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

DR MAHALINGAM
MCET
COLLEGE OF ENGINEERING AND TECHNOLOGY
Enlightening Technical Minds

STRATEGIC PLAN

2011-2016

November 2010

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We express sincere thanks to the fecilitatorsDr.D.Brahadeeswaranand Dr.S.Dhanapal of National Institute of Technical Teachers Training and Research, Chennai, who conducted the strategic planning workshop in a professional manner and provided excellent inputs and guidance for developing the strategic plan

We are highly grateful for the valuable contributions of all our stakeholders, especially Industries, Alumni, Staff members, Students and their Parents in terms of ideas, suggestions and information towards the development of this plan.

Members of the Strategic Planning Group
November 2010

1.0 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 birth day 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 spread over 29.53 acres and situated adjacent to Nachimuthu Polytechnic College 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 Arutchelvar Dr. N. Mahalingam., B.Sc., FIE., as its Chairman, Thiru. M. Manickam., M.Sc.,M.B.A., as its Vice- Chairman and Prof C.Ramaswamy, Secretary of the NIA Educational institutions is guiding the development of the institution.

The College offers following undergraduate and post graduate programmes in engineering and technology.

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) Instrumentation and Control Engineering
    vi) Civil Engineering
    vii) Automobile 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) Master of Computer Applications

Research Centre

- Recognition of Research Centre for Mechanical & Electrical Engineering

NBA Accredited Courses

- B.E. Mechanical Engineering, ECE, CSE and MCA was accredited on 22.05.07
- B.Tech. IT and B.E. EEE was accredited on 03.03.2009

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 the research institutions.

Fully computerised library with bar coding facilities with over 45000 volumes of books and a large number of CD ROMs, is functioning in the campus on all 365 days for the benefit of staff and students.

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

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 are functioning in the campus.

- Apple Distinguished School (ADS)
- Oracle India (P) Ltd
- EMC Corporation (NYSE: EMC), Hopkinton, Massachusetts, USA
- Altair Engineering
- Kriatec Services (P) Ltd.,
- IBM University Program
- AUTODESK Educational Partner Programme – CAD Center
- MTAB Denford – CAM Center
- ANSYS Authorised Training Center – CADAM
- VLSI Design Center
- Computer Telephony Integration Center
- TUV Academy Cell
- Distributed Learning Services
- Mainframe Training Center
- Entrepreneurship Development Cell
- Language Learning Center
- Internet Data Centre

COLLABORATION WITH FOREIGN UNIVERSITIES AND COLLEGES

The College has established tie-ups with the following Universities/Colleges for offering their various Engineering and Science programmes at various levels and through various modes.

- Edith Cowan University (ECU), Perth, Western Australia
- Cambrian College of Applied Arts and Technology, Sudbury, Canada.

- Cape Breton University, Canada
- University of Manitoba, Canada

Collaboration with Industries

- MoU was signed with BSNL on 23.01.2009
- MoU was signed between IIPC, MCET and Yokogawa India Limited, Bangalore on 19.08.2009
- MoU was signed with Altair Engineering on 05.09.2009

1.2. PROFILE OF THE COLLEGE

Year of establishment	: 1998
Number of students	: Male : 1933
	Female : 1101 (Total: 3034)
Yearly intake of students	: 834 (UG & PG)
Bachelors Degree Programmes	: 8
Masters Degree Programmes	: 4
Teaching staff	: 187
Supporting staff	: 81
Maintenance Staff	: 58
Number of class rooms	: 44
Number of Tutorial Rooms	: 24
Number of laboratories	: 92
Number of workshops	: 2
Library	: 1
Number of hostels	: Men : 1
	: Women : 1
Conference rooms	: 1
Seminar halls	: 3
Auditorium	: 1
Indoor stadium	: 1
Sports ground	: 1

Other amenities in the campus :

- Cafeteria
- Bank with ATM
- Post Office
- Book depot
- JothiMandapam
- DTP centre
- Transports
- Campus Health Centre
- Fitness Centre

This ISO 9001:2000 certified institution since 2003 is now embarking on strategic planning and implementation for its holistic development.

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 first Strategic Plan of the college, 16 members of the college staff, representing various departments and functions were selected to constitute the 'Strategic Planning Group' (SPG) of the College.

Dr. D. Brahadeeswaran, Professor and Head, Policy Planning and Educational Research and Dr. S. Dhanapal, Professor and Head, Curriculum Development, from National

Institute of Technical Teachers Training and Research (NITTTR), Chennai, served as the resource persons for the Strategic planning process.

The planning process and the preparation of strategic planning document were completed in three workshops each of three days duration conducted between August and November 2010.

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 Planning for the year 2011-2016 were developed. Questionnaires for conducting SWOT analysis were also prepared by the SPG.

Before the commencement of the second workshop the questionnaires were administered to the key stakeholders and responses were received. The data collected were analysed during the first day of the second workshop and the findings of SWOT analysis were consolidated. Based on the SWOT 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.

3.0. MANDATE :

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

MANDATE

The College is a Private, Unaided, 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 and 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.

4.0. 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 become an autonomous institution in order 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.

Our short vision is

"We develop a globally competitive workforce and entrepreneurs".

5.0 MISSION

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

MISSION

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

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

6.0 SWOT 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 the 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 Threats that the college had to deal with in order to be successful. The college has to scan both of these environments to get the required SWOT data.

The strengths and weaknesses and the opportunities and threats faced by the college were arrived at through a process of systematic interaction with our key stakeholders. For this purpose 7 questioners and one interview schedule were prepared. Administering customised questionnaires to cross-sections of our students, parents, alumni, staff and the industry achieved this very effectively. For some members of the industry who preferred to have our representatives meet with them in person we used interview schedules. Seven teams of our SPG were assigned with the work of analysis of the data collected from the stakeholders groups. The names of staff who contributed to the development of the tools and also those who did the data analysis are given in Table – 1.

Table 1: Tool Development and Data Analysis Team

S.No	Tool	Tool Development Team	Data Analysis Team
I	Questionnaire for Students	Prof.P.A.PeriasamyMr. A.SenthilKumar	Ms.D.SenthilVadivu Mr.R.Bhupathi
II	Questionnaire for Parents	Ms. V. Umadevi Mr.A.S.Muthanantha Murugavel	Mr.A.S.Muthanantha Murugavel Ms.K.Sumathi
III	Questionnaire for Faculty	Dr.R.Sudhakar Ms.K.Sumathi	Ms.S.Bharathi Ms.J.Amudha
IV	Questionnaire for Supporting Staff (Technical & Administrative)	Mr.V.Lakshmi Narayanan Ms.J.Amudha Ms.D.SenthilVadivu	Dr.R.Sudhakar Mr.S.Ayyappan
V	Industry Representatives Questionnaire Interview schedule	Mr.M.Selvakumar Mr.R.Bhupathi	Mr.M.Selvakumar Mr.C.Radhakrishnan

VI	Questionnaire for Alumni	Mr.D.Shanmugam Mr.S.K.Ashok Ms.S.Bharathi	Mr. V.Lakshmi Narayanan Mr.S.K.Ashok
VII	Questionnaire for International University Officials	Mr.S.Ayyappan Mr.C.Radhakrishnan	Prof.P.A.Periasamy Mr.D.Shanmugam

A Summary of the extent of responses from our key stakeholders is provided in Table – 2.

Table 2: Summary of Stakeholders Responses

S.No.	Stakeholder Group	Tool Used for collecting data	Number of members surveyed	Number of members who responded	Response %
1.	Students	Questionnaire	500	422	84
2.	Parents	Questionnaire	450	350	78
3.	Faculty	Questionnaire	70	68	97
4.	Supporting Staff (Technical & Administrative)	Questionnaire	70	65	93
5.	Industry Representative	Questionnaire & Interview schedule	50	34	68
6.	Alumni	Questionnaire	100	74	74
7.	International University officials	Questionnaire	5	2	40

The designated teams analyzed the responses collected from various stakeholders and came up with a host of information that was discussed at an SPG meeting to synthesize the data into four discrete lists, one each for the strengths, weaknesses, opportunities and threats. The lists of strengths and opportunities proved too long for inclusion in the strategic plan document, so they were prioritised by using the nominal group process.

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

6.2. FINDINGS OF SWOT ANALYSIS

6.2.1 STRENGTHS OF THE COLLEGE

1. Enlightened and proactive management with an excellent corporate reputation.
2. Good Leadership
3. High percentage of pass and job placement of students
4. Adequate, qualified, motivated and committed faculty
5. Effective functioning of faculty development centre
6. Strategic location of the campus on the National highway
7. Adequate buildings
8. B.E. Mechanical Engineering, ECE, CSE, EEE, B.Tech. IT and MCA programmes were accredited.
9. Collaboration with Foreign universities
10. Students and staff amenities (Bank, Post office, Stores, Indoor stadium, Gymnasium, Auditorium, Guest house)
11. Campus wide network with Giga bit Ethernet backbone
12. Adequate Leased Line for Internet Access with backup Round the clock Internet Access
14. Captive Internet Data center
15. Adequate hostel accommodation.
16. Availability of facility for effective information access by parents.
17. Excellent student support services (Language Learning Centre, Students Service Centre, Internet Data Centre, National Candidate Corps , National Social Service, Various clubs and associations and Desk Top Publishing)
18. Effective functioning of value added centres and courses for all disciplines
19. Effective student counselling service and Mentoring system
20. Disciplined students
21. Regular publication of newsletters in departments and college.
22. Effective industry institute interaction
23. Collaboration with Industries
24. Effective functioning of Research and Development Centre
25. Well equipped Labs, with latest equipment and software.
26. Well equipped Library functioning on all 365 days

6.2.2 WEAKNESSES OF THE COLLEGE

1. Inadequate experienced faculty in Research
2. Inexperienced office staff with limited organizational and communication skills.
3. Lack of well defined performance appraisal system
4. Inadequate staff rooms with individual cabin.
5. Insufficient number of tutorial rooms.
6. Lack of common rooms for students to take lunch
7. Inadequate water supply in each block.
8. Lack of toilet facilities in each Block.
9. Manual feedback system and analysis
10. Department libraries – need to be strengthened.
11. Inadequate maintenance of computers.
12. Inadequate cafeteria facility.
13. Food, recreation and telecommunication facilities in the hostel need improvement.
14. Insufficient duration of industrial visits & internship.
15. Lack of effective communication system like public address system for immediate announcements.
16. Need for training the staffs in specific subjects like network security and management protocols, awareness on Programme Outcome and Course Outcome.

