 | NA |
| 3.3.3 | Conduct awareness programmes to encourage faculty to get international fellowships | Dr.K.Selvakumar Asso. Prof - Auto & Mr.C.Radhakrishnan, AP-Auto | 1$^{st}$ Mar 2018 | 31$^{st}$ Mar 2018 | Stationeries and systems |
| 3.3.4 | Review the status and to take necessary steps to improve the faculty count to receive international fellowships | | 1$^{st}$ week of Jun of every ODD sem | 3$^{rd}$ week of June of every ODD sem | Stationeries and systems |

**ACTION PLAN 3.4**

**Thrust Area** : 3.0 Research development and Innovations

**Objective No** : 3.4

**Objective** : Encourage faculty to be recognized as research guides and review the status of recognized research centers.

**Action Leader** : Dr.I.Rajendran, HoD/Mech

**Indicators of Success**: Continuous Process (All eligible faculty shall be recognized as research guides)

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) | | Resources Required |
|---|---|---|---|---|---|
| | | | Start | Finish | |
| 3.4.1 | Establish a committee to review the research centre activities. | Principal | $1^{st}$ week of Jan of every Even sem | $4^{th}$ week of Jan of every Even sem | NA |
| 3.4.2 | Identify the faculty to be recognized as the research guides | Member secretary – Committee | $1^{st}$ week of Feb of every Even sem | $4^{th}$ week of Feb of every Even sem | NA |
| 3.4.3 | Arrange a meeting with faculty to encourage faculty to be recognized as research guide | HoD/Mech | $1^{st}$ week of Mar of every Even sem | $2^{nd}$ week of Mar of every Even sem | NA |
| 3.4.3 | Conduct awareness programmes for research centre activities and research guides. | Member secretary – Committee | $3^{rd}$week of Mar of every Even sem | $4^{th}$ week of Mar of every Even sem | NA |
| 3.4.4 | Review the progress in Ph.D work for registered candidates | HoD/Mech | $1^{st}$ week of Apr of every Even sem | $4^{th}$ week of May of every Even sem | NA |
| 3.4.5 | Review the progress in the process of registering candidates as research guides | | $1^{st}$ week of June of every ODD sem | $4^{th}$ week of July of every ODD sem | NA |

**ACTION PLAN 3.5**

**Thrust Area**      : 3.0 Research development and Innovations

**Objective No**     : 3.5

**Objective**        : Organize workshops/seminars on Intellectual Property Rights (IPR)

and Industry-Academia Innovative practices

**Action Leader**    : Mr.P.Sathiyamurthi, AP(SS)/IT

**Indicators of Success**: Minimum 1 patent recognition at the end of every academic year.

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) | | Resources Required |
|-------|------|------------------------------|-------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 3.5.1 | Identify suitable external resource persons for conducting workshops/ seminars on IPR | Mr.P.Sathiyamurthi, AP(SS)/IT | 1$^{st}$ week of Feb of every Even sem | 4$^{th}$ week of Mar of every Even sem | Profile of resource persons having experience in IPR activities |
| 3.5.2 | Identify the faculty members having vast research experience in MCET | | 1$^{st}$ week of Feb of every Even sem | 4$^{th}$ week of Mar of every Even sem | Faculty members list with experience details |
| 3.5.3 | Prepare a schedule to conduct workshops on IPR and industry-Academia innovative practices | | 1$^{st}$ week of May of every Even sem | 4$^{th}$ week of May of every Even sem | Stationeries and systems |
| 3.5.4 | Conduct awareness programmes on IPR and industry-Academia innovative practices | | 1$^{st}$ week of June of every ODD sem | 4$^{th}$ week of July of every ODD sem | Logistics arrangements with the help of civil maintenance, electrical maintenance, transport etc. |
| 3.5.5 | Review the status. (No of applications filed for patent; No of patents got approval etc.) | HoD-IT | 1$^{st}$ week of Sep of every ODD sem | 4$^{th}$ week of Nov of every ODD sem | NA |

**ACTION PLAN 3.6**

**Thrust Area**        : 3.0 Research development and Innovations

**Objective No**      : 3.6

**Objective**          : Provide an eco-system for innovations including Incubation centre

        and review on start-ups incubated on campus

**Action Leader**     : Mr.K.Arul Kumaresan, Coordinator-CIBIE

**Indicators of Success**: Continuous increase in start-ups at the end of every Academic Year

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) | | Resources Required |
|-------|------|------------------------------|-------------------|---|--------------------|
| | | | **Start** | **Finish** | |
| 3.6.1 | Review the existing norms and facilities of MCET for incubation center and start-ups | Head-IQAC | 1$^{st}$ Jan 2018 | 31$^{st}$May 2018 | Existing norms and facilities of Incubation center |
| 3.6.2 | Conduct awareness programmes to students for start-ups | CIBIE-Coordinator | 1$^{st}$ week of June of every ODD sem | 4$^{th}$ week of July of every ODD sem | Systems and stationeries |
| 3.6.3 | Initiate steps to receive proposals from students for start-ups | | 1$^{st}$ week of Aug of every ODD sem | 4$^{th}$ week of Aug of every ODD sem | NA |
| 3.6.4 | Scrutinize and submit eligible proposals to admin team for approval | | 1$^{st}$ week of Seb of every ODD sem | 4$^{th}$ week of Sep of every ODD sem | NA |
| 3.6.5 | Periodical review of the status of startups in the campus | HoD-IT | 1$^{st}$ week of Oct of every ODD sem | 4$^{th}$ week of Nov of every ODD sem | NA |

**ACTION PLAN 3.7**

**Thrust Area**        : 3.0 Research development and Innovations

**Objective No**       : 3.7

**Objective**          : Encourage faculty/ research scholars/ students to get awards for

                         innovation from recognized bodies

**Action Leader**      : Dr.R.Sudhakar, HoD/ECE

**Indicators of Success**: Continuous improvement in receiving awards from recognized bodies

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) | | Resources Required |
|---|---|---|---|---|---|
| | | | **Start** | **Finish** | |
| 3.7.1 | Prepare a list of recognized bodies providing awards along with their norms | Dr.K.Sumathi, Asso. Prof./ ECE | 1$^{st}$ Feb 2018 | 31$^{st}$ Mar 2018 | Details of recognized government and non-government body providing awards |
| 3.7.2 | Conduct awareness programmes among faculty, students, research scholars about the norms and eligibility for receiving awards | HoD/ECE | 1$^{st}$ week of June of every ODD sem | 4$^{th}$ week of June of every ODD sem | Systems and Stationeries |
| 3.7.3 | Find out the eligible faculty and students to receive awards for academic and research excellence. | | 1$^{st}$ week of July of every ODD sem | 4$^{th}$ week of Aug of every ODD sem | Systems and stationeries |
| 3.7.4 | Review the status and give necessary suggestions to improve the process. | | 1$^{st}$ week of Sep of every ODD sem | 4$^{th}$ week of Sep of every ODD sem | NA |

# ACTION PLAN 3.8

**Thrust Area**      : 3.0 Research development and Innovations

**Objective No**    : 3.8

**Objective**       : Design norms for research publications including code of ethics to

    check malpractices and plagiarism

**Action Leader**   : Ms.L.Meenachi, AP(SS)/IT

**Indicators of Success**: A Well-defined norms shall be established at the end of academic year

    2017 - 18

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) Start | Finish | Resources Required |
|-------|------|------------------------------|-------------------------|--------|--------------------|
| 3.8.1 | Collect data from various reputed institutions about the norms for research publications | | $1^{st}$ Jan 2018 | $15^{th}$ Feb 2018 | Data collected for various reputed institutions |
| 3.8.2 | Finalise the draft norms of MCET for research publications | | $16^{th}$ Feb 2018 | $15^{th}$ Mar 2018 | Systems and stationeries |
| 3.8.3 | Approval from the admin team through Head R&D cell | | $16^{th}$ Mar 2018 | $31^{st}$ Mar 2018 | NA |
| 3.8.4 | Disseminate the norms for research publication to the academic departments for the feedback | Ms.L.Meenachi AP(SS)/IT | $1^{st}$ Apr 2018 | $15^{th}$ Apr 2018 | NA |
| 3.8.5 | Update corrections (if any) and prepare the final document for approval | | $16^{th}$ Apr 2018 | $30^{th}$ Apr 2018 | Systems and stationeries |
| 3.8.6 | Circulate the approved norms of research publication to the academic departments | | $1^{st}$ May 2018 | $31^{st}$ May 2018 | Stationeries and systems |

**ACTION PLAN 3.9**

**Thrust Area** : 3.0 Research development and Innovations

**Objective No** : 3.9

**Objective** : Conduct awareness programmes for publishing research papers in reputed Journals, national/ international conference proceedings & publishing books

**Action Leader** : Dr.K.Sumathi, Asso. Prof/ECE

**Indicators of Success**: Continuous process – Research publications shall be gradually increased at the end of every academic year.

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) | | Resources Required |
|-------|------|------------------------------|-------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 3.9.1 | Identify resource persons to conduct orientation programmes to faculty regarding research publications | Dr.K.Sumathi, Asso. Prof./ECE | 1st week of June of every ODD sem | 4th week of June of every ODD sem | Resource persons profiles to be collected from various reputed institutions. |
| 3.9.2 | Prepare a schedule to conduct orientation programmes | | 1st week of July of every ODD sem | 4th week of July of every ODD sem | System and Stationeries |
| 3.9.3 | Conduct orientation programmes for faculty for research publications | | 1st week of Aug of every ODD sem | 4th week of Sep of every ODD sem | NA |
| 3.9.4 | Review the status and give necessary instructions for further improvement | HoD-IT | 1st week of Oct of every ODD sem | 4th week of Oct of every ODD sem | NA |
| | | | 1st week of Mar of every EVEN sem | 4th week of Mar of every EVEN sem | |

**Thrust Area :       4.0 – Industry Institute Attachment and Collaboration**

| TIME FRAME / OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) ( for 5 years ) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 4.1)Design institutional policy on consultancy to attract consultancy works | ←→ | | | | | | | | | | - | Dr. Rama Thirumurugan, Professor /Mech |
| 4.2) Create awareness about corporate training by the institution | ←———————————————————————————→ | | | | | | | | | | 2.5 | Dr.S.Ayyappan, Asso. Prof./ Mech. |
| 4.3) Design a policy for collaborative activities with industries for research, faculty/student | ←→ | | | | | | | | | | - | Dr.D.Shanmugam, Asso. Prof./Automobile |
| 4.4) Create linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. | ←→ | | ←→ | | ←→ | | ←→ | | ←→ | | 20.0 | Mr.C.A.Sreeram – Head/CPG |
| 4.5) Arrange industrial visits for the students | ←———————————————————————————→ | | | | | | | | | | 20.0 | HoDs |
| 4.6) Arrange Industrial Training, internship for third and final year students. | ←———————————————————————————→ | | | | | | | | | | 10.0 | Placement Officer |
| 4.7) Review MoUs with other institutions, universities, industries, corporate houses etc. | ←→ | | ←→ | | ←→ | | ←→ | | ←→ | | 5.0 | Mr.C.A.Sreeram – Head/CPG |

<center>**ACTION PLAN - 4.1**</center>

**Thrust area**           : 4. 0 – Industry Institute Attachment and Collaboration

**Objective No. & Objective**   : 4.1 – Design institutional policy on consultancy to attract

                            consultancy works

**Action Leader**          : Dr. Rama Thirumurugan, Professor /Mech

**Indicators of Success**      : Continuous Improvement in consultancy projects received by

                         the institution.(Revenue Generation)

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) | | Resources Required |
|---|---|---|---|---|---|
| | | | **Start** | **Finish** | |
| 4.1.1 | Review existing norms of MCET on consultancy works | Dr. Rama Thirumurugan, Prof./Mech | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | Existing norms of MCET on Consultancy and related details collected from other reputed institutions |
| 4.1.2 | Design new norms of MCET on consultancy works | | 1$^{st}$ Sep 2017 | 30$^{th}$ Sep 2017 | Systems and Stationeries |
| 4.1.3 | Approval from the admin team | | 1$^{st}$ Nov 2017 | 31$^{st}$ Nov 2017 | NA |
| 4.1.4 | Disseminate new norms of Consultancy to the academic depts. | Dr.V.K.Sudha, Prof./ECE | 1$^{st}$ Dec 2017 | 31$^{st}$ Dec 2017 | Stationeries |
| 4.1.5 | Review the consultancy works received by the institution and give necessary suggestions for improvement | | Throughout the academic year as and when required | | NA |

# ACTION PLAN - 4.2

**Thrust area**           : 4. 0 – Industry Institute Attachment and Collaboration

**Objective No.& Objective**   : 4.2 – Create awareness about corporate training by the institution

**Action Leader**         : Dr.S.Ayyappan, Asso. Prof./ Mech.

**Indicators of Success**     : Minimum 2% annual increase in corporate training.

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) Start | Finish | Resources Required |
|---|---|---|---|---|---|
| 4.2.1 | Identify the industries and corporates that require training | Mr.B.Kishore, AP(SS)/ ECE | 1st week of Jan of every Even sem | 4th week of Jan of every Even sem | Data about the industries and corporates |
| 4.2.2 | Prepare a schedule to conduct awareness programmes to corporates/ industries about training | | 1st week of Feb of every Even sem | 4th week of Feb of every Even sem | Systems and stationeries |
| 4.2.3 | Conduct awareness programmes about training to resources of corporates/ industries | Dr.S.Ayyappan, Asso. Prof./ Mech. | 1st week of Mar of every Even sem | 4th week of May of every Even sem | Travel desk and transport maintenance assistance |
| 4.2.4 | Prepare a training schedule and to get approval from the admin team | | 1st week of June of every ODD sem | 4th week of June of every ODD sem | Systems and stationeries |
| 4.2.5 | Conduct training to the resources of corporates/ industries as per the schedule | | 1st week of July of every ODD sem | 4th week of Oct of every ODD sem | The coordination required from the in charges of All Centre of Excellences |
| 4.2.6 | Periodical review on the process and provide necessary suggestions for improvement | Dr.V.K.Sudha | Throughout the academic year as and when required | | NA |