6.2.3. OPPORTUNITIES AVAILABLE FOR THE DEVELOPMENT OF THE COLLEGE

1. Support from Nachimuthu Industrial Association and Sakthi Group of Industries.
2. Globalisation of education leading to admission of foreign students.
3. Autonomy status for the institution
4. Establish Centres of Excellence in collaboration with industries
5. Demand for e-learning programmes.
6. Demand for professional development programs from Industry and Society.
7. Demand for soft skills training for students of other educational institutions.
8. Increasing employment opportunities for engineers in the field of marketing and production.
9. Support for entrepreneurship development programmes.
10. Good demand for Industrial consultancy, Internship programme for students.

11. Adequate chances for industrial Consultancy.
12. Willingness of industries for exchange of experts and faculty.
13. Scope for enhancing interaction with Alumni.
14. Implementation of Community Development scheme support with state and central government schemes.
15. Demand for Women in Development Programmes.
16. Increasing demand for skill development courses for rural people.
17. Demand for training disabled students.
18. Demand for training Human resources for Agro – based industries.
19. Scope for involvement of students in Institute development projects.
20. Availability of support for making Renewable energy center.
21. MOU signed with State, National and International Organisations including CTI, ASSOCHAM, Professional Societies and various core industries.
22. Demand for IT enabled services and Core Industries.

6.2.4. THREATS FACED BY THE COLLEGE

1. Ambiguous policy guidelines of the Government regarding Admission of students.
2. Delayed decisions by Anna University.
3. Fast pace of technological Obsolescence.
4. Aggressive marketing by foreign Universities.
5. Increasing energy costs.
6. Unemployment / Under employment of engineering graduates of some disciplines.
7. Competition from a large number of Engineering Colleges for the limited services and opportunities provided by industries.
8. Monsoon failure leading to delayed fee receipts.

7.0 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	Mr. A. Srinivasan
2.	STUDENT SERVICES	Mr. M.Balaji
3.	VALUE ADDED TRAINING AND SERVICES	Dr.A.Rathinavelu
4.	STAFF DEVELOPMENT	Dr.S.Ramakrishnan
5.	INFRASTRUCTURE DEVELOPMENT	Dr. G. Jaisankar
6.	INDUSTRY INSTITUTE PARTNERSHIP	Mr. K.Vijayakumar
7.	RESEARCH AND DEVELOPMENT	Dr.R.Sudhakar
8.	COMMUNITY AND RURAL DEVELOPMENT	Mr. S.Ayyappan

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.

Objectives of Each Thrust Area

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

Thrust Area 1.0. - Academic

Objective 1.1 - Identify the areas of autonomous functioning in the institution

Objective 1.2 - Organise and depute coordinators for the autonomous works and further implementation.

Objective 1.3 - Train staff members and make awareness among the stakeholders.

Objective 1.4 - Conduct various meetings required for framing curriculum, syllabus and regulation

Objective 1.5 - Frame curriculum and syllabi to meet the requirements of NBA and Outcome based Education.

Objective 1.6 - Enhance the standards by collecting periodical feedbacks and conducting audit

Objective 1.7 - Monitor the quality of academic standards and evaluate the autonomous functioning

Thrust Area 2.0. - Students Services

Objective 2.1 - Identify the functional areas of individual development of the students.

Objective 2.2 - Keep the students abreast of the major trends associated with industries .

Objective 2.3 - Train the students in various Soft-Skills and Life Skills.

Objective 2.4 - Facilitate carrying out of mini projects, specified by industries for pre-final year Students and also for internship.

Objective 2.5 - Assist the students to pursue higher studies in national and international Organizations.

Objective 2.6 - Support new age Enterprises at the Campus by providing infrastructure and Incubation support to students. Link with Mentors, Angel investors, Government agencies and passionate Entrepreneurs to support the "Startups".

Objective 2.7 - Enhance good public relations for creating awareness of the various activities of the college.

Objective 2.8 - Establish and maintain various multi-disciplinary tie-ups and collaborations with industries and professional bodies.

Objective 2.9 - Facilitate the effective conduct of events in the college with active involvement of the students through Students Guild of Services (SGS)

Objective 2.10 - Enhance effective liaison with the patrons of the college.

Thrust Area 3.0. - Value Added Training and Services

Objective 3.1 - Establish Value Added Education & Training Centre in new areas

Objective 3.2 - Train the faculty in the identified value added programme areas and for offering one credit courses in the autonomous regulation

Objective 3.3 - Counsell the students about the value added programmes

Objective 3.4 - Monitor the quality of value added programme

Thrust Area 4.0. - Staff Development

Objective 4.1 - Organise in-house short term courses / workshops for staff training.

Objective 4.2 - Depute staff for off-campus training courses.

Objective 4.3 - Plan for deputation of staff for higher studies, industrial visits, faculty exchange programmes in the MoU signed institutions.

Objective 4.4 - Depute staff for presenting papers in the various national / international conferences/seminars, motivate to publish papers in standard journals

Objective 4.5 - Implement staff welfare schemes.

Objective 4.6 - Implement Staff Family Benefit Fund.

Thrust Area 5.0. - Infrastructure Development

Objective 5.1 - Develop a proposal for establishing centres of excellence in collaboration with various industries

Objective 5.2 - Establish a Centre for video Conferencing.

Objective 5.3 - Construct adequate number of tutorial rooms and staff rooms with cabin

Objective 5.4 - Provide wash rooms and water supply in each block.

Objective 5.5 - Provide common dining for day scholar students

Objective 5.6 - Establish travel desk

Objective 5.7 - Provide Public address System facilities in the class rooms

Objective 5.8 - Improve cafeteria facilities

Objective 5.9 - Strengthen Department Library.

Objective 5.10 - Establish a book sale centre inside the campus

Objective 5.11 - Improve the quality of food in the hostel

Objective 5.12 - Improve recreation facility in the Hostel.

Objective 5.13 - Improve Telecommunication facility in the hostel.

Objective 5.14 – Provide Wi-fi connectivity in the campus

Objective 5.15 - Conduct Energy Audit of various buildings in the campus.

Thrust Area 6.0. - Industry and Institute Partnership

Objective 6.1 - Sign MOUs with Industries and Association of Industries.

Objective 6.2 - Arrange for Industrial visit of the students of the institution.

Objective 6.3 - Market consultancy services /facilities offered by Value Added Centers, Centres of excellence to industries.

Objective 6.4 - Arrange Industrial Training, internship for the students of third and final year.

Objective 6.5 - Arrange for exchange of faculty from the industries and institution to deliver guest lectures and offer one credit courses in the autonomous system

Objective 6.6 - Apply for and execute industrial projects under funded schemes of State and Central Governments.

Thrust Area 7.0. - Research and Development

Objective 7.1 - Identify important areas of research in all departments.

Objective 7.2 - Undertake and evaluate the research projects

Objective 7.3 - Apply for funding of research projects to various Govt. and private agencies

Objective 7.4 - Train the faculty members in the emerging areas of Research and Development

Objective 7.5 - Conduct Seminar / Workshop by the departments

Objective 7.6 - Offer consultancy services to Industries and other clientele group, motivate for obtaining patent

Objective 7.7 - Recruit senior faculty members with required expertise

Thrust Area 8.0. - Community and Rural Development

Objective 8.1 – Identify the areas and activities for community training and development.

Objective 8.2 - Allocate the work to the department for executing the community and rural development activities.

Objective 8.3 - Offer need based training to the unemployed people in the needy villages

Objective 8.4 - Create awareness about environmental preservation and conduct national / international level conferences in the renewal energy areas.

8.0 STRATEGY IMPLEMENTATION PLAN

Thrust Area : 1.0 - Academic

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs) (for 5 years)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
1.1) Identify the areas of autonomous functioning in the institution	←										-	Director (Academic) & Principal
1.2) Organise and depute coordinators for the autonomous works and further implementation		←									-	Principal
1.3) Train staff members and make awareness among the stakeholders.	←	→	←	→	←	→	←	→	←	→	1.0	Controller of Examination

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
1.4) Conduct various meetings required for framing curriculum, syllabus and regulation	←	—	—	—	—	—	—	—	—	→	20.00	Heads of the Departments & CoE
1.5) Frame curriculum and syllabi to meet the requirements of NBA and Outcome based Education.		←	—	—	—	—	—	—	—	→	10.00	Heads of the Departments
1.6) Enhance the standards by collecting periodical feedbacks and conducting audit		←	—	—	—	—	—	—	—	→	2.00	CoE Section & IQAC
1.7) Monitor the quality of academic standards and evaluate the autonomous functioning		↔		↔		↔		↔		↔	5.00	IQAC

ACTION PLAN

ACTION PLAN 1.1

Thrust area : 1.0 Academic

Objective No. : 1.1

Objective : Identify the areas of autonomous functioning in the institution

Action Leader : Controller of Examination

Indicators of Success : Fourth week of December 2011

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 based on the preliminary visit made to various top level autonomous institutions by the faculty members of MCET.	HoDs of each department	1st Jan 2011	28th Feb 2011	University Regulations, UGC Regulations, Top universities autonomous model for reference
1.1.2.	Making of draft	HoDs and Controller of Examination	1st March 11	31st May 2011	Stationery items and System
1.1.3	Verification and feedback	Controller of Examination	1st June 2011	30th June 2011	Stationery items and System
1.1.4.	Submission for Approval	CoE and Principal	1st July 2011	15th July 2011	NA
1.1.5	Dissemination of approved processes, activities to the stakeholders	Principal	15th July 2011	End of December 2011	NA

ACTION PLAN 1.2

Thrust area : 1.0 Academic

Objective No. : 1.2

Objective : Organise and depute coordinators for the autonomous works and further implementation

Action Leader : Principal

Indicators of Success : Fourth week of January 2012

S. No	Task	Who (Primary Responsibility)	Time frame (Date)		Resources Required
			Start	Finish	
1.2.1.	Identification of staff members & Receiving nominees list from Government and University	Principal	1st April 2011	31st July 2011	University Regulations, UGC Regulations, Top universities autonomous model for reference
1.2.2.	Defining their roles and responsibilities in the autonomous system, Defining the tasks, documents maintaining	HoDs and Controller of Examination	1st March 11	31st May 2011	Stationery items and System
1.2.3	Training them to adopt in the system	Controller of Examination	1st June 2011	30th June 2011	-
1.2.4	Maintaining documents of Autonomous system and conducting meetings periodically	Respective Member secretary of Various committees	1st June 2011	Continuous process	stationery items and System
1.2.5.	Monitoring their works through periodical audits	CoE and Principal	1st July 2011	15th July 2011	NA

ACTION PLAN 1.3

Thrust area : 1.0 Academic

Objective No. : 1.3

Objective : Train staff members and make awareness among the stakeholders.

Action Leader : Controller of Examination

Indicators of Success : Continuous Process (at the end of every academic year)

S. No	Task	Who (Primary Responsibility)	Time frame (Date)		Resources Required
			Start	Finish	
1.3.1.	Identification of programme wise senior and experienced faculty members for autonomous functioning	HoDs of each department	1st Jan 2011	28th Feb 2011	NA
1.3.2.	To conduct workshop to faculty members about the key areas in autonomous functioning	Principal &CoE	1st March 2011	30th April 2011	University Regulations, UGC Regulations, Top universities autonomous model for reference
1.3.3	To conduct workshop to all stake holders including teaching faculty, non-teaching staff, students.	Department wise senior and experienced faculty members	1st May 2011	31st August 2011	Stationery items and System
1.3.4.	To conduct the training programme of autonomous functioning to all new stakeholders.	HoDs of each department and CoE	1st week of June of every ODD sem	3rd week of June of every ODD sem	Stationery items and System
1.3.5	To monitor the processes	Principal &CoE	--	--	NA

ACTION PLAN 1.4

Thrust area : 1.0 Academic

Objective No. : 1.4

Objective : Conduct various meetings required for framing curriculum, syllabus and regulation

Action Leader : Controller of Examination

Indicators of Success : Fourth week of December 2011

S. No	Task	Who (Primary Responsibility)	Time frame (Date)		Resources Required
			Start	Finish	
1.4.1.	Identification of resource persons from reputed institutions and university to structure the autonomous regulations.	Principal &CoE	1st Jan 2011	30th Jan 2011	University, UGC Regulations, Top universities autonomous regulations.
1.4.2	To conduct the training programme for framing the autonomous regulations by expert team	Senior level HoDs	1st Feb 2011	28th Feb 2011	Stationery items and systems
1.4.3.	To structure the MCET autonomous regulations	DCoE and senior level HoDs	1st Mar 2011	31st Mar 2011	Stationery items and systems
1.4.4	Identification of programme wise resource persons from various reputed institutions to frame the curriculum and syllabus	HoDs of all departments concerned	1st Jan 2011	30th Jan 2011	Curriculum and syllabus of various autonomous institutions for reference.

1.4.5.	To conduct department level brainstorm meetings by the expert team with all faculty to frame the curriculum and syllabus under autonomous regulations	HoDs of all departments concerned	1st Feb 2011	30th Apr 2011	Stationery items and systems
1.4.6.	To conduct the board of studies meetings at the beginning of every academic year to finalise the curriculum and syllabus for the consecutive semesters.	HoDs of all departments concerned	1st week of June	Last week of Sep	Stationery items and System
1.4.7.	To monitor the processes	Principal &CoE	--	--	NA

ACTION PLAN 1.5

Thrust area : 1.0 Academic

Objective No. : 1.5

Objective : Frame curriculum and syllabi to meet the requirements of NBA and Outcome based Education.

Action Leader : Principal

Indicators of Success : Continuous Process (at the end of every academic year)

S. No	Task	Who (Primary Responsibility)	Time frame (Date)		Resources Required
			Start	Finish	
1.5.1.	Identification of institute level coordinators for NBA and OBE	Principal	1st Jan 2011	31st Jan 2011	NBA manual and OBE flow chart of other reputed institutions
1.5.2.	Identification of programme wise coordinators for NBA and OBE	HoDs	1stFeb 2011	28th Feb 2011	NA
1.5.3	To conduct the workshops regarding NBA and OBE with external experts	NBA and OBE coordinators	1stMarch 2011	30th April 2011	External resource persons
1.5.4.	To organize meetings with department faculty and NBA & OBE coordinators for curriculum design	HoD and coordinators of NBA & OBE	1st week of June of every ODD sem	3rd week of June of every ODD sem	Stationery and systems
1.5.5	To review the OBE achievements periodically with HODs of various programmes	Principal	1st week of June of every ODD sem	3rd week of June of every ODD sem	NA

ACTION PLAN 1.6

Thrust area : 1.0 Academic

Objective No. : 1.6

Objective : Enhance the standards by collecting periodical feedbacks and conducting audit

Action Leader : Controller of Examination and IQAC

Indicators of Success : Continuous Process (at the end of every academic year)

S. No	Task	Who (Primary Responsibility)	Time frame (Date)		Resources Required
			Start	Finish	
1.6.1.	To collect feedback from the faculty about teaching – learning process under autonomous system.	HoDs & IQAC	1st week of June of every ODD sem	3rd week of June of every ODD sem	Stationery and systems
1.6.2.	To collect feedback from the student about teaching – learning process	HoDs& IQAC	1st week of Oct of every ODD sem& 1st week of Apr of every EVEN sem	3rd week of Oct of every ODD sem& 3rd week of Apr of every EVEN sem	-do-
1.6.3	To collect feedback about the exam process under autonomous system from faculty and students	DCoE& IQAC	1st week of June of every ODD sem	3rd week of June of every ODD sem	-do-
1.6.4	To collect feedback from the external faculty who were involved in examination process under autonomous system	CoE& IQAC	1st week of Oct of every ODD sem& 1st week of Apr of every EVEN sem	1st week of Oct of every ODD sem& 1st week of Apr of every EVEN sem	-do-
1.6.5	To conduct external audit for the autonomous system	Principal& IQAC	1st week of June of every academic year	2nd week of July of every academic year	Resource persons & Stationery
1.6.6	To conduct external audit for the examination process under autonomous system	CoE& IQAC	1st week July of every academic year	2nd week of August of every academic year	Resource persons & Stationery

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 : Principal

Indicators of Success : Continuous Process (at the end of every academic year)

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	0.50 Lakhs

Thrust Area : 2.0 – Students Services

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs) (for 5 years)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
2.1) Identify the functional areas of individual development of the students		↔		↔		↔		↔		↔	-	Placement officer
2.2) Keep the students abreast of the major trends associated with industries	↔		↔		↔		↔		↔		-	Placement officer
2.3) Train the students in various Soft-Skills and Life Skills	↔		↔		↔		↔		↔		20.0	Faculty adviser – Language Learning Center (LLC)

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
2.4) Facilitate carrying out of mini projects, specified by industries for pre-final year Students and also for internship	←	—	—	—	—	—	—	—	—	→	5.00	Heads of the Departments & Principal
2.5) Assist the students to pursue higher studies in national and international Organizations.		←	—	—	—	—	—	—	—	→	5.00	Faculty adviser – International study centre
2.6) Support new age Enterprises at the Campus by providing infrastructure and Incubation support to students		←	—	—	—	—	—	—	—	→	25.00	Director (Student Affairs)

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
2.7) Enhance good public relations for creating awareness of the various activities of the college		↔		↔		↔		↔		↔	3.50	PRO
2.8)Establish and maintain various multi-disciplinary tie-ups and collaborations with industries and professional bodies		↔		↔		↔		↔		↔	5.0	International Programme Coordinator
2.9) Facilitate the effective conduct of events in the college with active involvement of the students through Students Guild of Services (SGS)	←	—	—	—	—	—	—	—	—	→	30.0	Director (Student Affairs)
2.10) Enhance effective liaison with the patrons of the college	←	—	—	—	—	—	—	—	—	→	3.0	Principal

ACTION PLAN 2.1

Thrust area : 2.0 Student Services

Objective No. : 2.1

Objective : Identify the functional areas of individual development of the students.

Action Leader : Placement Officer

Indicators of Success : The specific functional areas in which the students need training for their individual development will be made available in the fourth week of June of every academic year

S. No	Task	Who (Primary Responsibility)	Time frame (Date)		Resources Required
			Start	Finish	
2.1.1.	Make a preliminary list of career options and fields according to the course discipline	Class counsellors of each department	1st week of Jan	3rd week of Jan	NA
2.1.2.	Discuss with the students by arranging exclusive class and counselling sessions	Counsellors of the departments and the Trainer from Student Service Centre	3rd week of Jan	2nd week of Feb	Classes and individual sessions for counselling
2.1.3.	Categorising students based upon the areas of interests and fields. Divide them into groups	Department incharge, class-counsellors,Trainer from SSC	2nd week of Feb	Last week of Feb	Collected list of career options and fields
2.1.4.	Strategise the training methodology and exercises based upon the categories of students	placement officerand department faculty	1st week of Mar	2nd week of Apr	NA
2.1.5.	Enable the students to map their career and future	placement officer and Counsellor	2nd week of Apr	Last week of June	NA

ACTION PLAN 2.2

Thrust Area : 2.0 Student Services

Objective No : 2.2

Objective : Keep the students abreast of major trends associated with industries

Action Leader : Placement Officer

Indicators of Success: 5% increase in the participation of the students in the seminars and conferences throughout the academic year.

S. No	Task	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
2.2.1.	Collect the list of all suitable patrons, companies and industries	Placement officer	1st week of Jan	4th week of Jan (Third week)	Internet, Journals, Chamber of Commerce
2.2.2.	Arrange for awareness programmes for the students and frequent interactions with the HRs in the form of guest lectures	Placement Officer	1st week of Feb	4th week of Mar	5.0 L
2.2.3	Providing information related to seminars, workshops, conferences	Trainer, Department faculty and Placement Officer	1st week of Feb 1st week of Oct	1st week of Mar 1st week of Nov	NA
2.2.4.	Facilitate students' participation in State/National level Seminars and Conferences	Placement team	As and when needed	-	NA

ACTION PLAN 2.3

Thrust Area : 2.0 Student Services

Objective No : 2.3

Objective : Train the students in various Soft-Skills and Life Skills

Action Leader : Faculty adviser – Language Learning Center (LLC)

Indicators of Success: All the prefinal year students trained in soft skills and entrepreneurship development by end of even semester of every academic year

S. No	Task	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
2.3.1.	Divide students into various batches according to the skill sets to be trained	Department Placement coordinator	1st week of Jan	Last week of Jan	NA
2.3.2.	Prepare training modules and exercises according to the students training areas	Trainer- soft skills Trainer - Entrepreneurship	1st week of Feb	Mid Feb	Training Kit
2.3.3.	Impart training using the modules to the categorized students.	Trainer and Placement Officer	2nd week of April	2nd week of May	5.0
2.3.4.	Collect feedback from students.	Trainer and Faculty Adviser	2nd week of May	2nd week of May	Feedback forms
2.3.5.	Monitor the feedback and take corrective actions.	Trainer	3rd week of May	4th week of May	NA

ACTION PLAN 2.4

Thrust Area : 2.0 Student Services

Objective No : 2.4

Objective : Facilitate carrying out of mini projects, specified by industries for pre-final year Students and also for internship

Action Leader : Heads of the Departments &Principal

Indicators of Success: 5 % increase in the number of mini projects specified by industries carried out by students.