**ACTION PLAN - 4.3**

**Thrust area**          : 4. 0 – Industry Institute Attachment and Collaboration

**Objective No.& Objective**  : 4.3 –Design a policy for collaborative activities with industries for

     research, faculty/student Exchange

**Action Leader**         : Dr.D.Shanmugam, Asso. Prof./Automobile

**Indicators of Success**     : Continuous improvement in collaborative activities with

     industries for research, faculty/student exchange.

| S. No | Task | Who (Primary Responsibility) | Time Frame (Date) | | Resources Required |
|---|---|---|---|---|---|
| | | | **Start** | **Finish** | |
| 4.3.1 | Construct a plan to attract industries for collaborative activities for research, faculty/ student exchange | Dr.D.Shanmugam, Asso. Prof./Auto. | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | Details of industries tied up with MCET for collaborative activities. |
| 4.3.2 | Arrange a review meeting with all IAP coordinators to design new policy for collaborative activities | | 1$^{st}$ Sep 2017 | 30$^{th}$ Sep 2017 | Systems and Stationeries |
| 4.3.3 | Prepare a draft policy and disseminate to academic departments for their feed back | | 1$^{st}$ Oct 2017 | 31$^{st}$ Oct 2017 | Systems and Stationeries |
| 4.3.4 | Design corrections incorporated final draft policy and get admin approval | | 1$^{st}$ Nov 2017 | 30$^{th}$ Nov 2017 | Systems and Stationeries |
| 4.3.5 | Disseminate the policy for collaborative activities to the academic departments | | 1$^{st}$ Dec 2017 | 31$^{st}$ Dec 2017 | Systems |

**ACTION PLAN - 4.4**

**Thrust area**             : 4. 0 – Industry Institute Attachment and Collaboration

**Objective No.& Objective** : 4.4 – Create linkages with institutions/industries for

                                   internship, on-the-job training, project work, sharing of

                                   research facilities etc.

**Action Leader**            : Mr.C.A.Sreeram – Head/CPG

**Indicators of Success**    : i) At least 80% of final year and pre-final year students will be

                                   deputed for internship, on-job-training, project work to

                                   other institutions/industries during every academic year

                             ii) Minimum two linkages with other institutions/industries to

                                 share research facilities during every academic year

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|-----------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 4.4.1 | Construct a committee to identify industries/ institutions for internship, on-job-training, project work and sharing research facilities | Principal | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | Systems and Stationeries |
| 4.4.2 | Identify leading industries/ institutions for students/ faculty deputation | Member Secretary – Committee | 1$^{st}$ Sep 2017 | 30$^{th}$ Sep 2017 | Systems and Stationeries |
| 4.4.3 | Visit identified institutes/ industries to present the strength of the institute | HoD-Mech HoD-ECE HoD-IT | 1$^{st}$ Oct 2017 | 15$^{th}$ Nov 2017 | Conveyance as per the norms |
| 4.4.4 | Identify areas of common interest between other institutes/ industries and MCET | Head-CPG HoD-Mech | 16$^{th}$ Nov 2017 | 30$^{th}$ Nov 2017 | Support of management |
| 4.4.5 | Sign MoUs with identified industries/ institutes | Principal & Head-CPG | 1$^{st}$ Dec 2017 | 31$^{st}$ Dec 2017 | NA |
| 4.4.6 | Periodical review on the process and provide necessary suggestions for improvement | | 1$^{st}$ week of Mar of Every EVEN sem | 4$^{th}$ week of May of every EVEN sem | Systems and Stationeries |

**ACTION PLAN - 4.5**

**Thrust area**              : 4. 0 – Industry Institute Attachment and Collaboration

**Objective No.& Objective** : 4.5 – Arrange industrial visits for the students

**Action Leader**          : HoDs

**Indicators of Success**    : Every student must visit at least one industry at the end of every

                                  academic year.

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 4.5.1 | Prepare a list of industries and confirm the visit | Placement Officer | 1$^{st}$ week of Dec of every Even sem | Last week of Apr of every Even sem | Conveyance as per the norms (if required) |
| 4.5.2 | Prepare the calendar of visits in consultation with all HoDs | Placement Officer | 1$^{st}$ week of May of every Even sem | Last week of May of every even sem | Systems, stationeries and conveyance as per the norms (if required) |
| 4.5.3 | Provide pre visit briefing | Faculty Advisor concerned and accompanying staff | One week before the visit | | |
| 4.5.4 | Organizing the visit | Faculty Advisor concerned and accompanying staff | As per the calendar of visits | | |
| 4.5.5 | Collect feedback from students and industries after the visit | Accompanying staff | As per the calendar of visits | | |

## ACTION PLAN - 4.6

**Thrust area**          : 4. 0 – Industry Institute Attachment and Collaboration

**Objective No.& Objective** : 4.6 – Arrange Industrial Training, internship for third and final
year students.

**Action Leader**         : Placement Officer

**Indicators of Success**     : All final and pre-final year student must undergo industrial
training/internship for a minimum period of two weeks.

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|--|--------------------|
| | | | **Start** | **Finish** | |
| 4.6.1 | Survey the industries and prepare a list of industries for internship/ industrial training | Placement Officer | 1st week of June of every ODD sem | Last week of Aug of every ODD sem | Conveyance as per the norms (if required) |
| 4.6.2 | Establish contacts and prepare a schedule for industrial visits | Placement Officer | 1st week of Sep of every ODD sem | Last week of Oct of every ODD sem | Systems, stationeries and conveyance as per the norms (if required) |
| 4.6.3 | Finalise the department wise students list who will be undergoing industrial training/ internship | IAP coordinators | 1st week of Nov of every ODD sem | Last week of Nov of every ODD sem | Systems and stationeries |
| 4.6.4 | Arrange the industrial training/ internships | Placement Officer | 1st week of Dec of every EVEN sem | Last week of May of every EVEN sem | NA |
| 4.6.5 | Collect feedback from both industries and students about the training/ internships | Faculty Advisor concerned and accompanying staff | After the visit | | |

**ACTION PLAN - 4.7**

**Thrust area** : 4. 0 – Industry Institute Attachment and Collaboration

**Objective No.& Objective** : 4.7 – Review MoUs with other institutions, universities,

industries, corporate houses etc.

**Action Leader** : Mr.C.A.Sreeram – Head/CPG

**Indicators of Success** : Continuous process

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|------------------------------|------------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 4.7.1 | Establish a committee to review MoUs periodically | Principal | 1$^{st}$ Jan 2018 | 31$^{st}$ Jan 2018 | NA |
| 4.7.2 | Prepare a schedule for the meeting to give necessary suggestions to the admin team | Member secretary – Committee | 1$^{st}$ week of June of every ODD sem | Last week of June of every ODD sem | Systems and Stationeries |
| 4.7.3 | Establish contact with institutions, universities, industries, corporate houses etc. for which the MoU was signed | Head – CPG | 1$^{st}$ week of July of every ODD sem | Last week of Oct of every ODD sem | Admin support and conveyance as per the norms (if required) |
| 4.7.4 | Take necessary actions for the renewal of MoUs | Head – CPG | Throughout the academic year as and when required | | |

**Thrust Area 5.0 – Infrastructure and Learning Resources**

| TIME FRAME / OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) ( for 5 years ) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 5.1)Review Infrastructure facilities for teaching – learning viz., classrooms, laboratories, computing equipment, etc. periodically | ←————————————————————→ | | | | | | | | | | 500.0 | Dr. S. Devaraj, AP(SS)/MCA |
| 5.2) Design a strategy to meet out adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities | ←————————————————————→ | | | | | | | | | | 100.0 | Dr. R. Sabarigiri, Physical Education Director |
| 5.3) Improve the library with Integrated Library Management System (ILMS) | ←——→ | | | | | | | | | | 20.0 | Dr. D. Balamurugan, Librarian |
| 5.4) Enrich the library with the collection of rare books manuscripts, special reports or any other knowledge resource | ←————————————————————→ | | | | | | | | | | 50.0 | Dr. D. Balamurugan, Librarian |
| 5.5) Initiate the steps to subscribe and use more e-resources | ←————————————————————→ | | | | | | | | | | 20.0 | Dr. D. Balamurugan, Librarian |

**Thrust Area 5.0 – Infrastructure and Learning Resources**

| TIME FRAME / OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) ( for 5 years ) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 5.6)Create awareness to students for effective usage of library | ←———————————————————————→ | | | | | | | | | | 1.0 | Dr. M. Kaliamoorthy, Asso. Prof. (EEE) |
| 5.7) Design a workflow to update the IT facilities including Wi-Fi | ←———————————————————————→ | | | | | | | | | | 100.0 | Mr.C.A.Sreeram, Head-CPG |
| 5.8) Arrange facilities for e-content development such as Media centre, recording facility, lecture capturing system (LCS) | ←———————————————————————→ | | | | | | | | | | 50.0 | Dr.K.Balamurugan, Asso. Prof./EEE |
| 5. 9) Establish systems and procedures for maintaining and utilizing the facilities | ←——→ | | | | | | | | | | - | Dr.S.Devaraju, AP(SS)/MCA |
| 5. 10) Develop a systematic procedure to monitor the annual expenditure for Infrastructure, Library and Maintenance | ←——→ | | | | | | | | | | 1.0 | Dr. M. Kaliamoorthy, Asso. Prof. (EEE) |

# ACTION PLAN –5.1

**Thrust area** : 5.0 – Infrastructure and Learning Resources

**Objective No.& Objective** : 5.1 – Review Infrastructure facilities for teaching – learning
viz., classrooms, laboratories, computing equipment, etc.
periodically

**Action Leader** : Dr. S. Devaraj, AP(SS)/MCA

**Indicators of Success** : i) All classrooms must be created as smart class rooms at the
end of the AY 2021-22

ii) All laboratories should be updated with latest technology at the
end of every academic year.

iii) Adequate computing equipments with recent updates must
be available at the end of every academic year.

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 5.1.1 | Establish a committee with experienced faculty to review Infrastructure facilities for teaching – learning viz.,classrooms, laboratories, computing equipment, etc. periodically | Principal | 1st Aug 2017 | 31st Aug 2017 | NA |
| 5.1.2 | Conduct on site survey for the requirement of facilities for class rooms, laboratories, tutorial rooms, computing equipment as per the statutory body norms | Member secretary – committee | 1st Sep 2017 | 30th Sep 2017 | Systems and Stationaries |
| 5.1.3 | Prepare a proposal for forthcoming 5 years for the construction of buildings as per the requirement and submit it to the admin team for final process | Dr.S.Devaraj & Member Secretary – Committee | 1st Oct 2017 | 31st Oct 2017 | Systems and Stationeries |
| 5.1.4 | Decide the meeting frequency of the committee to review the process progress | Principal and Member secretary – committee | 1st Nov 2017 | 30th Nov 2017 | NA |
| 5.1.5 | Take necessary actions as per the proposal and construct new buildings as well as to purchase computing equipment | Principal and Dr.S.Devaraj | Throughout the academic year as and when required | | Rs. 500 lakhs |

**ACTION PLAN –5.2**

**Thrust area**          : 5.0 – Infrastructure and Learning Resources

**Objective No.& Objective** : 5.2 – Design a strategy to meet out adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities

**Action Leader**          : Dr. R. Sabarigiri, Physical Education Director.

**Indicators of Success**   : The campus must be equipped with all sports, games and cultural facilities at the end of the AY 2021-22

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|---|--------------------|
| | | | **Start** | **Finish** | |
| 5.2.1 | Construct a committee to review the existing infrastructure facilities for sports, games and cultural activities | Principal | 1st Aug 2017 | 31st Aug 2017 | NA |
| 5.2.2 | To review the existing facilities for sports, games and cultural activities | Member secretary – Committee | 1st Sep 2017 | 30th Sep 2017 | Systems and stationeries |
| 5.2.3 | Design a plan and to submit it to the admin team for the academic year wise development process in infrastructure facilities for sports and cultural activities | Dr.R.Sabarigiri, PED & Dr.R.Ramesh – AP-Maths | 1st Oct 2017 | 31st Oct 2017 | Systems and stationeries |
| 5.2.4 | Take necessary actions as per the proposal and to develop the infrastructure facilities for sports, games and cultural activities | | Throughout the academic year as and when required | | Rs. 100 lakhs |