S. No	Task	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
2.4.1.	Collect the list of industries	Placement Officer	First week of February	Third week of February	Trade Journals, chamber of commerce, Industrial Directory
2.4.2	Collect the list of mini projects from various industries	Placement Officer	1st week of March	2nd week of March	NA
2.4.3	Collect the list of students who are willing to do the mini projects	HODs of all the departments and project guides	2nd week of March (3 days)	2nd week of March (3 days)	NA
2.4.4	Allocating the mini projects to the willing students	HODs of all the departments and project guides	3rd week of March	3rd week of March	NA
2.4.5	Monitoring the progress and collecting the feedback	Placement Officer	3rd week of March	2nd week of May	NA

ACTION PLAN 2.5

Thrust Area : 2.0 Student Services

Objective No : 2.5

Objective : Assist the students to pursue higher studies in national & international organisations

Action Leader : Faculty Adviser/International Study Centre

Indicators of Success: 5% Increase in the number of students appearing for the competitive exams and the number of students pursue higher education every year.

S.No	Task	Who (Primary Responsibility)	Time Frame		Resources required
			Start	Finish	
2.5.1.	Identify Students, who are interested to pursue higher studies	Faculty Adviser/ISC	First week Jan	Last week of Jan	NA
2.5.2.	Collect details from the Universities and Institutions and furnish to the students, interested	Faculty Adviser/ISC	2nd week of Jan	4th week of Jan	0.20 Lakh
2.5.3.	Counselling the students	Faculty Adviser/ISC	First week of Feb	Mid of Feb	NA
2.5.4.	Training the students for the competitive exams	Faculty Adviser/ISC	Mid of Feb	4th week of Feb	0.50 Lakh
2.5.5.	Arrange for Passports for the students	Faculty Adviser/ISC	Mid of Feb	4th week of Feb	1.0 Lakh
2.5.6.	Making arrangements for visa	Faculty Adviser/ISC	1st week of March	1st week of April	1.0 Lakh
2.5.7.	Conducting pre – departure orientation programme	Faculty Adviser/ISC	1st week of April	4th week April	NA

ACTION PLAN 2.6

Thrust Area : 2.0 Student Services

Objective No : 2.6

Objective : Support new age Enterprises at the Campus by providing infrastructure and Incubation support to students

Action Leader : Director (Student Affairs)

Indicators of Success: The students are trained in new age enterprises at the campus

S.No	Task	Who (Primary Responsibility)	Time Frame		Resources required
			Start	Finish	
2.6.1.	Identify the areas in which the new age enterprises training are required.	Stream wise senior faculty members	1st week of Jan	3rd week of Jan	NA
2.6.2.	To collect details of the specified areas from various organisations	Placement officer and HoDs	4th week of Jan	2nd week of Feb	-
2.6.3.	To identify interested students from various programmes	HoDs and placement coordinators	3rd week of Feb	4th week of feb	-
2.6.4.	To conduct workshops with external experts and students	Placement officer	1st week of March	Last week of April	25.0 Lakhs

ACTION PLAN 2.7

Thrust Area : 2.0 Student Services

Objective No : 2.7

Objective : Enhance good public relations for creating awareness of the various activities of the college.

Action Leader : PRO

Indicators of Success: 10% increase in the number of news items published in leading news papers and local cable channels

S.No	Task	Who (Primary Responsibility)	Time Frame		Resources required
			Start	Finish	
2.7.1.	Prepare a list of activities that are taking place in the campus	P.R Team	-	-	NA
2.7.2.	Take the list of the events and activities and prepare write-up	P.R. Team	-	-	0.50 Lakh
2.7.3.	Take the list of the events and activities and prepare write-up	P.R.Team	After the completion of every event of activity	-	-
2.7.4.	Publish the news to the daily newspapers and periodic magazines	News letter in charge	Every month periodically after the completion of each events	-	2.0 Lakh
2.7.5	Preparing Newsletters related to the news events	-	-	-	1.0 Lakh

ACTION PLAN 2.8

Thrust Area : 2.0 Student Services

Objective No : 2.8

Objective : Establish and maintain various multi-disciplinary tie-up and collaborations with the industries and professional bodies.

Action Leader : International Programme Coordinator

Indicators of Success: 5% increase in the no. of organisations with which the college has established tie-up

S.No	Task	Who (Primary responsibility)	Time frame (Date)		Resources Required
			Start	Finish	
2.8.1.	Make a preliminary list of industries and professional bodies useful for the students	Placement officer and Incharge of Professional bodies	First week Jan	Second week Jan	Journals, Newsletters of professional bodies
2.8.2.	Select the professional bodies and industries for establishing tie-up	Principal, Incharge of Professional bodies and Placement Officer	Wednesday Third week Jan	Wednesday Third week Jan	NA
2.8.3.	Liaise with the selected industries and professional bodies for determining terms and conditions or to establish MoU.	Principal	First week Feb	Second Week Feb	1.0 Lakh
2.8.4	Sign the MoU	Principal	-	-	1.0 Lakh
2.8.5.	Prepare a handout of industries and professional bodies	Placement officer and Incharge of Professional bodies	-	-	5.0 Lakh

ACTION PLAN 2.9

Thrust Area : 2.0 Student Services

Objective No : 2.9

Objective : Act as a catalyst for the conduct of various events in and out of the institution

Action Leader : Director (Student Affairs)

Indicators of Success: 5% Increase in the students participation in the college events per year.

S. No	Task	Who (Primary Responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
2.9.1.	List out the resources required normally for the conduct of an event and procure them	Event manager	First week June	Second week June	Funds according to the nature of the resources to be purchased
2.9.2.	Identify the students, who are interested to work as event management personnel	Event Manager	First week June	Second week June	NA
2.9.3.	Train the Students in event management	Trainer and Event Manager	Third week June	Fourth week June	NA
2.9.4.	Allocate the trained students to conduct the events	Event Manager	During the occasion of the event	-	3000000/- Allocated to the various clubs to conduct events.

ACTION PLAN 2.10

Thrust Area : 2.0 Student Services

Objective No : 2.10

Objective : Maintain effective liaison with the Patrons of the college

Action Leader : Principal

Indicators of Success: 5% increase in the number of Patrons

S. No	Task	Who (Primary Responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
2.10.1	Identify the list of industries and recognized Patrons	Placement Officer	-	-	NA
2.10.2.	Provide information brochures, news letters, to the HRs and other dignitaries	Placement Officer	-	-	Funds according to the requirement of brochures, mementos etc.,
2.10.3.	Send mails to the HRs on various interesting occasion and to acquaint the milestones achieved by the college	Placement officer and Placement team	During the occasion of the event	-	NA
2.10.4.	Fixing appointments and Inviting the Corporate personnel for Conferences and Seminars	Placement Team	During the occasion of the event	-	NA

Thrust Area : 3.0 - Value Added Training and Services

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs) (for 5 years)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
3.1) Establish Value Added Education & Training Centre in new areas		↔		↔		↔		↔		↔	25.0	Dean (Value Added Courses)
3.2) Train the faculty in the identified value added programme areas and for offering one credit		↔		↔		↔		↔		↔	5.0	Dean (Value Added Courses)
3.3) Counsel the students about the value added programmes		↔		↔		↔		↔		↔	5.0	Dean (Value Added Courses)
3.4) Monitor the quality of value added programme			↔		↔		↔		↔		-	Principal

ACTION PLAN 3.1

Thrust Area : 3.0 Value Added Education & Training Services

Objective No & Objective :3.1 Establish value added education & training centre in new areas

Action leader : Dean (Value Added Courses)

Indicators of Success : At least two centres are established and start functioning by the end of every academic year

S. No	Tasks	Who (Primary responsibility)	Time Frame		Resource required
			Start	Finish	
3.1.1.	Identify the area for value added program and suitable collaborator	Head – VAE&T Division	1st week of Jan	Last week of Feb	NA
3.1.2	Submit the proposal for establishment of infrastructural facilities	Head – VAE&T Division	1st week of Mar	Last week of Mar	NA
3.1.3	Establish the centre based on approval	Head – VAE&T Division	1st week of Apr	Last week of May	Rs.5,00,000 /- each for every academic year

ACTION PLAN 3.2

Thrust Area : 3.0 Value Added Education & Training Services

Objective No & Objective : 3.2 Train the faculty in the identified value added programme areas

Action leader : Dean (Value Added Courses)

Indicators of Success : Faculty members are trained by the end of every academic year

S. No	Tasks	Who (Primary responsibility)	Time Frame		Resource required
			Start	Finish	
3.2.1	Identify the faculty for training	HOD of concerned departments	1st week of Mar	2nd week of Mar	NA
3.2.2	Identify the Venue	Head – VAE&T Division	3rd week of Mar	Last week of Mar	NA
3.2.3	Organise the programme	Head – VAE&T Division	1st week of Apr	2nd week of Apr	Rs.100000/- each for every academic year
3.2.4	Collect feedback and evaluate the training programme	Head – VAE&T Division	3rd week of Apr	Last week of Apr	NA

ACTION PLAN 3.3

Thrust Area : 3.0 Value Added Education & Training Services

Objective No & Objective : 3.3 Counsell the students about the value added programmes

Action leader : Dean (Value Added Courses)

Indicators of Success : Atleast 25% of the students in the relevant branches enrolled in the programme

S. No	Tasks	Who (Primary responsibility)	Time Frame		Resource required
			Start	Finish	
3.3.1	Prepare the information brochure/ course description material	Centre Incharge	1st week of June	3rd week of June	NA
3.3.2	Arrange guest lectures	Centre Incharge	4th week of June	2nd of week of July	NA
3.3.3	Organisecounselling sessions	Centre Incharge	3rd week of July	1st week of Aug	Rs.100000/- each for every academic year

ACTION PLAN 3.4

Thrust Area : 3.0 Value Added Education & Training Services

Objective No & Objective : 3.4 Monitoring the quality of value added programmes

Action leader : Principal

Indicators of Success : A feed back report is presented every month during the period of the programme

S. No	Tasks	Who (Primary responsibility)	Time Frame		Resource required
			Start	Finish	
3.4.1	Collect student enrollment statistics	Centre Incharge	Once in every month		NA
3.4.2	Collect feedback from students	Head – VAE&T Division	Once in a month during the period of the programme		NA
3.4.3	Analyze feedback	Head – VAE&T Division	Once in a month during the period of the programme		NA
3.4.4	Suggest corrective measures	Head – VAE&T Division	Once in a month during the period of the programme		NA

Thrust Area : 4.0 – Staff Development

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs) (for 5 years)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
4.1) Organise in-house short term courses / workshops for staff training	←										-	Principal
4.2) Depute staff for off-campus training courses		←									-	Principal
4.3) Plan for deputation of staff for higher studies, industrial visits, faculty exchange programmes in the MoU signed institutions.	←	→	→		→		→		→		1.0	Controller of Examination

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
4.4) Depute staff for presenting papers in the various national / international conferences/seminars, motivate to publish papers in standard journals	←	—	—	—	—	—	—	—	—	→	20.00	Heads of the Departments & CoE
4.5) Implement staff welfare schemes.		←	—	—	—	—	—	—	—	→	10.00	Heads of the Departments
4.6) Implement Staff Family Benefit Fund		←	—	—	—	—	—	—	—	→	2.00	CoE Section & IQAC

ACTION PLAN - 4.1

Thrust area : 4. 0 – Staff Development

Objective No.& Objective : 4.1 – Organize in-house short term courses / workshops for staff training

Action Leader : Principal

Indicators of Success : At least two courses / workshops will be organized during each semester

S.No	Tasks	Who (Primary responsibility)	Time frame		Resources required
			Start	Finish	
4.1.1	Form the staff development committee	SDC coordinator	2nd week of June	2nd week of July	NA
4.1.2	Identify the areas on which short term training courses have to be organized by conducting training needs assessment.	Committee members	3rd week of July	2nd week of Sep	NA
4.1.3	Identify the resource persons	Committee members	3rd Week of Sep	2nd Week of Oct	NA
4.1.4	Get confirmation from the resource persons	Committee members	3rd week of Oct	Last week of Nov	NA
4.1.5	Prepare the course schedule	Committee members	1st week of Dec	Last week of Dec	NA
4.1.6	Conduct course (Boarding & lodging, issue of certificate)	Committee members	According to the plan		Rs.500000/- each for every academic year

ACTION PLAN - 4.2

Thrust area : 4.0 – Staff Development

Objective No.& Objective : 4.2 – Depute staff for off-campus training courses

Action Leader : HR Faculty Coordinator

Indicators of Success : At least 10% of staff will be deputed to off-campus training courses during each semester

S.No	Tasks	Who (Primary responsibility)	Time frame		Resources required
			Start	Finish	
4.2.1	Receive the invitations /applications from various colleges & forward it to the respective departments	Committee members	As and when the applications are received		NA
4.2.2	Depute the staff members to attend the courses as per their requisition	Committee members	As and when the applications are received		NA
4.2.3	Collect the report of the courses attended from the respective staff members	Committee members	Within one week after the completion of the course		NA

ACTION PLAN - 4.3

Thrust area : 4. 0 – Staff Development

Objective No.& Objective : 4.3 – Plan for deputation of staff for higher studies, industrial visits, faculty exchange programmes in the MoU signed institutions.

Action Leader : HR Faculty Coordinator

Indicators of Success : At least 5% of the staff will be deputed for higher studies every year

S.No	Tasks	Who (Primary responsibility)	Time frame		Resources required
			Start	Finish	
4.3.1	Develop norms for deputation of staff for higher studies	Committee members	2nd Week of June	2nd Week of July	NA
4.3.2	Collect the staff competency matrix &self appraisal forms of individual staff members	Committee members	Every 1st week of November		NA
4.3.3	Based on the individual's needs and in discussion with the management, SDC will depute staff members for higher studies	Management	March & April of every year		As per norms

ACTION PLAN - 4.4

Thrust area : 4. 0 – Staff Development

Objective No.& Objective : 4.4 – Depute staff for presenting papers in various national / international conferences / seminars

Action Leader : HoDs

Indicators of Success : Papers in at least ten national / international conferences / seminars will be presented by the staff during each year.

S.No	Tasks	Who (Primary responsibility)	Time frame		Resources required
			Start	Finish	
4.4.1	Develop norms for deputation of staff for presenting papers in national / international conferences / seminars	Committee members	2nd week of June	Last week of Oct	NA
4.4.2	Receive the invitations/applications from various colleges & forward them to the respective departments	Committee members	As and when the applications are received		NA
4.4.3	Depute the staff members to attend the conferences based on the norms	Committee members	As and when the applications are received		As per norms

ACTION PLAN - 4.5

Thrust area : 4. 0 – Staff Development

Objective No.& Objective : 4.5 – Implement the staff welfare schemes

Action Leader : HoDs

Indicators of Success : At least two welfare schemes will be implemented every Year

S.No	Tasks	Who (Primary responsibility)	Time frame		Resources required
			Start	Finish	
4.5.1	Frame the norms for medical allowances, loan facilities, maternity leave and provision of sabbatical leave	Management	2nd Week of June	2nd Week of Aug	NA
4.5.2	Get the schemes approved by the management	Committee members	3rd week of Aug	Last week of Sep	NA
4.5.3	Prepare the application forms to avail the various facilities	Committee members	First week of Oct	2nd Week of Nov	NA
4.5.4	Get the applications from staff members who are in need of availing the various facilities	Committee members	Whenever the need arises		NA
4.5. 5	Select the applications and grant the various facilities.	Committee members	Whenever the need arises		NA

ACTION PLAN - 4.6

Thrust area : 4.0 – Staff Development

Objective No.& Objective : 4.6 – Implement Staff Family Benefit Fund

Action Leader : IQAC section

Indicators of Success : The Staff Family Benefit Fund will be implemented every year

S.No	Tasks	Who (Primary responsibility)	Time frame		Resources required
			Start	Finish	
4.6.1	Frame the norms/rules/ regulations for Family Benefit Fund	Committee members	2nd week of June	Last week of Aug	NA
4.6. 2	Get the norms of the scheme approved by the management	Committee members	First week of Sep	Last week of Oct	NA
4.6. 3	Implement the scheme	Committee members	First week of Nov	Last week of Apr	Contribution by the staff

5.0 – Infrastructure Development

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs) (for 5 years)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
5.1) Develop a proposal for establishing centres of excellence in collaboration with various industries	←		←		←		←		←		*	Director (Academic)
5.2) Establish a Centre for video Conferencing	←										*	Principal
5.3) Construct adequate number of tutorial rooms and staff rooms with cabin.	←		←		←		←		←		*	Civil Engineer

* Based on the recommendation of the Purchase Committee considering various priorities, the Admin Team will allocate the budget needed.

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
5.4) Provide wash rooms and water supply in each block.	←	—	—	—	—	—	—	—	—	→	*	Civil Engineer
5.5) Provide common dining for day scholar students	←	→									*	Civil Engineer
5.6) Establish travel desk	←	→									*	Transport section Engineer
5.7) Provide Public address System facilities in the class rooms	←	→			←	→			←	→	*	Electrical Engineer
5.8) Improve cafeteria facilities.	←	→									*	Civil Engineer

* Based on the recommendation of the Purchase Committee considering various priorities, the Admin Team will allocate the budget needed.

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
5.9)Strengthen Department Library	←	—	—	—	—	—	—	—	—	→	*	Librarian
5.10) Establish a book sale centre inside the campus	←	→									*	Librarian
5.11) Improve the quality of food in the hostel	←	—	—	—	—	—	—	—	—	→	*	Deputy Warden
5.12) Improve recreation facility in the Hostel	←	—	—	—	—	—	—	—	—	→	*	Deputy Warden
5.13) Improve Telecommunication facility in the hostel	←	—	—	—	—	—	—	—	—	→	*	Deputy Warden
5.14) Provide Wi-fi connectivity in the campus	←	—	—	—	—	—	—	—	—	→	*	ITeS Coordinator
5.15) Conduct Energy Audit of various buildings in the campus	←	—	—	—	—	—	—	—	—	→	*	HoD-EEE

* Based on the recommendation of the Purchase Committee considering various priorities, the Admin Team will allocate the budget needed.

ACTION PLAN 5.1

Thrust Area : 5 Infra structure Development

Objective No & Objective : 5.1 Develop a proposal for establishing centres of excellence in collaboration with various industries

Action Leader : Director (AC)

Indicator of success : Minimum one centre of excellence should be established at the end of every academic year.

S.No	Tasks	Who(primary responsibility)	Time frame (date)		Resource Required
			Start	Finish	
5.1.1	To identify the reputed industries for establishing centres of excellence.	Placement Officer	2nd week of June	2nd week of July	N/A
5.1.2	Invite the representatives of identified industries for campus visit	Principal	2nd week of July	3rd week of Aug	N/A
5.1.3	To arrange a campus tour with the selected industries	IQAC	3rd week of Aug	3rd week of Sep	N/A
5.1.4	To sign MoU for establishing the centres of excellence	Principal	3rd week of Sep	Last week of Nov	N/A

ACTION PLAN 5.2

Thrust Area : 5 Infra structure Development

Objective No & Objective : 5.2Establish a Centre for video Conferencing

Action Leader : Principal

Indicator of success : Establish a centre for video conferencing with a reputed institutions like IITs.