<p align="center">**ACTION PLAN –5.3**</p>

**Thrust area**          : 5.0 – Infrastructure and Learning Resources

**Objective No.& Objective** : 5.3 – Improve the library with Integrated Library Management
System (ILMS)

**Action Leader**       : Dr. D. Balamurugan, Librarian.

**Indicators of Success**   : 100% automation in library at the end of the AY 2021-22

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|------------------|--------|--------------------|
| 5.3.1 | Review the existing automation facilities in library and find out the requirement to attain 100% automation | Librarian | 1st Aug 2017 | 31st Aug 2017 | NA |
| 5.3.2 | Identify best Integrated Library Management System (ILMS) which has been followed by other reputed institutes/ Organisations | Library staff members | 1st Sep 2017 | 30th Sep 2017 | Details about the integrated library management system used by other institutions |
| 5.3.3 | Visit to institutes which are successfully using the ILMS | Librarian | 1st Oct 2017 | 30th Nov 2017 | Conveyance as per the norms |
| 5.3.4 | Design a proposal and submit it to admin team for implementing the ILMS for 100% automation | | 1st Dec 2017 | 10th Dec 2017 | Systems and stationeries |
| 5.3.5 | Implement the ILMS in MCET | | 11th Dec 2017 | 31st Dec 2017 | Rs. 20.0 lakhs |
| 5.3.6 | Continuous monitoring in the functions of ILMS and give necessary suggestions for improvement | HoD-Civil | Throughout the academic year as and when required | | NA |

# ACTION PLAN –5.4

**Thrust area**         : 5.0 – Infrastructure and Learning Resources

**Objective No.& Objective** : 5.4 – Enrich the library with the collection of rare books

                 manuscripts, special reports or any other knowledge resource**.**

**Action Leader**          : Dr. D. Balamurugan, Librarian.

**Indicators of Success**    : At least 10% increase in the purchase of rare books

                 manuscripts, special reports or any other knowledge resource**.**

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|------------------|--------|--------------------|
| 5.4.1 | Develop a strategy/ norms to purchase rare books, manuscripts, special reports or any other knowledge resource | Principal & Head R&D cell | 1$^{st}$ week of Aug 2017 | 4$^{th}$ week of Dec 2017 | NA |
| 5.4.2 | Request academic departments to suggest rare books, manuscripts, special reports for purchase | Librarian | 1$^{st}$ week of June of Every ODD sem | 4$^{th}$ week of June of Evey ODD sem | Systems and stationeries |
| 5.4.3 | Prepare a list to purchase rare books, manuscripts, special reports and other knowledge resource | Library staff members | 1$^{st}$ week of July of every ODD sem | 4$^{th}$ week of July of every ODD sem | Systems and stationeries |
| 5.4.4 | Approval from the admin team for rare books purchase | Librarian | 1$^{st}$ week of Aug of every ODD sem | 4$^{th}$ week of Aug of every ODD sem | NA |
| 5.4.5 | Initiate steps to purchase rare collections | Librarian | 1$^{st}$ week of Sep of every ODD sem | 4$^{th}$ week of Oct of every ODD sem | Rs. 20 lakhs for five Academic years |

## ACTION PLAN –5.5

**Thrust area**               : 5.0 – Infrastructure and Learning Resources

**Objective No.& Objective** : 5.5 – Initiate the steps to subscribe and use more e-resources

**Action Leader**           : Dr. D. Balamurugan, Librarian.

**Indicators of Success**    : At least 10% increase in subscription of e-resources for every

                                  academic year.

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|------|------|------|------|
| 5.5.1 | Develop a strategy/ norms to subscribe to e-resources | Principal & Head R&D cell | 1st week of Aug 2017 | 4th week of Dec 2017 | NA |
| 5.5.2 | Request academic departments to subscribe e-resources | Librarian | 1st week of June of Every ODD sem | 4th week of June of Evey ODD sem | Systems and stationeries |
| 5.5.3 | Prepare a list to subscribe e-resources | Library staff members | 1st week of July of every ODD sem | 4th week of July of every ODD sem | Systems and stationeries |
| 5.5.4 | Approval from the admin team to subscribe e-resources | Librarian | 1st week of Aug of every ODD sem | 4th week of Aug of every ODD sem | NA |
| 5.5.5 | Initiate steps to subscribe e-resources | | 1st week of Sep of every ODD sem | 4th week of Oct of every ODD sem | Rs. 50 lakhs for five Academic years |

# ACTION PLAN –5.6

**Thrust area**                    : 5.0 – Infrastructure and Learning Resources

**Objective No.& Objective** : 5.6 – Create awareness to students for effective usage of library

**Action Leader**                  : Dr. M. Kaliamoorthy, Asso. Prof. (EEE)

**Indicators of Success**      : Minimum 10% increase of students in usage of library and

   ensure 80% of total students must have  accessed the library

   at the end of the AY 2021-22

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|------------------|-------|--------|-----------|
| | | | **Start** | **Finish** | |
| 5.6.1 | Design a strategy to encourage students usage of library | Dr.M.Kaliamoorthy and Librarian | 1st week of Aug 2017 | 4th week of Dec 2017 | NA |
| 5.6.2 | Prepare a schedule to conduct awareness programmes for the usage of library | Dr.M.Kaliamoorthy | 1st week of June of every ODD sem | 4th week of June of every ODD sem | Systems and stationeries |
| 5.6.3 | Approval from the admin team to conduct awareness programmes | Librarian | 1st week of July of every ODD sem | 3rd week of July of every ODD sem | NA |
| 5.6.4 | Conduct awareness programmes as per the schedule | Dr.M.Kaliamoorthy | 1st week of Aug of every ODD sem | 4th week of Aug of every ODD sem | Rs.1.0 for five academic years |
| 5.6.5 | Review the process and give necessary suggestions for the improvement | HoD-Civil | Throughout the academic  year | | NA |

## ACTION PLAN –5.7

**Thrust area**                : 5.0 – Infrastructure and Learning Resources

**Objective No.& Objective**  : 5.7 – Design a workflow to update the IT facilities including Wi-Fi

**Action Leader**           : Mr.C.A.Sreeram, Head-CPG

**Indicators of Success**    : Provide Wi-Fi connectivity with high speed to students and

                                       faculty and to update it time to time

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 5.7.1 | Constitute a committee to give inputs to ITeS team regarding campus wi-fi connectivity | Principal | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | NA |
| 5.7.2 | Review the existing wi-fi campus connectivity features | Member secretary – committee | 1$^{st}$ Sep 2017 | 30$^{th}$ Sep 2017 | NA |
| 5.7.3 | Implement the process to improve the wi-fi network connectivity inside the campus | Mr.C.A.Sreeram – Head/CPG | 1$^{st}$ Oct 2017 | 31$^{st}$ Oct 2017 | Rs.20 lakhs for five academic years |
| 5.7.4 | Review the process and give necessary suggestions for the improvement | HoD-Civil | Throughout the academic year | | NA |

# ACTION PLAN –5.8

**Thrust area**               : 5.0 – Infrastructure and Learning Resources

**Objective No.& Objective**  : 5.8 – Arrange facilities for E-content development such as Media
centre, recording facility, lecture capturing system (LCS)

**Action Leader**             : Dr.K.Balamurugan, Asso. Prof./EEE

**Indicators of Success**     : An E-content data base has to be developed with the lectures of senior
faculty members and the same has to be uploaded in MCET website.

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|------------------|--------|--------------------|
| 5.8.1 | Review the existing facilities of MCET for Media centre, recording facility and Lecture Capturing System (LCS) | Mr.S.Sakthivel - ITeS | 1st Aug 2017 | 31st Aug 2017 | NA |
| 5.8.2 | Prepare the details of requirements for e-content development | | 1st Sep 2017 | 30th Sep 2017 | Stationeries and systems |
| 5.8.3 | Approval from the admin team to arrange facilities for e-content development | Dr.K.Balakrishnan, Asso. Prof./EEE | 1st Oct 2017 | 31st Oct 2017 | NA |
| 5.8.4 | Establish the recording facility, lecture capturing system (LCS). Also update the media centre with the required facility | Mr.S.Sakthivel - ITeS | 1st Nov 2017 | 30th Nov 2017 | Rs. 50 Lakhs for five academic years |
| 5.8.5 | Prepare faculty list from whom the lecture content will be recorded | Dr.K.Balakrishnan, Asso. Prof./EEE | 1st week of June of every ODD sem | 4th week of June of every ODD sem | Stationeries and systems |
| 5.8.6 | Record the lecture and develop e-content facility | HoDs | Throughout the academic year | | Recording facility with required equipment |
| 5.8.7 | Review the process and give necessary inputs for the improvement | HoD-Civil | Throughout the academic year | | NA |

**ACTION PLAN –5.9**

**Thrust area** : 5.0 – Infrastructure and Learning Resources

**Objective No.& Objective** : 5.9 – Establish systems and procedures for maintaining and utilizing the facilities

**Action Leader** : Dr.S.Devaraju, AP(SS)/MCA.

**Indicators of Success** : A well-established system and procedures have to be framed and shall be maintained in the campus

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|------------------|--------|--------------------|
| 5.9.1 | Construct a committee to establish systems and procedures for maintaining and utilizing all infrastructure facilities inside the campus | Principal | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | NA |
| 5.9.2 | Review the existing norms and design new draft norms for the maintaining and utilizing the infrastructure facilities | Member secretary – Committee | 1$^{st}$ Sep 2017 | 30$^{th}$ Sep 2017 | Systems and stationeries |
| 5.9.3 | Disseminate new draft norms to the academic departments for feed back | | 1$^{st}$ Oct 2017 | 31$^{st}$ Oct 2017 | Systems |
| 5.9.4 | Approval from the admin team for new norms of maintaining and utilizing the infrastructure facilities | Dr.S.Devaraju – AP(SS)/MCA | 1$^{st}$ Nov 2017 | 30$^{th}$ Nov 2017 | Systems and stationeries |
| 5.9.5 | Disseminate new norms to the academic and other services departments for the final process | | 1$^{st}$ Dec 2017 | 31$^{st}$ Dec 2017 | Systems |

# ACTION PLAN –5.10

**Thrust area** : 5.0 – Infrastructure and Learning Resources

**Objective No.& Objective** : 5.10 – Develop a systematic procedure to monitor the annual expenditure for Infrastructure, Library, Lab & Maintenance

**Action Leader** : Dr. M. Kaliamoorthy, Asso. Prof. (EEE).

**Indicators of Success** : i) 10% annual increase in expenditure incurred for infrastructure, library and annual maintenance from the AY 2016-17 to 2021-22.

ii) A consistency has to be maintained (<5 % deviation) between the proposed and actual expenditure for infrastructure, library and maintenance from the academic year 2016-17 to 2021-22.

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|--------|---------------------|
| | | | **Start** | **Finish** | |
| 5.10.1 | Study the expenditure incurred for infrastructure, library and maintenance for past five years | Dr. M. Kaliamoorthy, Asso. Prof. (EEE) & Mr.K.Sakthivel, Manager (Accounts) | 1st Aug 2017 | 30th Sep 2017 | Systems and Stationeries |
| 5.10.2 | Define the norms to monitor annual expenditure for infrastructure, library and maintenance | Dr. M. Kaliamoorthy, Asso. Prof. (EEE)& Dr.K.Balamurugan, Asso. Prof. (EEE) | 1st Oct 2017 | 31st Oct 2017 | Systems and Stationeries |
| 5.10.3 | Feed back to be received from academic and other service departments regarding the norms | HoDs | 1st Nov 2017 | 30th Nov 2017 | Systems |
| 5.10.4 | Approval from the admin team for corrections incorporated norms | Dr. M. Kaliamoorthy, Asso. Prof. (EEE) | 1st Dec 2017 | 10th Dec 2017 | NA |
| 5.10.5 | Disseminate final norms for expenditure to be incurred for infrastructure, Library and Maintenance | | 11th Dec 2017 | 31st Dec 2017 | Systems |

**Thrust Area 6.0 –Student Support and Progression**

| OBJECTIVES / TIME FRAME | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) ( for 5 years ) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 6.1)Design a strategy to implement capability enhancement and development schemes | ←→ | | | | ←→ | | | | | | 1.0 | Mr.C.A.Sreeram, Head – CPG. |
| 6.2) Arrange awareness programmes to students for vocational education and training | ←———————————————————————————→ | | | | | | | | | | 20.0 | Mr.C.A.Sreeram, Head-CPG |
| 6.3) Design a transparent mechanism for timely redressal of student grievances. | ←→ | | | | | | | | | | - | Dr.G.V. Sriramachandran, AP(SG)-Maths |
| 6.4) Develop a well-defined strategy to improve placement activities | ←———————————————————————————→ | | | | | | | | | | 50.0 | Dr.K.Vijayakumar, Asso. Prof. – ICE |
| 6.5) Arrange special programmes to students for Higher education progression | ←———————————————————————————→ | | | | | | | | | | 20.0 | Mr.C.Radhakrishnan, AP-Automobile Engineering |

**Thrust Area 6.0 –Student Support and Progression**

| TIME FRAME / OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) ( for 5 years ) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 6.6)Improve the students success rate in competitive examinations | ← | | | | | | | | | → | 20.0 | Mr.C.A.Sreeram, Head-CPG |
| 6.7) Encourage students to receive awards/medals for outstanding performance in sports/cultural activities in national/international level events | ← | | | | | | | | | → | 10.0 | Dr.R.Ramesh, AP-Maths |
| 6.8) Ensure students' participation on Student Council &Students' representation on academic & administrative bodies/committees | ← | | | | | | | | | → | - | Director (Students' Affairs) |
| 6.9) Enhance the alumni association/chapters for the development of institution through financial and non-financial means and monitor the activities | ← | | | | | | | | | → | 30.0 | In-Charge - MCET alumni Chapter |

## ACTION PLAN –6.1

**Thrust area**           : 6.0 – Student Support and Progression

**Objective No.& Objective** : 6.1 – Design a strategy to implement capability enhancement and
development schemes

(Guidance for competitive examinations, Career Counselling, Soft skill
development, Remedial Coaching, Language Lab, Bridge courses,
Yoga and Meditation, Personal counseling etc.,)