S.No	Tasks	Who(primary responsibility)	Time frame (date)		Resource Required
			Start	Finish	
5.2.1	To collect details about the reputed institutions offering courses through video conferencing facility	ITes Coordinator	2nd week of June 2011	2nd week of July 2011	N/A
5.2.2	To identify and arrange facilities for the place where video conferencing facility to be offered	Civil engineer	3nd week of July	Last week of Aug	N/A
5.2.3	To finialise the agreement for the establishment	Principal	First week of Sep	3rd week of Sep	N/A

ACTION PLAN 5.3

Thrust area : 5 Infrastructure Development

Objective : 5.3 Construct adequate number of class rooms and staff rooms.

Action Leader : Infrastructure Coordinator

Indicators of success : Construction of Staff rooms and class rooms in all blocks.

S.No	Tasks	Who(primary responsibility)	Time frame (date)		Resources Required
			Start	Finish	
5.3.1	Constitution of the Committee	Principal	First week of June	3rd week of June	N/A
5.3.2	Assessment of no. of class rooms and staff rooms required	Committee Head and all HODs	3rd week of June	Last week of June	N/A
5.3.3	Identification of the place for construction	Estate Dept	First week of July	3rd week of July	N/A
5.3.4	Preparation of the building plan	Estate Dept	3rd week of July	2nd week of Aug	N/A
5.3.5	Identification of Contractors	Estate Dept	3rd week of Aug	2nd week of Sep	N/A
5.3.6	Monitoring the Construction work	Estate Dept	3rd week of Sep	Last week of Feb	N/A

ACTION PLAN 5.4

Thrust Area : 5 Infra structure

Objective No & Objective : 5.4 Provide wash and water supply in each block

Action Leader : Civil Engineer

Indicator of success : At least 10 taps and 4 wash rooms in each block

S.No	Tasks	Who(primary responsibility)	Time frame (date)		Resources Required
			Start	Finish	
5.4.1	Constitution of the Committee	Principal	2nd week of June	2nd week of July	N/A
5.4.2	Requirements in each block	Committee Head	3rd week of July	2nd week of Aug	N/A
5.4.3	Preparation of pipelines Layout	Estate Dept and Committee Members	3rd week of Aug	Last week of Sep	N/A
5.4.4	Laying of pipelines and construction of washrooms	Estate Dept	1st week of Oct	Last week of Feb	Construction Items as required

ACTION PLAN 5.5

Thrust area : 5 Infrastructure Development

Objective : 5.5. Provide dining and restrooms for student and staff.

Action Leader : Civil Engineer

Indicators of success : Construction of dining and rest rooms in all blocks

S.No	Tasks	Who(primary responsibility)	Time frame (date)		Resource Required
			Start	Finish	
5.5.1	Constitution of the Committee	Principal	2nd week of June	2nd week of July	N/A
5.5.2	Identification of no. of dining and rest rooms required	Committee Head and all HODs	3rd week of July	Last week of July	N/A
5.5.3	Assessment of the place for constructing dining and rest rooms	Estate dept	First week of Aug	Last week of Aug	N/A
5.5.4	Preparing the building plan	Estate dept	First week of Sep	2nd week of Oct	N/A
5.5.5	Identification of Contractors	Estate dept	3rd week of Oct	Last week of Nov	N/A
5.5.6	Monitoring the Construction work	Estate dept	First week of Dec	Last week of Feb	N/A

ACTION PLAN 5.6

Thrust area : 5 Infrastructure Development

Objective : 5.6. Establish travel desk

Action Leader : Transport engineer

Indicators of success : To establish travel desk to help faculty and students for booking tickets

S.No	Tasks	Who(primary responsibility)	Time frame (date)		Resource Required
			Start	Finish	
5.6.1	Identification of resource person to carry over the incharge of travel desk	Transport engineer	1st week of July	Last week of July	N/A
5.6.2	Identification of the place to establish the travel desk	Estate dept	First week of Aug	Last week of Aug	N/A
5.6.3	To establish the travel desk based on approval	Transport engineer	First week of Sep	Last week of Sep	Construction Items as approved by Purchase committee recommendations

ACTION PLAN 5.7

Thrust area : 5.Infrastructure Development

Objective No.& Objective : 5.7 Provide public address facilities in the class rooms.

Action Leader : Electrical Engineer

Indicators of success : Public address facilities are provided in all class rooms

S No	Tasks	Who(primary responsibility)	Time frame (date)		Resource Required
			Start	Finish	
5.7.1	Constitution of the Committee	Principal	2nd week of June	Last week of June	N/A
5.7.2	Planning the resources	HoD-ECE	1st week of July	3rd week of July	N/A
5.7.3	Identifying the vendors/ contractors	Electrical Engineer	1st week of Aug	Last week of Aug	N/A
5.7.4	To carryout the work	Electrical Engineer	1st week of Sep	Last week of Jan	N/A

ACTION PLAN 5.8

Thrust area :5 Infrastructure Development

Objective No.& Objective :5.8. Improve cafeteria facility

Action Leader :Civil Engineer

Indicators of success : New Cafeteria starts functioning from 1st week of Jan 2012

S.No	Tasks	Who (Primary responsibility)	Time frame(Date		Resources required
			Start	Finish	
5.8.1	Constitution of committee.	Secretary Principal Thrust Area Manager	2nd week of June	Last week of June	NA
5.8.2	Building new Cafeteria	Estate Department	First week of July	Last week of Nov	Construction Items as approved by Purchase committee recommendations
5.8.3	Formulating norms for running the cafeteria	Committee Head	1st week of Dec	Last week of Dec	NA
5.8.4	Monitoring the service offered.	Committee members	Every week	Every week	NA

ACTION PLAN 5.9

Thrust Area : 5 Infra structure

Objective No & Objective : 5.9 Strengthen department library

Action Leader : Librarian

Indicator of success : Main and Departmental libraries are to be strengthened.

S.No	Tasks	Who(primary responsibility)	Time frame (date)		Resource Required
			Start	Finish	
5.9.1	Constitution of the Committee	Principal	First week of Jan 2011	Last week of Jan 2011	NA
5.9.2	Preparation of space in each Department for Departmental Library and central library	Civil Engineer	First week of Feb 2011	2nd week of Mar 2011	NA
5.9.3	Procurement of furniture	Principal.	3rd week of Mar 2011	Last week of May 2011	Racks for books and journals Reading tables Chairs Staff table
5.9.4	Automation of central and Department Library activities including Bar-coding facilities and installation of online journal browsing terminals	Librarian	First week of June 2011	Last week of Dec 2011	Two Separate systems per Department Library One for circulation Second for OPAC online journal browsing Five Barcoding scanners

ACTION PLAN 5.10

Thrust Area : 5.Infra structure

Objective No & Objective : 5.10 Establish a book sale centre inside the campus

Action Leader : Librarian

Indicator of success : To establish a book sale centre inside the campus with discount price to improve the reading habit of students

S.No	Tasks	Who(primary responsibility)	Time frame (date)		Resource Required
			Start	Finish	
5.10.1	Constitution of the Committee	Principal	First week of Jan 2011	Last week of Jan 2011	N/A
5.10.2	To identify suitable publishers	Principal and Committee head	First week of Feb 2011	Last week of Feb 2011	N/A
5.10.3	Preparation of space for book selling centre	Civil Engineer	First week of Mar 2011	Last week of Mar 2011	N/A
5.10.4	To arrange interior facility for book sale centre	Principal.	First week of Apr 2011	Last week of Apr 2011	Racks for books Chairs Staff table
5.10.5	Monitoring the service offered.	Committee members	Every week	Every week	N/A

ACTION PLAN 5.11

Thrust Area : 5 Infra structure Development

Objective No & Objective : 5.11Improve the quality of food in the hostel

Action Leader : Deputy Warden

Indicator of success : At least 60% of the students provide feedback reflecting an improvement in the quality

S.No	Tasks	Who(primary responsibility)	Time frame (date)		Resource Required
			Start	Finish	
5.11.1	Constitution of the Committee	Principal	1st Jan 2011	10th Jan 2011	N/A
5.11.2	Identification of the training institute	Deputy Warden and Committee members	16th Jan 2011	28th Feb 2011	N/A
5.11.3	Training schedule	Deputy Warden and Committee members	1st Mar 2011	31 st March 2011	N/A
5.11.4	Training the cooks	Deputy Warden and Committee members	1st April 2011	31st Dec 2011	Rs. 50,000/- Management fund
5.11.5	Feedback received from the mess representatives	Deputy Warden and Committee members	1st Jan 2012	31 st Dec 2012	N/A

ACTION PLAN 5.12

Thrust Area : 5 Infra structure Development

Objective No & Objective : 5.12 Improve recreationfacilities in the hostel

Action Leader : Deputy Warden

Indicator of success : At least 4 indoor and 4 outdoor games are to be introduced

S.No	Tasks	Who(primary responsibility)	Time frame (date)		Resource Required
			Start	Finish	
5.12.1	Constitution of the Committee	Principal & Warden	1st Jan 2011	10th Jan 2011	N/A
5.12.2	Feedback received from the representatives	Committee Head and members	16th Jan 2011	31st Jan 2011	N/A
5.12.3	Finalisation of material to be purchased	Committee Head and members	1st Feb 2011	15 st Feb 2011	N/A
5.12.4	Quotation received from the suppliers	Committee Head and members	16 th Feb 2011	15th March 2011	N/A
5.12.5	Purchase of materials	Committee Head and members	16th Mar 2011	30th April 2011	1,00,000/-
5.12.6	Feedback by the representatives	Committee Head and members	1st May 2011	31st Dec 2011	N/A

ACTION PLAN 5.13

Thrust Area : 5 Infra structure Development

Objective No & Objective : 5.13 Improve telecommunication facility in the hostel

Action Leader : Deputy Warden

Indicator of success : Providing telephone connection to the rooms of inmates

S.No	Tasks	Who(primary responsibility)	Time frame (date)		Resource Required
			Start	Finish	
5.13.1	Constitution of the Committee	Principal & Warden	1st Jan 2011	10th Jan 2011	NA
5.13.2	Identifying EPABX exchange supplier	Committee Head and members	16th Jan 2011	28thFeb 2011	Rs.2.5 lakhs-through Management
5.13.3	Purchase of exchange ,telephone instruments and cables	Committee Head and members	1st Mar 2011	31st Mar 2011	Rs.1.5 lakhs-through Management
5.13.4	Installation and commissioning	Committee Head and members	1st Apr 2011	31st Dec 2011	Rs.0.5 lakhs-through Management

ACTION PLAN 5.14

Thrust Area : 5 Infra structure Development

Objective No & Objective : 5.14 Provide wi-fi connectivity in the campus

Action Leader : ITeS Coordinator

Indicator of success : Providing wi-fi connectivity inside the campus

S.No	Tasks	Who(primary responsibility)	Time frame (date)		Resource Required
			Start	Finish	
5.14.1	Constitution of the Committee	Principal	1st Jan 2011	10th Jan 2011	N/A
5.14.2	Identifying the requirements	Committee Head and members	16th Jan 2011	28thFeb 2011	N/A
5.14.3	Purchase of license	Committee Head and members	1st Mar 2011	31st Mar 2011	N/A
5.14.4	Installation and commissioning	Committee Head and members	1st Apr 2011	31st Dec 2011	N/A

ACTION PLAN 5.15

Thrust Area : 5 Infra structure Development

Objective No &Objective: 5.15 Conduct Energy Audit of various buildings in thecampus

Action Leader : Civil Engineer

Indicator of success : Completion of the Energy Audit by August

S. No	Tasks	Who(primary responsibility)	Time frame (date)		Resource Required
			Start	Finish	
5.15.1	Constitution of the Committee	Secretary and Principal	1st Jan 2011	31st Jan 2011	N/A
5.15.2	Conducting Audit of Block A	Energy Audit Team	1st Feb 2011	25th Mar 2011	N/A
5.15.3	Conducting Audit of Block B	Energy Audit Team	1st April 2011	25th May2011	N/A
5.15.4	Conducting Audit of Block C	Energy Audit Team	2nd Jun 2011	25th July 2011	N/A
5.15.5	Preparation of Audit Report	Energy Audit Team	1st Aug 2011	20th Aug 2011	N/A

Thrust Area : 6.0 – Industry Institute Partnership

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs) (for 5 years)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
6.1) Sign MOUs with Industries and Association of Industries.	←	—	—	—	—	—	—	—	—	→	-	Director (Academic)
6.2) Arrange Industrial visit for students		↔		↔		↔		↔		↔	-	IIPC Coordinator
6.3) Market consultancy services /facilities offered by Value Added Centers, Centres of excellence to industries		←	—	—	—	—	—	—	—	→	20.0	VAC Coordinator
6.4) Arrange Industrial Training, internship for the students of third and final year.		←	—	—	—	—	—	—	—	→	10.0	HoDs & Placement Officer

TIME / FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
6.5) Arrange for exchange of faculty from the industries and institution to deliver guest lectures and offer one credit courses in the autonomous system	←	—	—	—	—	—	—	—	—	→	20.00	Principal
6.6) Apply for and execute industrial projects under funded schemes of State and Central Governments	←	—	—	—	—	—	—	—	—	→	--	Director (Academic)

ACTION PLAN 6.1

Thrust area : 6.0 INDUSTRY INSTITUTE PARTNERSHIP

Objective No.& Objective : 6.1 Sign MOUs with Industries and Association of Industries

Action Leader : Director (Academic)

Indicators of Success : Minimum 10 to 15 MOUs to be signed by DEC 2016

S.NO	Tasks	Who (Primary responsibility)	Time frame (Date)		Resources required*
			Start	Finish	
6.1.1	Identifying the industries and association of Industries	HoD –Mech HoD-IT HoD - ECE	1st week of Jan	2nd week of Feb	Conveyance as per the norms
6.1.2	Visiting the identified organization	HoD –Mech HoD-IT HoD - ECE	3rd week of Feb	Last week of Mar	Conveyance as per the norms
6.1.3	Presenting the capabilities of the institute	Director (AC) HoD- Mech	1st week of Apr	Last week of Apr	Technical Assistant/ Secretarial Help Conveyance as per the norms
6.1.4	Identifying areas of common interest	Director (AC) HoD- Mech	1st week of May	3rd week of May	Support of Management
6.1.5	Discussing and arriving at the draft of MOU	Director (AC) & Principal	Last week of May	2nd week of June	-
6.1.6	Signing of MOU	Secretary	3rd week of June	Last week of July	-

ACTION PLAN 6.2

Thrust area : 6.0 INDUSTRY INSTITUTE PARTNERSHIP

Objective No.& Objective: 6.2 Arrange Industrial visit for the students of the institution

Action Leader : IIPC Coordinator

Indicators of Success : Atleast 2 industrial visits per semester for each of the9 Programmes of Engineering will be arranged

S.NO	Tasks	Who (Primary responsibility)	Time frame (Date)		Resources required
			Start	Finish	
6.2.1.	Survey of the Industries	Placement officer	1st week of Dec	Last week of Mar	Conveyance as per the norms
6.2.2	Preparing the list of industries	Placement officer	First week of Apr	Last week of Apr	Conveyance as per the norms
6.2.3	Establishing contacts scheduling the visits and preparing the calendar of visits	Placement coordinators of each department	First week of May	Last week of June	Conveyance as per the norms
6.2.4	Provide pre visit briefing	Faculty Advisor concerned and accompanying staff	One week before the visit		
6.2.5	Organizing the visit	Faculty Advisor concerned and accompanying staff	As per the calendar of visits		
6.2.6	Collect feedback from students and industries after the visit	Accompanying staff	As per the calendar of visits		

ACTION PLAN 6.3

Thrust area : 6.0 INDUSTRY INSTITUTE PARTNERSHIP

Objective No.& Objective: 6.3 Market consultancy services / facilities offered by Value Added Centers to industries

Action Leader : VAC Coordinator

Indicators of Success : 20% increase in the number of industries utilizing the service of the institute for consultancy and other services of Value Added Centers.

S.NO	Tasks	Who (Primary responsibility)	Time frame (Date)		Resources required*
			Start	Finish	
6.3.1	To prepare the brochure	All HoDs	1st week of Dec	2nd week of Feb	Conveyance as per the norms
6.3.2	Conducting seminars for industries and marketing the services of Value Added Centers	Dean – Value added services	3rd week of Feb	Last week of Mar	Conveyance as per the norms
6.3.3	Visiting & Identifying industry	IIPC Coordinator & HoDs	First week of Apr	Last week of Apr	Conveyance as per the norms

ACTION PLAN 6.4

Thrust area : 6.0 INDUSTRY INSTITUTE PARTNERSHIP

Objective No.& Objective: 6.4 Arrange Industrial Training for the students of third and final year students

Action Leader : Placement Officer

Indicators of Success : 10% increase in the number of students who have undergone industrial training for a minimum period of two weeks.

SI.NO	Tasks	Who (Primary responsibility)	Time frame (Date)		Resources required*
			Start	Finish	
6.4.1	Survey of the Industries	Placement coordinators	1st week of June	Last week of Aug	Conveyance as per the norms
6.4.2	Preparing the list of industries	Placement coordinators	1st week of Sep	Last week of Sep	Conveyance as per the norms
6.4.3	Establishing contacts	Placement coordinators and Placement officer	1st week of Oct	Last week of Dec	Conveyance as per the norms
6.4.4	Prepare a schedule for industrial visits	Placement officer	1st week Jan	Last week of Mar	Conveyance as per the norms
6.4.5	Arranging the Industrial training	Placement officer	1st week Jan	Last week of Mar	NA
6.4.6	Collect the feed back both from students & industries	Faculty Advisor concerned and accompanying staff	After the visit		

ACTION PLAN 6.5

Thrust area : 6.0INDUSTRY INSTITUTE PARTNERSHIP

Objective No.&Objective: 6.5 Arrange for exchange of faculty from the industries and institution to deliver guest lectures.

Action Leader : Principal

Indicators of Success : (i) 3 Guest lectures per year to the industry by our faculty

(ii) One Guest lecture by Industrial experts will be organized for each of the nine discipline during each semester

S.NO	Tasks	Who (Primary responsibility)	Time frame (Date)		Resources required*
			Start	Finish	
6.5.1	Visiting & Identifying industry	Placement coordinators	1st week of Jan	Last week of Mar	Conveyance as per the norms
6.5.2	Preparing the list of industries	Placement coordinators	1st week of Jan	Last week of Mar	Technical Assistant/ Secretarial Help Conveyance as per the norms
6.5.3	Preparing the profile/ core competency of Institution	Placement officer	1st week of Jan	Last week of Mar	NA
6.5.4	Presentation of the Profile of Institution & arranging Guest lectures to the employees of industries	All HoDs	1st week of Jan	Last week of Mar	Conveyance as per the norms
6.5.5	Arrange Guest lectures by the industrial experts to the students of the college	Placement officer	1st week of Jan	Last week of Mar	Conveyance as per the norms

ACTION PLAN 6.6

Thrust area : 6.0 INDUSTRY INSTITUTE PARTNERSHIP

Objective No.& Objective: 6.6 Apply for and execute industrial projects under funded schemes of State and Central Governments.

Action Leader : Director (AC)

Indicators of Success : 2 Projects will be implemented at the end of every academic year

S.NO	Tasks	Who (Primary responsibility)	Time frame (Date)		Resources required*
			Start	Finish	
6.6.1	Identifying the organization which grant funds	Ms.V.K.Sudha	1st week of Jan	Last week of Feb	NA
6.6.2	Prepare application to be submitted to the various agencies	IQAC team	1st week of Mar	Last week of Mar	-
6.6.3	Follow up of the submitted application	IQAC team	2nd week of July	Last week of Sep	-
6.6.4	Obtaining of the Projects	IQAC team	1st week of Oct	Last week of Dec	NA
6.6.5	Execute the Projects	Respective Team	-	-	Project Cost

7.0 – Research Development

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs) (for 5 years)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
7.1) Identify important areas of research in all departments	←	—	—	—	—	—	—	—	—	→	-	Director (Academic)
7.2) Undertake and evaluate the research projects	←	—	—	—	—	—	—	—	—	→	2.0	Director (Academic)
7.3) Apply for funding of research projects to various Govt. and private agencies	←	—	—	—	—	—	—	—	—	→	-	All HoDs

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
7.4) Train the faculty members in the emerging areas of Research and Development											2.0	Director (AC) &Heads of the Departments
7.5) Conduct Seminar / Workshop by the departments											2.0	Heads of the Departments
7.6) Offer consultancy services to Industries and other clientele group, motivate for											0.5	Heads of the Departments
7.7) Recruit senior faculty members with required expertise											3.00	Principal

ACTION PLAN 7.1

Thrust Area : 7.0 Research and Development

Objective No.& Objective : 7.1 Identify important areas of research in all departments.