**Action Leader**          : Mr.C.A.Sreeram, Head-CPG

**Indicators of Success**  : All students must be trained with any one of the capability enhancement
programmes during the academic years from 2017-18 to 2021-22

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|--------|-------------------|
| | | | **Start** | **Finish** | |
| 6.1.1 | Review the facilities existing in MCET to conduct Capability enhancement programmes. | Placement Officer, Head – CPG, Executive – Language Learning Center (LLC) | 1$^{st}$ Aug 2017 | 30$^{th}$ Sep 2017 | NA |
| 6.1.2 | List out the existing capability enhancement programmes conducted in MCET. | Mr.C.A.Sreeram, Head – CPG | 1$^{st}$ Oct 2017 | 31$^{st}$ Oct 2017 | Stationaries and Systems |
| 6.1.3 | Identify possible capability enhancement programmes to be conducted in MCET. | | 1$^{st}$ Nov 2017 | 15$^{th}$ Nov 2017 | Systems |
| 6.1.4 | Construct a workflow for implementing capability enhancement programmes for forthcoming five years. | Placement Officer, Head – CPG, Executive – Language Learning Center (LLC) | 16$^{th}$ Nov 2017 | 30$^{th}$ Nov 2017 | Stationaries and Systems |
| 6.1.5 | Approval from the admin team to conduct programmes. | Mr.C.A.Sreeram, Head – CPG | 1$^{st}$ Dec 2017 | 15$^{th}$ Dec 2017 | NA |
| 6.1.6 | Communicate the academic and service departments to conduct the programmes. | | 16$^{th}$ Dec 2017 | 31$^{st}$ Dec 2017 | Systems |
| 6.1.7 | Review the process and to give necessary suggestions for improvement | HoD-EIE | 1$^{st}$ June of ODD sem 2017 | 30$^{th}$ June of ODD sem 2017 | NA |

**ACTION PLAN –6.2**

**Thrust area**     : 6.0 – Student Support and Progression

**Objective No.& Objective** : 6.2 – Arrange awareness programmes to students for vocational

             Education and training

**Action Leader**     : Mr.C.A.Sreeram, Head-CPG

**Indicators of Success**  : Minimum 10% of total students shall be registered for vocational

             education and training at the end of the every academic year.

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|------------------|--------|--------------------|
| 6.2.1 | Develop a work flow to conduct vocational education and training to the students apart from curriculum. | Mr.R.Deepak Chandra Sekaran, AP – Mech | 1$^{st}$ Aug 2017 | 31$^{st}$ Dec 2017 | Details about the centres of excellence available in MCET |
| 6.2.2 | Prepare a list of VET courses to be conducted | All department IAP coordinators | 1$^{st}$ week of June of every ODD sem | 4$^{th}$ week of June of every ODD sem | Systems and stationeries |
| 6.2.3 | Design department wise calendar to conduct VET courses | | 1$^{st}$ week of July of every ODD sem | 4$^{th}$ week of July of every ODD sem | Systems and stationeries |
| 6.2.4 | Approval from the admin team to conduct the courses | Mr.R.Deepak Chandra Sekaran, AP – Mech | 1$^{st}$ week of Aug of every ODD sem | 4$^{th}$ week of Aug of every ODD sem | NA |
| 6.2.5 | Create awareness among the students about the importance of VET | All HoDs | 1$^{st}$ week of Sep of every ODD sem | 4$^{th}$ week of Oct of every ODD sem | Systems and stationeries |
| 6.2.6 | Conduct VET courses as per the schedule and to collect feed back from the courses | Mr.R.Deepak Chandra Sekaran, AP – Mech | 1$^{st}$ week of Nov of every ODD sem | 4$^{th}$ week of Mar of every EVEN sem | Conveyance as per the norms (if required) |
| 6.2.7 | Review the complete process and give necessary suggestions as and when required | HoD-EIE | Throughout the academic year | | NA |

# ACTION PLAN –6.3

**Thrust area** : 6.0 – Student Support and Progression

**Objective No.& Objective** : 6.3 – Design a transparent mechanism for timely redressal of student grievances

**Action Leader** : Dr.G.V. Sriramachandran, AP(SG)-Maths

**Indicators of Success** : Continuous process

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|---|---|---|---|---|---|
| 6.3.1 | Constitute students redressal committee. | Principal | 1st Aug 2017 | 31st Aug 2017 | NA |
| 6.3.2 | Review the existing mechanism to sort out students redressal. | Member secretary – Committee | 1st Sep 2017 | 30th Sep 2017 | NA |
| 6.3.3 | Redesign the students redressal mechanism as per the statutory body norms. | | 1st Oct 2017 | 31st Oct 2017 | Statutory bodies norms for redressal mechanism |
| 6.3.4 | Approval from the admin team. | Dr.G.V. Sriramachandran | 1st Nov 2017 | 30th Nov 2017 | Systems |
| 6.3.5 | Implement the mechanism and take necessary steps to display the contact details at main locations inside the campus. | Member secretary – students redressal committee. | 1st Dec 2017 | 31st Dec 2017 | Systems and stationeries |
| 6.3.6 | Review the process and submit annual report to the Principal | | Throughout the academic year | | NA |

## ACTION PLAN –6.4

**Thrust area**           : 6.0 – Student Support and Progression

**Objective No.& Objective** : 6.4– Develop a well-defined strategy to improve placement

 activities

**Action Leader**         : Dr.K.Vijayakumar, Asso. Prof./ICE

**Indicators of Success**  : All eligible and willing students should be placed through campus

 recruitment at the end of the their programme.

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|------------------------------|------------------|--------|--------------------|
| 6.4.1 | Constitute a team including placement officer, department placement coordinators, CPG head etc. to analyse the placement activities of MCET | Principal | 1st Aug 2017 | 31st Aug 2017 | NA |
| 6.4.2 | Review the placement statistics of MCET for previous years (both on-campus and off-campus) | Placement officer and other team members | 1st Sep 2017 | 30th Sep 2017 | Placement records of MCET for past 10 years |
| 6.4.3 | List out the steps to be taken to improve the campus placement | Placement officer | 1st Oct 2017 | 15th Oct 2017 | Systems and stationeries |
| 6.4.4 | Approval from admin team for the steps to be initiated to improve the placement | Dr.K.Vijayakumar and Placement officer | 16th Oct 2017 | 30th Nov 2017 | NA |
| 6.4.5 | Communicate academic departments about the process and explain the coordination required from them | Placement officer | 1st Dec 2017 | 31st Dec 2017 | Systems and stationeries |
| 6.4.6 | Effective implementation of the steps identified to improve placement activities | Dr.K.Vijayakumar & Placement officer | Throughout the academic year | | Rs. 100 lakhs (To establish the necessary arrangements) |
| 6.4.7 | Review the process and provide suggestions for the improvement | Principal | Throughout the academic year | | NA |

# ACTION PLAN –6.5

**Thrust area** : 6.0 – Student Support and Progression

**Objective No.& Objective** : 6.5 – Arrange special programmes to students for Higher education progression

**Action Leader** : Mr.C.Radhakrishnan, AP-Automobile Engineering

**Indicators of Success** : Minimum 20% eligible students of total passed out should be progressed to higher education

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|------------------|--------|--------------------|
| 6.5.1 | Review the existing tie-ups with other reputed institutes for higher education progression of the students of MCET | Mr.C. Radhakrishnan | 1st Aug 2017 | 10th Aug 2017 | Details of existing tie-ups with other reputed institutions |
| 6.5.2 | Identify the new institutes to sign MoU for higher education | Mr.C. Radhakrishnan & placement coordinators | 11th Aug 2017 | 31st Aug 2017 | NA |
| 6.5.3 | Visit to the identified institutes for tie-ups | Mr.C. Radhakrishnan | 1st Sep 2017 | 31st Oct 2017 | Conveyance as per the norms |
| 6.5.4 | Finalise the draft MoUs and get approval from the admin team | Mr.C. Radhakrishnan & placement coordinators | 1st Nov 2017 | 15th Nov 2017 | Systems and stationeries |
| 6.5.5 | Take necessary actions to sign MoUs | Mr.C. Radhakrishnan | 16th Nov 2017 | 31st Dec 2017 | NA |
| 6.5.6 | Prepare a schedule to conduct awareness programmes to final and pre-final year students for higher education progression | Mr.C. Radhakrishnan & placement coordinators | 1st week of June of every ODD sem | 4th week of June of every ODD sem | Systems and stationeries |
| 6.5.7 | Conduct awareness programmes as per the schedule | Mr.C. Radhakrishnan & HoDs | Throughout the academic year | | The support of civil and electrical maintenance |
| 6.5.8 | Review the process and provide suggestions for the improvement | HoD-EIE | Throughout the academic year | | NA |

# ACTION PLAN –6.6

**Thrust area** : 6.0 – Student Support and Progression

**Objective No.& Objective** : 6.6 – Improve the students success rate in competitive examinations

**Action Leader** : Mr.C.A.Sreeram, Head-CPG

**Indicators of Success** : Continuous improvement in success rate in competitive examinations

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 6.6.1 | Review the existing process in training for completing competitive examinations | Mr.C.A.Sreeram | 1$^{st}$ Aug 2017 | 15$^{th}$ Sep 2017 | NA |
| 6.6.2 | List out the steps to be taken to improve the success rate in competitive examinations | | 16$^{th}$ Sep 2017 | 31$^{st}$ Oct 2017 | Systems and stationeries |
| 6.6.3 | Approval from the admin team to implement the identified process to improve success rate in competitive examinations | | 1$^{st}$ Nov 2017 | 30$^{th}$ Nov 2017 | NA |
| 6.6.4 | Communicate the academic departments about the process | | 1$^{st}$ Dec 2017 | 31$^{st}$ Dec 2017 | Systems and stationeries |
| 6.6.5 | Identify suitable resource persons to conduct the awareness programmes | Mr.C.A.Sreeram and HoDs | Throughout the academic year | | Conveyance as per the norms (if required) |
| 6.6.6 | Prepare a schedule to conduct the programmes and coaching sessions for competitive examinations | | Throughout the academic year | | Conveyance as per the norms& The support of civil and electrical maintenance |
| 6.6.7 | Review the process and give suitable suggestions for improvement | Mr.C.A.Sreeram and Principal | Throughout the academic year as and when required | | NA |

# ACTION PLAN –6.7

**Thrust area** : 6.0 – Student Support and Progression

**Objective No.& Objective** : 6.7 – Encourage students to receive awards/medals for
outstanding performance in sports/cultural activities at
national/international level events

**Action Leader** : Dr.R.Ramesh, AP-Maths

**Indicators of Success** : Continuous improvement in receiving awards/medals for sports/
cultural activities at national/ international level events

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|------|------|------|------|
| | | | **Start** | **Finish** | |
| 6.7.1 | Fix notices boards at prominent places to display important sports/ cultural activities | Dr.R.Ramesh and Dr.R.Sabari Giri | 1st Aug 2017 | 31st Dec 2017 | Civil maintenance assistance |
| 6.7.2 | Update notice boards with the communications received from other institutions | SGS president | Throughout the academic year | | Students volunteer to update the information |
| 6.7.3 | Identify students having interest in sport/cultural activities | Dr.R.Ramesh and Dr.R.Sabari Giri | 1st week of Jun of every ODD sem | 4th week of July of every ODD sem | NA |
| 6.7.4 | Encourage students to participate national/ international level activities in sports/ cultural activities | Director (Student affairs) | 1st week of Aug of every ODD sem | 4th week of Aug of every ODD sem | NA |
| 6.7.5 | Provide required assistance to the eligible students to attend cultural/ sports activities to be held in reputed institutions | Dr.R.Ramesh and Dr.R.Sabari Giri | Throughout the academic year | | Conveyance as per the norms |
| 6.7.6 | Review the status and provide suggestions for improvement | Director (Student affairs) | Throughout the academic year | | NA |

# ACTION PLAN –6.8

**Thrust area**    : 6.0 – Student Support and Progression

**Objective No.& Objective** : 6.8 – Ensure students' participation on Student Council &Students'

           representation on academic & administrative bodies/committees

**Action Leader**    : Director (Students' Affairs)

**Indicators of Success**  : Continuous process

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 6.8.1 | Identify and list out the academic & administrative bodies/committees having students' representation | Faculty Advisor – SGS &Head - IQAC | 1$^{st}$ Aug 2017 | 31$^{st}$ Dec 2017 | Details of the composition of statutory bodies |
| 6.8.2 | Create awareness to students about the importance of their participation in academic and administrative bodies/ committees | Faculty advisor – SGS | 1$^{st}$ week of June of every ODD sem | 4$^{th}$ week of June of every ODD sem | Systems, stationeries & Civil and Electrical maintenance support |
| 6.8.3 | Appoint eligible students to administrative bodies/ committees including SGS | Faculty Advisor – SGS and Head – IQAC | 1$^{st}$ week of July of every ODD sem | 4$^{th}$ week of July of every ODD sem | NA |
| 6.8.4 | Revise the committee as and when required | Director (Student affairs) | Throughout the academic year | | NA |

# ACTION PLAN –6.9

**Thrust area**           : 6.0 – Student Support and Progression

**Objective No.& Objective** : 6.9 – Enhance the alumni association/chapters for the development

                                      of institution through financial and non-financial means and

                                      monitor the activities

**Action Leader**         : In-charge MCET alumni chapter

**Indicators of Success**  : Continuous process

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|------|--------------------|
| | | | **Start** | **Finish** | |
| 6.9.1 | Initiate steps for alumni chapter registration | In-charge MCET alumni chapter | 1st week of June of every ODD sem | 4th week of June of every ODD sem | Conveyance and other allowances as per the norms |
| 6.9.2 | Review MCET alumni chapter activities and prepare a strategy to improve the alumni participation for institute development | | | | NA |
| 6.9.3 | Contact notable alumni and request them to take part in MCET alumni activities | All department alumni coordinators | 1st week of June of every ODD sem | 4th week of Aug of every ODD sem | Conveyance and other allowances as per the norms |
| 6.9.4 | Prepare a schedule for alumni association activities both inside/ outside campus | | 1st week of June of every ODD sem | 4th week of June of every ODD sem | System and stationeries |
| 6.9.5 | Monitor the activities and provide necessary arrangements as per the requirement | In-charge MCET alumni chapter | Throughout the academic year | | Conveyance and other allowances as per the norms |
| 6.9.6 | Review the process and give necessary suggestions for improvement | HoD-EIE | Throughout the academic year | | NA |

**Thrust Area 7.0 – Governance, Leadership and Management**

| TIME FRAME / OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) ( for 5 years ) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 7.1)Analyze and develop the governance of the institution in tune with its vision and mission | ← | | | | | | | | | → | - | Dr.A.Senthil Kumar, HoD/EEE |
| 7.2) Develop a strategy for decentralization and participative management | ←→ | | | | | | | | | | - | Dr.A.Senthil Kumar, HoD/EEE |
| 7.3) Design a well-planned organizational structure of the institution. | ←→ | | | | | | | | | | - | Dr.A.Senthil Kumar, HoD/EEE |
| 7.4) Implement e-governance in various areas of operation | ← | | | | | | | | | → | 20.0 | Dr.G.Anupriya, HoDi/c - CSE |
| 7.5) Develop effective welfare measures for teaching and non-teaching staff | ← | | | | | | | | | → | 50.0 | Manager – HR |
| 7.6) Frame a strategy for providing financial support to attend conferences / workshops and towards membership fee of professional bodies | ← | | | | | | | | | → | 50.0 | Manager – HR |
| 7.7)Arrange professional development programmes for teaching staff | ← | | | | | | | | | → | 50.0 | Head - IQAC |
| 7.8)Arrange administrative training programmes for non-teaching staff | ← | | | | | | | | | → | 20.0 | Manager – HR |

**Thrust Area 7.0 – Governance, Leadership and Management**

| TIME FRAME / OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) ( for 5 years ) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 7.9) Develop a strategic self-appraisal system for teaching and non-teaching staff | ← | | | | | | | | | → | 0.5 | Manager – HR |
| 7.10)Design a policy for both internal and external financial audit | ← | | | | | | | | | → | 5.0 | Manager – Accounts |
| 7.11)Initiate steps to receive funds from non-government bodies, individuals, Philanthropists | ← | | | | | | | | | → | 0.5 | Dr.G.Anupriya, HoDi/c - CSE |
| 7.12) Empower IQAC (Internal Quality Assurance Cell) with additional human resource and other facilities | ← | | | | | | | | | → | 2.0 | Head - IQAC |
| 7.13) Improve the quality initiatives to promote quality culture in the institution | ← | | | | | | | | | → | 10.0 | Head - IQAC |
| 7.14) Periodical review of Academic and Administrative Audit (AAA) and other accreditation processes of various statutory bodies (NAAC, NBA etc.,) | ← | | | | | | | | | → | 10.0 | Head - IQAC |

# ACTION PLAN –7.1

**Thrust area**    : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.1 – Analyze and develop the governance of the institution in tune

           with its vision and mission

**Action Leader**    : Dr.A.Senthil Kumar – HoD/EEE

**Indicators of Success** : Continuous process

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|------------------|--------|--------------------|
| 7.1.1 | Identify and list out mandatory committees/ bodies as per the statutory bodies (UGC, AICTE, NAAC, Anna University etc.,) recommendations | Manager – Admin | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | Statutory bodies norms for technical educations |
| 7.1.2 | Develop a plan for the governance of MCET in tune with vision and mission | Dr.A.Senthil Kumar, HoD/EEE & Manager – Admin | 1$^{st}$ Sep 2017 | 31$^{st}$ Oct 2017 | Systems and stationeries |
| 7.1.3 | Draft plan to be presented to admin team for suggestions | Dr.A.Senthil Kumar, HoD/EEE | 1$^{st}$ Nov 2017 | 15$^{th}$ Nov 2017 | Systems and stationeries |
| 7.1.4 | Approval from the admin team for final plan | | 16$^{th}$ Nov 2017 | 30$^{th}$ Nov 2017 | NA |
| 7.1.5 | Disseminate to all academic departments and service sections for implementation | Principal & Dr.A.Senthil Kumar, HoD/EEE | 1$^{st}$ Dec 2017 | 31$^{st}$ Dec 2017 | Systems |
| 7.1.6 | Review the process and take necessary steps for effective implementation of the process | Dr.A.Senthil Kumar, HoD/EEE | Throughout the academic year | | NA |

## ACTION PLAN –7.2

**Thrust area** : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.2– Develop a strategy for decentralization and participative management

**Action Leader** : Dr.A.Senthil Kumar – HoD/EEE

**Indicators of Success** : A well-defined strategy for decentralization and participative management should be established at the end of Even semester 2017-18

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|------------------------------|------------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 7.2.1 | Review the existing workflow of academic departments in tune with decentralization and participative management | Dr.A.Senthil Kumar – HoD/EEE | 1$^{st}$ Aug 2017 | 20$^{th}$ Aug 2017 | Roles and responsibilities of various in-charges/ coordinators (Existing) |
| 7.2.2 | Analyse the decentralization and participative management adopted by other reputed institutions | | 21$^{st}$ Aug2017 | 31$^{st}$ Aug 2017 | Other institutions details about roles and responsibilities |
| 7.2.3 | Modify roles and responsibilities of HoDs and other coordinators of academic departments | | 1$^{st}$ Sep 2017 | 15$^{th}$ Oct 2017 | Systems |
| 7.2.4 | Disseminate the draft roles and responsibilities to various departments/ sections for feedback | Ms.K.Karpagam, AP(SS)/MCA | 16$^{th}$ Oct 2017 | 31$^{st}$ Oct 2017 | Systems and stationeries |
| 7.2.5 | Draft document of decentralization and participative management to be presented to admin team | Dr.A.Senthil Kumar – HoD/EEE | 1$^{st}$ Nov 2017 | 15$^{th}$ Nov 2017 | Systems |
| 7.2.6 | Approval from the admin team for final plan | | 16$^{th}$ Nov 2017 | 30$^{th}$ Nov 2017 | NA |
| 7.2.7 | Disseminate to all academic departments and service sections for implementation | Dr.A.Senthil Kumar – HoD/EEE &Ms.K.Karpagam, AP(SS)/MCA | 1$^{st}$ Dec 2017 | 31$^{st}$ Dec 2017 | Systems and stationeries |

**ACTION PLAN –7.3**

**Thrust area**     : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.3 – Design a well-planned organizational structure of the institution.

**Action Leader**    : Dr.A.Senthil Kumar – HoD/EEE

**Indicators of Success**  : A well-planned organizational structure of the institution should be

           developed at the end of Even semester 2017-18

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|---|--------------------|
| | | | **Start** | **Finish** | |
| 7.3.1 | Review existing organizational structure of MCET | | 1$^{st}$ Aug 2017 | 15$^{th}$ Aug 2017 | Existing organizational structure |
| 7.3.2 | Incorporate revised roles and responsibilities of various committees, clubs and in-charges like HoD etc. with organizational structure | Dr.A.Senthil Kumar – HoD/EEE | 16$^{th}$ Aug 2017 | 30$^{th}$ Sep 2017 | Revised strategy for decentralization & participative management |
| 7.3.3 | Draft organizational structure to be presented to admin team | Ms.K.Karpagam, AP(SS)/MCA | 1$^{st}$ Oct 2017 | 31$^{st}$ Oct 2017 | Systems and stationeries |
| 7.3.4 | Approval from the admin team | Dr.A.Senthil Kumar – HoD/EEE | 1$^{st}$ Nov 2017 | 30$^{th}$ Nov 2017 | NA |
| 7.3.5 | Disseminate new organizational structure to all academic departments/ service sections and the same has to be hosted in institution web site | Dr.A.Senthil Kumar – HoD/EEE & Ms.K.Karpagam, AP(SS)/MCA | 1$^{st}$ Dec 2017 | 31$^{st}$ Dec 2017 | Systems and stationeries |

**ACTION PLAN –7.4**

**Thrust area** : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.4 – Implement e-governance in various areas of operation.

**Action Leader** : Dr.G.Anupriya, HoD i/c – CSE

**Indicators of Success** : Effective implementation of e-governance in area like Planning and development, administration, finance and accounts, students admission & support, examination etc., at the end of the academic year 2021-22

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|------------------|--------|--------------------|
| 7.4.1 | Construct e-governance committee | Principal | 1st Aug 2017 | 10th Aug 2017 | NA |
| 7.4.2 | Review the existing scenario of MCET in e-governance | Member secretary - committee | 11th Aug 2017 | 31st Aug 2017 | Existing details of e-governance |
| 7.4.3 | Identify the areas like Planning and  development, administration, finance and accounts, students admission & support, examination etc., where e-governance should be effectively implemented | Dr.G.Anupriya – HoD i/c – CSE & Member secretary - committee | 1st Sep 2017 | 15th Oct 2017 | Systems and stationeries |
| 7.4.4 | Draft the strategy for e-governance for 5 years to be presented to admin team | Member secretary - committee | 16th Oct 2017 | 31st Oct 2017 | Systems and stationeries |
| 7.4.5 | Approval from the admin team | Dr.G.Anupriya – HoD i/c – CSE | 1st Nov 2017 | 30th Nov 2017 | NA |
| 7.4.6 | Implementation of e-governance from the AY 2018-19 | | 1st Dec 2017 | Last week of Apr 2018 | Rs. 50 Lakhs (to purchase the software – if any) |
| 7.4.7 | Review the process at the end of every academic year | | 1st week of May of every EVEN sem | Last week of June of every ODD sem | Systems and stationeries |
| 7.4.8 | Review the process at the end of the academic year 2020-21 and give necessary suggestions for improvement | Dr.G.Anupriya – HoD i/c – CSE & Dr.A.Senthil Kumar – HoD/EEE | 1st May 2020 | 31st May 2020 | Systems and stationeries |

## ACTION PLAN –7.5

**Thrust area** : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.5– Develop effective welfare measures for teaching and non-
teaching staff.

**Action Leader** : Manager-HR

**Indicators of Success** : At least 10% increase in availing the welfare measures for both teaching
and non-teaching staff at the end of every academic year.

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|---|---|---|---|---|---|
| | | | **Start** | **Finish** | |
| 7.5.1 | Constitute a committee with admin, teaching and non-teaching faculty to revise the welfare measures in MCET | Principal | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | NA |
| 7.5.2 | Review the existing welfare measures for teaching and non-teaching staff | Member secretary – Committee | 1$^{st}$ Sep 2017 | 30$^{th}$ Sep 2017 | Existing welfare schemes for staff members |
| 7.5.3 | Submit a draft proposal to admin team for new welfare schemes to be adopted in MCET | Manager-HR | 1$^{st}$ Oct 2017 | 31$^{st}$ Oct 2017 | Systems and stationeries |
| 7.5.4 | Approval from the admin team | | 1$^{st}$ Nov 2017 | 30$^{th}$ Nov 2017 | NA |
| 7.5.5 | Disseminate the new welfare schemes to both teaching and non-teaching staff in MCET | | 1$^{st}$ Dec 2017 | 31$^{st}$ Dec 2017 | Systems |
| 7.5.6 | Review the status of availing the welfare schemes by staff members at the end of every academic year. | | 1$^{st}$ week of June of every ODD sem | 4$^{th}$ week of June of every ODD sem | NA |

## ACTION PLAN –7.6

**Thrust area** : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.6– Frame a strategy for providing financial support to attend conferences/ workshops and towards membership fee of professional bodies

**Action Leader** : Manager-HR

**Indicators of Success** : At least 10% increase in faculty to avail financial support to attend conferences/ workshops at the end of every academic year.

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|------|------|------|------|
| | | | **Start** | **Finish** | |
| 7.6.1 | Review the existing norms to provide financial support to attend conferences/ workshops. | Manager-HR | 1st Aug 2017 | 31st Aug 2017 | The details of existing norms |
| 7.6.2 | Adopt a new strategy to encourage more faculty to attend conferences/ workshops by providing financial support | | 1st Sep 2017 | 30th Sep 2017 | Systems and stationeries |
| 7.6.3 | Draft strategy for providing financial support to faculty to be presented to admin team | | 1st Oct 2017 | 31st Oct 2017 | Systems and stationeries |
| 7.6.4 | Approval from the admin team | | 1st Nov 2017 | 30th Nov 2017 | NA |
| 7.6.5 | Disseminate new norms to avail financial support to attend conferences/ workshops | Manager-HR Manager – Admin., | 1st Dec 2017 | 31st Dec 2017 | Systems |
| 7.6.6 | Review the status and give necessary suggestions to improve the process | Principal & Manager-HR | 1st week of June of every ODD sem | 4th week of June of every ODD sem | NA |

**ACTION PLAN –7.7**

**Thrust area**                : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.7– Arrange professional development programmes for teaching staff.

**Action Leader**            : Head – IQAC.

**Indicators of Success**     : i)Each academic department shall conduct atleast 2 professional

                                       development programmes viz., Orientation Programmes, Refresher

                                       Course, Short Term Course, Faculty Development Programmes etc.,

                                       for teaching faculty at the end of every academic year.

                                       ii) Ensure that all teaching faculty must complete at least one

                                       professional development programme at the end of every academic

                                       year

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|------------------|--------|--------------------|
| 7.7.1 | Collect the proposed plans from academic departments for professional development programmes to be conducted in MCET for forthcoming academic year. | Mr.N.Karthikeyan, AP/Physics | 1$^{st}$ week of Jan of every EVEN sem | 4$^{th}$ week of Feb of every EVEN sem | Systems and stationeries |
| 7.7.2 | Consolidate the list of programmes to be conducted | Head – IQAC | 1$^{st}$ week of Mar of every EVEN sem | 4$^{th}$ week of Mar of every EVEN sem | Systems and stationeries |
| 7.7.3 | Approval from the admin team | | 1$^{st}$ week of Apr of every EVEN sem | 4$^{th}$ week of Apr of every EVEN sem | NA |
| 7.7.4 | Disseminate the approved activity plan to the academic departments for implementation | Mr.N.Karthikeyan, AP/Physics | 1$^{st}$ week of May of every EVEN sem | 4$^{th}$ week of May of every EVEN sem | Conveyance as per the norms & systems |
| 7.7.5 | Coordinate academic departments for conducting the programmes | Head – IQAC & Mr.N.Karthikeyan, AP/Physics | Throughout the academic year | | Logistics arrangement details, conveyance as per the norms |
| 7.7.6 | Review the process as per the plan and provide necessary suggestions for improvement as and when required | Head – IQAC | Throughout the academic year | | NA |

# ACTION PLAN –7.8

**Thrust area** : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.8– Arrange administrative training programmes for non-teaching staff.

**Action Leader** : Manager – HR.

**Indicators of Success** : At least 2 administrative training programmes shall be conducted for non-teaching staff at the end of every academic year.

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| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|---|---|---|---|---|---|
| | | | **Start** | **Finish** | |
| 7.8.1 | Prepare a tentative plan for administrative training programmes to be conducted in MCET for forthcoming academic year. | Manager – HR Manager – Admin | 1$^{st}$ week of Jan of every EVEN sem | 4$^{th}$ week of Feb of every EVEN sem | Systems and stationeries |
| 7.8.2 | Approval from the admin team | | 1$^{st}$ week of Mar of every EVEN sem | 4$^{th}$ week of Mar of every EVEN sem | NA |
| 7.8.3 | Conduct the programmes as per the schedule | Manager – HR | 1$^{st}$ week of Apr of every EVEN sem | 4$^{th}$ week of Apr of every EVEN sem | Logistics arrangement details, conveyance as per the norms |
| 7.8.4 | Review the process and to provide necessary suggestions for improvement | | Throughout the academic year | | NA |

# ACTION PLAN –7.9

**Thrust area** : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.9– Develop a strategic self-appraisal system for teaching and non-
teaching staff.

**Action Leader** : Manager – HR.

**Indicators of Success** : A well-defined self-appraisal system shall be framed at the end of the
even semester 2016-17.

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|------------------------------|-------|--------|--------------------|
| 7.9.1 | Constitute a committee to design new self-appraisal system | Principal | 1$^{st}$ Aug 2017 | 10$^{th}$ Aug 2017 | NA |
| 7.9.2 | Review the existing self-appraisal system | Member secretary – Committee | 11$^{th}$ Aug 2017 | 31$^{st}$ Aug 2017 | The details of existing self-appraisal system |
| 7.9.3 | Identify and list out key points to be incorporated in the new system | | 1$^{st}$ Sep 2017 | 15$^{th}$ Sep 2017 | |
| 7.9.4 | Draft the new self-appraisal system and send to academic departments for feed back | | 16$^{th}$ Sep 2017 | 15$^{th}$ Oct 2017 | Systems and stationeries |
| 7.9.5 | Corrections incorporated draft self-appraisal form to be presented to admin team for suggestions | | 16$^{th}$ Oct 2017 | 31$^{st}$ Oct 2017 | |
| 7.9.6 | Approval from the admin team | | 1$^{st}$ Nov 2017 | 30$^{th}$ Nov 2017 | NA |
| 7.9.7 | Disseminate new self-appraisal form to the academic departments | Manager – HR | 1$^{st}$ Dec 2017 | 31$^{st}$ Dec 2017 | Systems |
| 7.9.8 | Conduct awareness sessions to the new faculty members about the process | | 1$^{st}$ Week of June of every ODD sem | 4$^{th}$ week of July of every ODD sem | Logistic arrangements |
| 7.9.9 | Collect and process the self-appraisal forms | | 1$^{st}$ week of Nov of every ODD sem | 4$^{th}$ week of Nov of every ODD sem | Academic support to collect and process the forms in time |
| | | | 1$^{st}$ week of Mar of every EVEN sem | 4$^{th}$ week of Mar of every EVEN sem | |
| 7.9.10 | Review the process as and when required | HoD-EEE | Throughout the academic year | | NA |

# ACTION PLAN –7.10

**Thrust area** : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.10– Design a policy for resource mobilization and internal/external financial audit

**Action Leader** : Manager – Accounts.

**Indicators of Success** : i)A well-defined policy for resource mobilization and internal/external financial audit shall be framed at the end of the even semester 2016-17

ii)To conduct internal and external financial audit periodically

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| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|------|------|------|------|
| | | | **Start** | **Finish** | |
| 7.10.1 | Revise the finance committee of MCET | Principal | 1$^{st}$ Aug 2017 | 15$^{th}$ Aug 2017 | NA |
| 7.10.2 | Design a well-defined policy for mobilization of funds and internal/external audits and it has to be presented to admin team for suggestions | Member secretary – committee | 16$^{th}$ Aug 2017 | 30$^{th}$ Sep 2017 | Systems and stationeries |
| 7.10.3 | Approval from the admin team | | 1$^{st}$ Oct 2017 | 31$^{st}$ Oct 2017 | NA |
| 7.10.4 | Disseminate the approved policies with academic departments and service sections | | 1$^{st}$ Nov 2017 | 30$^{th}$ Nov 2017 | Systems |
| 7.10.5 | Ensure minimum 1 internal/ external audit to be conducted at the end of every academic year | Manager – Accounts | Throughout the academic year | | Resource persons for audit & conveyance as per the norms |
| 7.10.6 | Conduct periodical review about the process | Principal & Manager – Accounts | Throughout the academic year | | NA |

# ACTION PLAN –7.11

**Thrust area**              : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.11– Initiate steps to receive funds from non-government bodies,

                                    individuals, Philanthropists

**Action Leader**            : Dr.G.Anupriya, HoD i/c – CSE

**Indicators of Success**   :Continuous process

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| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|-------|--------|--------------------|
| 7.11.1 | Identify various non-government bodies, individuals, philanthropists including notable alumni for grants to be received | Mr.S.Nagarajan, Mr.M. Saravanakumar, Mr.P.Shaji | 1$^{st}$ Aug 2017 | 30$^{th}$ Sep 2017 | Details of various NGOs, Philanthropists, notable alumni |
| 7.11.2 | Initiate steps to receive funds from identified NGOs and individuals | | 1$^{st}$ Oct 2017 | 30$^{th}$ Nov 2017 | Conveyance as per the norms (if required) |
| 7.11.3 | Approval from the admin team | Dr.G.Anupriya | 1$^{st}$ Dec 2017 | 31$^{st}$ Dec 2017 | NA |
| 7.11.4 | Review the process as and when required and give necessary suggestions for improvement | HoD-EEE | Throughout the academic year | | NA |

# ACTION PLAN –7.12

**Thrust area**         : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.12 – Empower IQAC (Internal Quality Assurance Cell) with

                                  additional human resource and other facilities

**Action Leader**           : Head – IQAC

**Indicators of Success**    :IQAC shall be strengthened with adequate faculty members and other

                                  Facilities.

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|------------------|--------|--------------------|
| 7.12.1 | Review the functions of IQAC and prepare a proposal for additional human resource requirement and other facilities | Head – IQAC & Mr.N.Karthikeyan, AP-Physics | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | The details of existing IQAC team and their responsibilities |
| 7.12.2 | Submit the proposal to admin team for suggestions | Head – IQAC | 1$^{st}$ Sep 2017 | 30$^{th}$ Sep 2017 | Stationeries |
| 7.12.3 | Approval from the admin team | | 1$^{st}$ Oct 2017 | 31$^{st}$ Oct 2017 | NA |
| 7.12.4 | Complete the process of setting up a new IQAC team | | 1$^{st}$ Nov 2017 | 31$^{st}$ Dec 2017 | Systems and stationeries |

# ACTION PLAN –7.13

**Thrust area** : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.13 – Improve the quality initiatives to promote quality culture in the institution

**Action Leader** : Head – IQAC

**Indicators of Success** :At least 10% increase in quality initiatives to be conducted by IQAC at the end of the every academic year.

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| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|------------------------------|------------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 7.13.1 | Prepare a tentative plan for quality initiatives in MCET | All HoDs & IQAC team | 1$^{st}$ week of Jan of every EVEN sem | 4$^{th}$ week of Feb of every EVEN sem | Systems and stationeries |
| 7.13.2 | Submit the draft plan to admin team for suggestions | IQAC team | 1$^{st}$ week of Mar of every EVEN sem | 4$^{th}$ week of Mar of every EVEN sem | |
| 7.13.3 | Approval from the admin team | Head – IQAC | 1$^{st}$ week of Apr of every EVEN sem | 4$^{th}$ week of Apr of every EVEN sem | NA |
| 7.13.4 | Approval in IQAC meeting | | 1$^{st}$ week of May of every EVEN sem | 4$^{th}$ week of May of every EVEN sem | |
| 7.13.5 | Disseminate the academic plan of quality activities to the academic departments | IQAC team | 1$^{st}$ week of June of every ODD sem | 2$^{nd}$ week of June of every ODD sem | Systems |
| 7.13.6 | Conduct the quality programmes as per the plan | All HoDs & IQAC team | 1$^{st}$ week of July of every ODD sem | 4$^{th}$ week of Mar of every EVEN sem | Logistics arrangement with the help of maintenance sections& Conveyance as per the norms |
| 7.13.7 | Review the process to be carried out as per the plan and provide necessary support to conduct the programmes successfully | HoD-EEE | Throughout the academic year | | NA |

# ACTION PLAN –7.14

**Thrust area** : 7.0 – Governance, Leadership and Management

**Objective No.& Objective** : 7.14 – Periodic review of Academic and Administrative Audit

(AAA) and other accreditation processes of various statutory bodies

(NAAC, NBA etc.,)

**Action Leader** : Head – IQAC

**Indicators of Success** :i) Minimum one Academic and Administrative Audit (AAA) shall be

conducted in every academic year with external member(s)

ii) All accreditation processes shall be completed on time

.

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|------------------------------|------------|--|--------------------|
| | | | Start | Finish | |
| 7.14.1 | Preparation of an academic plan including AAA and other accreditation processes like NBA, NAAC, AICTE approval, NIRF, Anna University Affiliation etc., | IQAC team | 1$^{st}$ June of every ODD sem | 15$^{th}$ June of every ODD sem | Accreditation and approval details of various statutory bodies |
| 7.14.2 | Submission of plan of activities well in advance to the admin team for information and suggestions | Head – IQAC | 16$^{th}$ June of every ODD sem | 30th June of every ODD sem | NA |
| 7.14.3 | Take necessary steps to complete the process with the assistance of various academic departments and service sections | HoDs, Managers – HR, Admin, Accounts & In-charges of various sections | Through the academic year | | Logistics arrangement with the help of maintenance sections & Conveyance as per the norms |
| 7.14.4 | Prepare a schedule for Academic and Administrative Audit (AAA) | IQAC team | 1$^{st}$ Jan of every EVEN sem | 31$^{st}$ Jan of every EVEN sem | System and stationeries |
| 7.14.5 | Approval from the admin team for AAA | Head - IQAC | 1$^{st}$ Feb of every EVEN sem | 15$^{th}$ Feb of every EVEN sem | NA |
| 7.14.6 | Conduct AAA as per the schedule and to submit audit report to Principal in time | Head – IQAC & IQAC team | 16$^{th}$ Feb of every EVEN sem | 31$^{st}$ Mar of every EVEN sem | Conveyance as per the norms |
| 7.14.7 | Review the process and provide necessary suggestions for improvement | Head – IQAC | Through the academic year | | NA |

**Thrust Area 8.0 - Institutional Values and Social Responsibilities**

| TIME FRAME / OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) ( for 5 years ) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 8.1)Develop a strategy to address gender sensitivity | ← | | | | | | | | | → | - | Dr.V.Umadevi, AP(SS)/ Physics |
| 8.2) Initiate steps to meet out power requirements through renewable energy sources | ← | | | | | | | | | → | 100.0 | Dr.A.Sakthivel, Asso. Prof. (EEE) |
| 8.3) Create a methodology for waste management | ← | | | | | | | | | → | 20.0 | Mr.S.Krishnakumar, AP/Civil |
| 8.4) Establish rain water harvesting in all buildings and accelerate other green practices in the campus | ← | | | | | → | | | | | 30.0 | Dr.N.Natarajan, Asso. Prof./Civil |
| 8.5) Initiate and effectively implement green practices in the campus | ←→ | | | | | | | | | | - | Dr.N.Natarajan, Asso. Prof./Civil |
| 8.6) Ensure facilities for differently abled persons | ← | | | | | | | | | → | 15.0 | Mr.B.Kishore, AP(SS)/EEE |
| 8.7)Conduct programmes to increase consciousness about national identities/ symbols, other constitutional obligations | ← | | | | | | | | | → | 10.0 | Dr.B.Saravanakumar, AP/Physics, NCC officer |

**Thrust Area 8.0 - Institutional Values and Social Responsibilities**

| TIME FRAME / OBJECTIVES | 2017-18 | | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | | Budget Requirements (in Lakhs) ( for 5 years ) | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | Odd Sem | Even Sem | | |
| 8.8) Initiate steps to celebrate national festivals and birth / death anniversaries of the great Indian personalities | ← | | | | | | | | | → | 10.0 | Dr.G.V. Sriramachandran, AP(SG)/Maths, NSS officer |
| 8.9) Review and redesign institutional core values and code of conduct handbooks for students, faculty etc., | ←→ | | | | | | | | | | 10.0 | Mr.S.Krishnakumar, AP/Civil |
| 8.10) Encourage students to participate in extension activities | ← | | | | | | | | | → | - | Dr.G.V. Sriramachandran, AP(SG)/Maths, NSS officer |
| 8.11) Specific initiatives to address locational advantages and disadvantages | ← | | | | | | | | | → | 10.0 | Mr. S. Nagarajan, Project Officer – Extension Services |
| 8.12) Organize extension and outreach programmes to the neighborhood community in collaboration with industry and NGOs through NSS/NCC/Red cross/YRC etc. | ← | | | | | | | | | → | 50.0 | Dr.G.V. Sriramachandran, AP(SG)/Maths, NSS officer |

# ACTION PLAN –8.1

**Thrust area**            : 8.0 –Institutional Values and Social Responsibilities

**Objective No.& Objective** : 8.1 – Develop a strategy to address gender sensitivity

**Action Leader**          : Dr.V.Umadevi, AP(SS)/Physics

**Indicators of Success**  : i) A well-defined strategy shall be designed to address gender sensitivity

at the end of the academic year 2016-17

ii) Providing facilities like common room, counseling, safety and security

etc., to female students/faculty at the end of the EVEN semester 2016-17.

iii) Minimum 4 gender equity programmes shall be conducted at the end

of every academic year

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|------------------------------|---------|--------|---------------------|
| 8.1.1 | Design a well-planned strategy (including plan to conduct gender sensitivity programmes, to provide required facilities to female students) to address gender sensitivity | Member secretary – Yuvasakthi forum | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | The details of requirement as per the statutory bodies norms/ orders. |
| 8.1.2 | Propose a plan to arrange facilities like common room, counseling, safety and security etc., to the female students/faculty in MCET | | 1$^{st}$ Sep 2017 | 15$^{th}$ Sep 2017 | Systems and stationeries |
| 8.1.3 | Submit the plan to admin team for approval | Dr.V.Umadevi, AP(SS)-Physics | 16$^{th}$ Sep 2017 | 30$^{th}$ Sep 2017 | NA |
| 8.1.4 | Arrange the required facilities to female students/ faculty in MCET | | 1$^{st}$ Oct 2017 | 31$^{st}$ Dec 2017 | Budget allocation as per the proposal |
| 8.1.5 | Prepare a schedule to conduct gender sensitivity promotion programmes to be conducted in MCET | Member secretary – Yuvasakthi forum | 1$^{st}$ week of June of every ODD sem | 3$^{rd}$ week of June of every ODD sem | Systems and stationeries |
| 8.1.6 | Approval from the admin team to conduct the programmes | | 1$^{st}$ July of every ODD sem | 15$^{th}$ July of every ODD sem | NA |
| 8.1.7 | Conduct the programmes as per the plan | Dr.V.Umadevi, AP(SS)-Physics | Throughout the academic year | | Arrangements with the help of maintenance section and conveyance as per the norms |
| 8.1.8 | Review the process and to provide necessary suggestions for improvement | Mr.A.Srinivasan & Dr.V.Umadevi, AP(SS)-Physics | Throughout the academic year | | NA |

**ACTION PLAN –8.2**

**Thrust area** : 8.0 –Institutional Values and Social Responsibilities

**Objective No.& Objective** : 8.2–Initiate steps to meet out power requirements through renewable
energy sources

**Action Leader** : Dr.A.Sakthivel, Asso. Prof. (EEE)

**Indicators of Success** :At least 75% of power requirement has to be met out through renewable
energy sources at the end of the academic year 2021-22

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|------------------------------|------------------|--------|---------------------|
| 8.2.1 | Constitute a committee to improve the power generation through renewable energy sources | Principal | 1st Aug 2017 | 31st Aug 2017 | NA |
| 8.2.2 | Review the scenario of power requirement and generation in MCET through renewable energy sources | Member secretary –Committee | 1st Sep 2017 | 30th Sep 2017 | Existing details about renewable energy sources in MCET |
| 8.2.3 | Identify experts and avail necessary guidance from them to improve the power generation through renewable energy sources in MCET | Dr.A.Sakthivel, Asso. Prof. (EEE) | 1st Oct 2017 | 31st Oct 2017 | External/ Internal experts in the field |
| 8.2.4 | Prepare an action plan for various renewable energy sources to be installed in MCET to meet out the power requirement | | 1st Nov 2017 | 30th Nov 2017 | Systems and stationeries |
| 8.2.5 | Submit the action plan to admin team for suggestions | | 1st Dec 2017 | 15th Dec 2017 | NA |
| 8.2.6 | Approval from the admin team for the process | | 16th Dec 2017 | 31st Dec 2017 | NA |
| 8.2.7 | Implement the action plan and periodically review the progress in process | Dr.A.Sakthivel Asso. Prof. (EEE) | Throughout the academic year from 2017-18 to 2021-22 | | Budget allocation as per proposal |
| 8.2.8 | Revise the process and provide necessary suggestions for improvement | Mr.A.Srinivasan AP(SG)-Mech & Dr.A.Sakthivel Asso. Prof. (EEE) | Throughout the academic year | | NA |

# ACTION PLAN –8.3

**Thrust area**             : 8.0 –Institutional Values and Social Responsibilities

**Objective No.& Objective** : 8.3– Create a methodology for waste management

**Action Leader**           : Mr.S.Krishnakumar, AP/Civil

**Indicators of Success**   :A well defined working plan shall be framed for waste management at the end of the EVEN sem 2016-17

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|------------------|--------|--------------------|
| 8.3.1 | Constitute a committee for waste management | Principal | 1st Aug 2017 | 31st Aug 2017 | NA |
| 8.3.2 | Analyse the existing waste management systems for solid, liquid and e-waste management | Member secretary – Committee | 1st Sep 2017 | 30th Sep 2017 | The details of existing management processes in MCET |
| 8.3.3 | Develop a work plan along with budget details for solid, liquid and e-waste management | Mr.S.Krishnakumar AP/Civil | 1st Oct 2017 | 15th Nov 2017 | Systems and stationaries |
| 8.3.4 | Submit the work plan to the admin team for suggestions | | 16th Nov 2017 | 15th Dec 2017 | NA |
| 8.3.5 | Approval from the admin team to implement the process | | 16th Dec 2017 | 31st Dec 2017 | NA |
| 8.3.6 | Effectively implement the waste management processes and review it as and when required | Mr.A.Srinivasan AP(SG)-Mech & Mr.S.Krishnakumar AP/Civil | Throughout the academic year | | Budget allocation as per the requirement to implement the process |

# ACTION PLAN –8.4

**Thrust area** : 8.0 –Institutional Values and Social Responsibilities

**Objective No.& Objective** : 8.4–Establish rain water harvesting in all buildings

**Action Leader** : Dr.N.Natarajan, Asso. Prof./Civil

**Indicators of Success** :To establish rain water harvesting structure in all buildings at the end
of the academic year 2019-20

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|------------------|--------|--------------------|
| 8.4.1 | Analyse existing rainwater harvesting structures | Mr.S.Syed Masoodhu, AP/Civil | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | Details of rain water harvesting available at MCET |
| 8.4.2 | Prepare a plan along with budget details to establish rainwater harvesting in all buildings | | 1$^{st}$ Sep 2017 | 31$^{st}$ Oct 2017 | Systems and stationeries |
| 8.4.3 | Submit the plan to admin team and to get approval | Dr.N.Natarajan, Asso. Prof./Civil | 1$^{st}$ Nov 2017 | 30$^{th}$ Nov 2017 | NA |
| 8.4.4 | Establish the rainwater harvesting facility in all buildings | | 1$^{st}$ Dec 2017 | 30$^{th}$ Apr 2020 | Budget allocation as per the proposal |

# ACTION PLAN –8.5

**Thrust area** : 8.0 –Institutional Values and Social Responsibilities

**Objective No.& Objective** : 8.5– Initiate and effectively implement green practices in the campus

**Action Leader** : Dr.N.Natarajan, Asso. Prof./Civil

**Indicators of Success** : i) Minimum 2 awareness programmes about eco-friendly practices shall be Conducted at the end of the every academic year

ii) Continuous improvement in green practices (Usage of Bicycles, Public Transport, Plastic free campus,Paperless office etc.,)in the campus

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|--------|--------------------|
| | | | **Start** | **Finish** | |
| 8.5.1 | Prepare a plan along with budget proposal to conduct awareness programmes for green practices | Mr.S.Syed Masoodhu, AP/Civil | 1st June of Every ODD sem | 15th June of every ODD sem | Systems and stationeries |
| 8.5.2 | Approval from the admin team to conduct the programmes | Dr.N.Natarajan, Asso. Prof./Civil | 16th June of every ODD sem | 30th June of every ODD sem | NA |
| 8.5.3 | Conduct the programmes as per the plan | | 1st July of every ODD sem | 31st Mar of every EVEN sem | Budget allocation as per the proposal |
| 8.5.4 | Encourage students to practice environment friendly methods (Usage of Bicycles, Public Transport, Plastic free etc.,) in the campus | All HoDs and FAs | Throughout the academic year | | NA |
| 8.5.5 | Review the process of conducting awareness programmes to give necessary suggestions for improvement | Mr.A.Srinivasan AP(SG)-Mech & Dr.N.Natarajan, Asso. Prof./Civil | Throughout the academic year | | NA |

# ACTION PLAN –8.6

**Thrust area**            : 8.0 –Institutional Values and Social Responsibilities

**Objective No.& Objective** : 8.6 –Ensure facilities for differently abled persons

**Action Leader**          : Mr.B.Kishore, AP(SS)/EEE

**Indicators of Success**   :All possible facilities for differently abled persons shall be established

in MCET at the end of the academic year 2016-17

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|---|---|---|---|---|---|
| 8.6.1 | Review the existing facilities available for differently abled persons in the campus | Mr.B.Kishore, AP(SS)/EEE | 1$^{st}$ Aug 2017 | 15$^{th}$ Aug 2017 | The details of facilities available for differently abled persons in MCET |
| 8.6.2 | Prepare a proposal along with budget details to establish possible facilities like Physical facilities, Provision for lift, Ramp / Rails, Braille Software/facilities, Rest Rooms, etc., in MCET | | 16$^{th}$ Aug 2017 | 31$^{st}$ Aug 2017 | Systems and stationeries |
| 8.6.3 | Submit the proposal to admin team and to get approval | | 1$^{st}$ Sep 2017 | 15$^{th}$ Sep 2017 | NA |
| 8.6.4 | Establish the approved facilities in the campus | | 16$^{th}$ Sep 2017 | 31$^{st}$ Dec 2017 | Budget allocation as per the proposal |

## ACTION PLAN –8.7

**Thrust area**            : 8.0 –Institutional Values and Social Responsibilities

**Objective No.& Objective** : 8.7 –Conduct programmes to increase consciousness about national

identities/ symbols, other constitutional obligations

**Action Leader**          : Dr.B.Saravanakumar, AP/Physics, NCC officer

**Indicators of Success**   :To conduct programmes about national identities/ symbols and other

constitutional obligations regularly in MCET

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|---|---|---|---|---|---|
| | | | **Start** | **Finish** | |
| 8.7.1 | List out the programmes to be conducted to increase consciousness about national identities/ symbols, other constitutional obligations in MCET | Dr.B.Saravana kumar, AP/Physics | 1$^{st}$ June of every ODD sem | 10$^{th}$ June of every ODD sem | Details to be collected about national identities/ symbols, other constitutional obligations |
| 8.7.2 | Prepare a schedule for the programmes to be conducted in every academic year | | 11$^{th}$ June of every ODD sem | 20$^{th}$ June of every ODD sem | Systems and stationeries |
| 8.7.3 | Approval from the admin team | | 21$^{st}$ June of every ODD sem | 30$^{th}$ June of every ODD sem | NA |
| 8.7.4 | Conduct the programmes as per the schedule | | 1$^{st}$ July of every ODD sem | 31$^{st}$ Mar of every EVEN sem | Budget allocation as per the proposal |
| 8.7.5 | Review the process and provide necessary suggestions for improvement | | Throughout the academic year | | NA |

# ACTION PLAN –8.8

**Thrust area** : 8.0 –Institutional Values and Social Responsibilities

**Objective No.& Objective** : 8.8–Initiate steps to celebrate national festivals and birth / death anniversaries of the great Indian personalities

**Action Leader** : Dr.G.V.Sriramachandran, AP(SG)/Maths, NSS officer

**Indicators of Success** : To celebrate national festivals and birth / deathanniversaries of the great Indian personalities regularly in MCET

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|------------------------------|------------|--------|-------------------|
| | | | **Start** | **Finish** | |
| 8.8.1 | List out the programmes to be conducted in connection with national festivals and birth/ death anniversaries of the great Indian personalities in MCET | Dr.G.V. Sriramachandran, AP(SG)/Maths | 1$^{st}$ June of every ODD sem | 10$^{th}$ June of every ODD sem | Details to be collected about national festivals, birth/death anniversaries of leaders |
| 8.8.2 | Prepare a schedule for the programmes to be conducted in every academic year | | 11$^{th}$ June of every ODD sem | 20$^{th}$ June of every ODD sem | Systems and stationeries |
| 8.8.3 | Approval from the admin team | | 21$^{st}$ June of every ODD sem | 30$^{th}$ June of every ODD sem | NA |
| 8.8.4 | Conduct the programmes as per the schedule | | 1$^{st}$ July of every ODD sem | 31$^{st}$ Mar of every EVEN sem | Budget allocation as per the proposal |
| 8.8.5 | Review the process and provide necessary suggestions for improvement | | Throughout the academic year | | NA |

<p style="text-align:center;">**ACTION PLAN –8.9**</p>

**Thrust area**           : 8.0 –Institutional Values and Social Responsibilities

**Objective No.& Objective** : 8.9– Review and redesign institutional core values and code of
conduct handbooks for students, faculty etc.,

**Action Leader**         : Mr.S.Krishnakumar, AP/Civil

**Indicators of Success**    :i) Institutional core values can be revised and to be displayed in college
web page at the end of the ODD semester 2017-18

ii) Revised code of conduct hand books shall be provided to the
students, faculty, non-teaching/ supporting staff, admin team etc., at the
end of the academic year 2018-19

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|---|---|---|---|---|---|
| | | | Start | Finish | |
| 8.9.1 | Constitute a committee to review and redesign institutional core values and code of conduct handbooks for students, faculty, non-teaching/ supporting staff, admin team etc., | Principal | 1$^{st}$ Aug 2017 | 15$^{th}$ Aug 2017 | NA |
| 8.9.2 | Review existing core value and code of conduct hand books | Member secretary – committee | 16$^{th}$ Aug 2017 | 30$^{th}$ Sep 2017 | Details of existing core values |
| 8.9.3 | Prepare draft core values and to be submitted to admin team for suggestions | | 1$^{st}$ Oct 2017 | 31$^{st}$ Oct 2017 | Systems and stationeries |
| 8.9.4 | Approval from the admin team for revised core values and to be hosted in college web page | Mr.S. Krishnakumar, AP-Civil | 1$^{st}$ Nov 2017 | 30$^{th}$ Nov 2017 | NA |
| 8.9.5 | Review existing code of conduct handbooks available for students, faculty, non-teaching/ supporting staff, admin team etc., | Mr.G.V. Sriramachandran, AP(SG)/Maths Manager – HR Manager – Admin | 1$^{st}$ Dec 2017 | 30$^{th}$ Apr 2018 | Details of existing code of conduct hand books |
| 8.9.6 | Design new handbooks with required revisions as per the statutory bodies (UGC, AICTE, Anna university etc.,) norms/ orders/ suggestions | | 1$^{st}$ May 2018 | 30$^{th}$ Sep 2018 | Systems and stationeries |
| 8.9.7 | Approval from the admin team for code of conduct handbooks | Mr.S. Krishnakumar, AP-Civil | 1$^{st}$ Oct 2018 | 31$^{st}$ Oct 2018 | NA |
| 8.9.8 | Disseminate approved code of conduct handbooks to admin team, faculty, students, non-teaching and supporting staff | | 1$^{st}$ Nov 2018 | 31$^{st}$ Dec 2018 | Budget allocation to meet out Printing expenses |

# ACTION PLAN –8.10

**Thrust area** : 8.0 –Institutional Values and Social Responsibilities

**Objective No.& Objective** : 8.10–Encourage students to participate in extension activities

**Action Leader** : Dr.G.V.Sriramachandran, AP(SG)/Maths, NSS officer

**Indicators of Success** :All students shall take part at least one extension activity at the end of every academic year.

| S.No | Tasks | Who ( Primary responsibility) | Time frame Start | Finish | Resources required |
|------|-------|-------------------------------|------------------|--------|--------------------|
| 8.10.1 | Fix notices boards at prominent places to display important extension activities to be carried out | Dr.G.V. Sriramachandran, AP(SG)/Maths | 1$^{st}$ Aug 2017 | 31$^{st}$ Dec 2017 | Civil maintenance assistance |
| 8.10.2 | Update notice boards with relevant information about extension activities | | Throughout the academic year | | Students volunteer to update the information |
| 8.10.3 | Arrange awareness programmes to encourage students to take part of extension activities | | 1$^{st}$ June of every ODD sem | 2$^{nd}$ June of every ODD sem | Civil maintenance assistance |
| 8.10.4 | Revise the process and provide necessary suggestions for improvement | Mr.A.Srinivasan AP(SG)-Mech & Dr.G.V. Sriramachandran, AP(SG)/Maths | Throughout the academic year | | NA |

# ACTION PLAN –8.11

**Thrust area** : 8.0 –Institutional Values and Social Responsibilities

**Objective No.& Objective** : 8.11–Specific initiatives to address locational advantages and

disadvantages

**Action Leader** : Mr. S. Nagarajan, Project Officer – Extension Services

**Indicators of Success** : To conduct programmes about national identities/ symbols and other

constitutional obligations regularly in MCET

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|--|--------------------|
| | | | **Start** | **Finish** | |
| 8.11.1 | Identify important locational advantages and disadvantages | Mr. S. Nagarajan, Project Officer | 1$^{st}$ Aug 2017 | 31$^{st}$ Aug 2017 | Details about the location |
| 8.11.2 | Prepare a draft plan to take initiatives to address locational advantages and disadvantages of the institution | | 1$^{st}$ Sep 2017 | 31$^{st}$ Oct 2017 | Systems and stationeries |
| 8.11.3 | Submit the proposed plan to admin team and to get approval for conducting the programmes | | 1$^{st}$ Nov 2017 | 30$^{th}$ Nov 2017 | NA |
| 8.11.4 | Conduct the programmes as per the schedule | | Throughout the academic year | | Budget allocation as per the proposal |

# ACTION PLAN –8.12

**Thrust area** : 8.0 –Institutional Values and Social Responsibilities

**Objective No.& Objective** : 8.12–Organize extension and outreach programmes to the neighborhood Community in collaboration with industry and NGOs through NSS/NCC/Red cross/YRC etc.,

**Action Leader** : Dr.G.V.Sriramachandran, AP(SG)/Maths, NSS officer

**Indicators of Success** :At least 6 extension/outreach programmes shall be conducted at the end of every academic year.

| S.No | Tasks | Who ( Primary responsibility) | Time frame | | Resources required |
|------|-------|-------------------------------|------------|--|--------------------|
| | | | Start | Finish | |
| 8.12.1 | Constitute a committee to plan and coordinate the extension/ outreach activities in collaboration with industry and NGOs through various clubs and associations of MCET. | Principal | $1^{st}$ June of every ODD sem | $10^{th}$ Jan of every ODD sem | Systems and stationeries |
| 8.12.2 | Prepare an annual plan along with the budget details about the extension activities to be conducted | Dr. B. Saravana Kumar, NCC officer | $11^{th}$ June of every ODD sem | $20^{th}$ June of every ODD sem | |
| 8.12.3 | Present the annual plan to admin team for suggestions | Dr.G.V. Sriramachandran, AP(SG)/Maths | $21^{st}$ June of every ODD sem | $30^{th}$ June of every ODD sem | NA |
| 8.12.4 | Approval from the admin team to conduct the planned activities | | $1^{st}$ July of every ODD sem | $15^{th}$ July of every ODD sem | |
| 8.12.5 | Conduct the activities as per the schedule | | $16^{th}$ July of every ODD sem | $31^{st}$ Mar of every EVEN sem | Budget allocation as per the plan |
| 8.12.6 | Review the process and provide necessary suggestions for improvement | Mr.A.Srinivasan AP(SG)-Mech & Dr.G.V. Sriramachandran, AP(SG)/Maths | Throughout the academic year | | NA |

**9. Terms of Reference for the Strategic Management Group:**

The Terms of Reference (TOR) for the SMG were developed by the members of the college in consultation with the Principal and Secretary, NIA Institutions. The TOR is described below.

1) Purpose & Roles of the SMG

- Planning
- Share information among Stakeholders
- Prioritisation of Objectives
- Allocating resources
- Facilitating implementation of Strategic Plan
- Review of the process made in the implementation of the Action Plans
- Diagnosis of problems (if any) encountered in implementation of the Action Plans
- Evaluation of Results
- Celebration of Success

2) Members

- Chairperson -Principal
- Ex-officio Members
    1. Process Champion
    2. Assistant Process Champion
    3 to 5. HODs – 3 Nos
    6. Librarian
    7 to 14 .Thrust Area Managers – 8 Nos

- Nominated Members
    1 to 2. Teaching Staff – 2 Nos
    3 to 5. Supporting Staff (Teaching & Administrative) – 3 Nos
    6 to 7. Gender equality representatives (WID)  - 2 Nos

**As specified above the SMG will consists of a total of 22 members - chairperson 1, Exofficio members 14 and Nominated members 7.**

The list of SMG members is given in Appendix I

3) Term of Office

- The chairperson and ex-officio members shall be permanent member of the SMG
- Other members will have a tenure of two years each.

4) Meeting

- The SMG will meet at least once in three months in the Principal Conference Hall of the college.

5) Quorum for Meetings

- Half plus one of total members

6) Decision Making Process

- By Consensus or by voting

7) Documentation Process

- Preparation & Distribution of Agenda – Process Champion
  - Agenda to be distributed to all the members two days before the date of the   meeting.
- Preparation & Distribution of Minutes – Process Champion
  - Minutes to be prepared, got approved by the chairperson and distributed to all the members within three days

8) Duties & Responsibilities of Various Functionaries

    i.    Principal of the College

- Chairing and Conducting Meetings
- Setting Directions
- Supporting & Motivating
- Information Sharing
- Policy Support

    ii.    Process Champion of SMG

- Organise Meetings
- Prepare Agenda & draft Minutes, Maintain Records

    iii.  Assistant Process Champion

- Assist Process Champion & Deputy Process Champion in preparing their duties

iv.   Members

- Attend meetings regularly

- Participate constructively

vi .  Thrust Area Managers

- Provide support for and monitor the implementation of all the Action plans in their respective Thrust Areas

- Meet with the Action Leaders as required

- Present reports to SMG on achievements and problems relating to all the Action Plans in their respective Thrust Areas

- Liaise with the process Champion of SMG

vii. Action Leaders

- Manage the implementation of action plan as per schedule

- Meet with team members as required

- Report on Achievement of objectives & Problems

## 10. Structures and Procedures for Sustaining the Strategic Management Process

Sustainability of the Strategic Management process requires creation of appropriate structures and procedures for institutionalization of the new approach introduced.

The structure and procedure that will be used by the college for sustaining the strategic management process are presented in the following table.

## Structures and Procedures for Strategic Management

| Function | By Whom ? | Methodology and Time Frame |
|---|---|---|
| 1. Implementation of each action plan in the Strategic Plan | Respective Action leader and team members | As specified in the action plan |
| 2. Monitoring the implementation of the Action Plan | 1) A Strategic Management Group | Review once in three months |
| | 2) Core group – consisting of the following person<br><br>i. Patron – Prof. C. Ramaswamy Secretary, NIA institutions<br><br>ii. Chairperson – Principal<br><br>iii. Process Champion Dr.P.A.Periasamy,<br><br>iv. Director (Student Affairs) Dr.Ranga Palaniswamy | Review meeting once in six months with the Thrust area Managers and Action leaders |
| 3. Revision of Strategic Plan | Strategic Management group | Once in Five years |

## List of Strategic Management Group Members

1. Principal                               : Dr. A. Rathinavelu, Vice-Principal
2. Process Champion                        : Dr. P.A.Periasamy, Associate Prof./Chemistry
3. Asst. Process Champion                  : Mr. N. Karthikeyan, AP/Physics

**Thrust Area Managers**

4. Academic and Curricular Aspects                    :Dr.V.Lakshminarayanan/Asso. Prof. - EIE
5. Teaching-Learning and Evaluation                   :Dr.Calvin S. King/OBE coordinator
6. Research development and Innovations               :Dr.S.Ramakrishnan/ HoD – IT
7. Industry Institute Attachment and Collaboration    :Dr.V.K.Sudha/ Asso. Prof. – ECE
8. Infrastructure and Learning Resources              :Dr.R.Venkatasubramani/ HoD – Civil
9. Student Support and Progression                    :Dr.K.Vijayakumar/ Asso. Prof. – ICE
10. Governance, Leadership and Management             :Dr.A.Senthilkumar/ HoD – EEE
11. Institutional Values and Social Responsibilities  :Mr.A.Srinivasan/ AP(SG) – Mech

**Other Members**

**(A). Other HOD's:**
12.Dr.R.Sudhakar, HoD/ECE
13.Dr.R.Ravindran, HoD/S&H
14. Dr.G.Anupriya, HoD i/c / CSE
15.Dr.D.Balamurugan,Librarian

**B. Other key functionaries from Teaching / Supporting staff (Administration & Technical)**
16. Mrs.K.Rajalakshmi, Lecturer, English
17. Mr. P. Jose, Executive, LLC
18. Mr.T.K.Seshadri, Tech. Asst./Autonmobile
19. Mr.P.Vijayakumar, System Admin / ITeS
20. Mr.K.Sakthivel, Manager / Accounts, Office

**C. Gender Equality (WID) Representatives:**
21. Dr.V.Umadevi, AP(SS)/Physics
22. Mrs.A.Lathamahes, Assistant Librarian, Central Library