Action Leader : Director (Academic)

Indicators of Success : At least 2 research projects will be identified at the end of each Academic year.

S.NO	Tasks	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
7.1.1	Selection of the departments for R& D activates	Director & HODs	3rd week of June	2nd week of July	NA
7.1.2	Identification of Project leader for each project	Director& HODs	3rd week of July	Last week of August	NA
7.1.3	Convene the meeting to select the area of research in each selected departments	Project leader & HOD	1st week of Sep	-	NA
7.1.4	Preparation of Project proposal and submission to Principal	Project leader & HOD	1st week of Jan	Last week of Feb	NA

ACTION PLAN 7.2

Thrust Area : 7.0 Research and Development

Objective No.& Objective : 7.2 Undertake and evaluate the selected research Projects

Acton Leader : Director (Academic)

Indicators of Success : At least 1 research paper will be published / presented and technology transferred to atleast one industry.

S.NO	Tasks	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
7.2.1	Procurement of recurring and non-recurring materials required for the project	Project Leader	1st week of March	Last week of May	Rs.5.0 Lakh (From Management)
7.2.2	Execution of the Project	Project Leader	1st week of June	Last week of Oct	NA
7.2.3	Review of progress of work	HOD – once in a month, Principal – Once in 3 Months, Secretary – once in 6 months	1st week of July	Last week of Oct	NA
7.2.4	Preparation and submission of papers to journal / conferences, transfer of technology to industry	Project Leader	1st week of Nov	Last week of Dec	NA
7.2.5	Preparation and submission of final project report	Project Leader	1st week of Dec	Last week of Dec	NA
7.2.6	Final review of the project	Principal & Secretary	First week of Jan	3rd week of Jan	NA

ACTION PLAN 7.3

Thrust Area : 7.0 Research and Development

Objective No.& Objective : 7.3 Apply for funding of research projects to various Govt. and private agencies

Action Leader : HOD concerned

Indicators of Success : Atleast two Projects from each department will be submitted to the funding agencies in an year.

S.NO	Tasks	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
7.3.1	Identifying the funding agencies	HOD	1st week of Jan.	Last week of Jan	NA
7.3.2	Development of proposal & Submission	Principal Investigator	First week of Feb onwards		NA

ACTION PLAN 7.4

Thrust Area : 7.0 Research and Development

Objective No.& Objective : 7.4 Train the faculty members in the emerging areas of Research and Development

Action Leader : HOD concerned

Indicators of Success : At least 3 faculty members from each department will be trained in an year.

S.NO	Tasks	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
7.4.1	Identification of programmes	HOD	1st week of Jan onwards		NA
7.4.2	Selection and sponsoring of faculty members	HOD and Principal	1st week of Jan onwards		Rs10000/- (from management)
7.4.3	Attending the programmes by the selected faculty	Concerned faculty	1st week of Jan onwards		Rs. 100000 (From Management)
7.4.4	Submission of training report	Concerned faculty	With in one week after the completion of the training		NA
7.4.5	Delivering the seminar to the dept.	Concerned faculty	With in three weeks after the completion of the training		NA

ACTION PLAN 7.5

Thrust Area : 7.0 Research and Development

Objective No.& Objective : 7.5 Conduct Seminar / Workshop by the identified departments

Action Leader : HOD concerned

Indicators of Success : Atleast two Seminars / Workshops will be conducted in an year.

S.NO	Tasks	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
7.5.1	Identifying the area and seeking approval from Management	HOD	1st week of Jan.	Last week of Jan	**NA**
7.5.2	Identifying the resource persons	HOD	1st week of Feb	Last week of Feb	**NA**
7.5.3	Apply for funding to agencies including to the management	HOD	1st week of Mar	Last week of Mar	Rs 10000/-
7.5.4	Preparation of Brochure and sending to the various colleges	HOD	1st week of Apr	Last week of Apr	Rs.10000/- per Seminar (External / Internal Sources)
7.5.5	Formation of various committees	HOD	1st week of May	3rd week of May	NA
7.5.6	Conducting the seminar / workshop	Convener & HOD	Last week of May	1st week of June	Rs.100000/= per Seminar (External / Internal Sources)
7.5.7	Submission of the final report to the funding agencies	Convener & HOD	2nd week of June	Last week of June	NA

ACTION PLAN 7.6

Thrust Area : 7.0 Research and Development

Objective No.& Objective : 7.6 Offer consultancy services to Industries and other clientele group

Action Leader : HOD concerned

Indicators of Success : Atleast three consultancies will be offered in an year.

S.NO	Tasks	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
7.6.1	Identification of the Industry	HOD	1st week of Jan	Last week of Feb	NA
7.6.2	Discussion with the Industries and signing MoU	HOD & Principal	1st week of Mar	Last week of Dec	Rs 10000/-
7.6.3	Carry out the activities included in the MoU	HOD	1st week of Mar onwards		NA

ACTION PLAN 7.7

Thrust Area : 7.0 Research and Development

Objective No.& Objective : 7.7 Recruit senior faculty members with required expertise

Action Leader : Principal

Indicators of Success : Atleast two faculty members will be recruited per year.

S.NO	Tasks	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
7.7.1	Organise Personal contact / Paper advertisement	Principal & HOD	1st Jan. on wards once in 6 months		3.0 Lakh
7.7.2	Conduct interview	-	Once in 6 months		NA

Thrust Area: 8.0 – Community and Rural Development

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs) (for 5 years)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
8.1) Identify the areas and activities for community training and development	←	→									-	PRO
8.2) Allocate the work to the department for executing the community and rural development activities	←	→									-	Principal& NSS officer
8.3) Offer need based training to the unemployed people in the needy villages	←	———	———	———	———	———	———	———	———	→	-	NSS officer

TIME FRAME / OBJECTIVES	2011-12		2012-13		2013-14		2014-15		2015-16		Budget Requirements (in Lakhs)	Responsibility
	Odd Sem (from Jan 2011)	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem		
8.4) Create awareness about environmental preservation and conduct national / international level conferences in the renewal energy areas.	←	—	—	—	—	—	—	—	—	→	-	NSS officer

ACTION PLAN 8.1

Thrust Area : 8. Community & Rural Development

Objective No.& Objective : 8.1 Adopt three nearby villages.

Action Leader : PRO

Indicators of success : Adoption of three villages completed by end of January.

SI.NO	Tasks	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
8.1.1	Constitution of committee.	Secretary &Principal	First week of Jan	2nd week of Jan	NA
8.1.2	Identification of the villages in and around college.	Committee Head and members.	2nd week of Jan	3rd week of Jan	NA
8.1.3	Identifying three villages from the above set of villages and adopting the same.	Committee members in discussion with the Secretary.	3rd week of Jan	Last week of Jan	NA

ACTION PLAN 8.2

Thrust Area : 8. Community & Rural Development

Objective No.& Objective : 8.2. Offer assistance in the Implementation of the PURA Project in the three adopted villages.

Action Leader : NSS officer

Indicators of success : Developmental activities of PURA scheme carried within the stipulated period.

S.NO	Tasks	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
8.2.1	Constitution of inter disciplinary sub committees	Secretary, Principal & Thrust Area Manager.	First week of Feb	2nd week of Feb	NA
8.2.2	Carrying out developmental activities of PURA scheme in the adopted village 1.	Sub committee members and thrust area manager.	3rd week of Feb	Last week of June	NA
8.2.3	Carrying out developmental activities in the adopted village 2.	Sub committee members and thrust area manager.	1st week of Aug	2nd week of Dec	NA
8.2.4	Carrying out developmental activities in the adopted village 3.	Sub committee members and thrust area manager.	3rd week of Jan	Last week of May	NA

* The resources required will be obtained from MCET and ABT info.net.

ACTION PLAN 8.3

Thrust Area : 8. Community & Rural Development

Objective No.& Objective : 8.3. Offer need based training to the unemployed people in the adopted villages.

Action Leader : NSS officer

Indicators of success : Atleast one programme benefiting a minimum of 20 people will be conducted in each village during each year.

S.NO	Tasks	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
8.3.1	Conducting the need survey in village No : 1.	Committee members	1st week of Apr	2nd week of Apr	NA
8.3.2	Identification of the needs based on the survey conducted in village No : 1.	Committee members	3rd week of Apr	Last week of Apr	NA
8.3.3	Identifying government and private organizations for giving vocational training.	Secretary, Principal and Area Manager.	1st week of May	Last week of May	NA
8.3.4	Offering vocational training to the needy in adopted village No :1.	Identified government & private organizations	1st week of June	Last week of July	NA
8.3.5.	Repeat tasks 1 to 4 in village No. 2	Committee members, Secretary, principal and Area Manager	1st week of May	Last week of Aug	NA
8.3.6	Repeat tasks 1 to 4 in village No. 3	Committee members, Secretary, principal and Area Manager	1st week of June	Last week of Sep	NA

ACTION PLAN 8.4

Thrust Area : 8. Community & Rural Development

Objective No.& Objective : 8.4. Create awareness about environmental sustainability.

Action Leader : NSS officer

Indicators of success : Atleast one awareness programme will be conducted in each of the three villages during each year benefiting a minimum of 30 % of the population of the village.

S.NO	Tasks	Who (Primary responsibility)	Time Frame (Date)		Resources Required
			Start	Finish	
8.4.1	Constitute a team to create awareness on environmental preservation.	Secretary, Principal & Thrust Area Manager.	1st week of Aug	2nd week of Aug	NA
8.4.2.	Prepare resource materials for conduct of awareness programme	Constituted team	2nd week of Aug	2nd week of Sep	NA
8.4.3.	Schedule the dates for conducting the awareness programme.	Constituted team	2nd week of Sep	Last week of Sep	NA
8.4.4.	Conduct awareness program in village No:1.	Constituted team	1st week of Oct	2nd week of Oct	NA
8.4.5.	Conduct awareness program in village No:2.	Constituted team	2nd week of Oct	Last week of Oct	NA
8.4.6.	Conduct awareness program in village No:3.	Constituted team	1st week of Nov	2nd week of Nov	NA

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. Deputy Process Champion
    3. Assistant Process Champion
    4 to 6. HODs – 3 Nos
    7. Librarian
    8 to 15 .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 23 members - chairperson 1, Exofficio members 15 and Nominated members 7.

The list of SMG members is given in Appendix II

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. Deputy Process Champion

- Assist Process Champion in performing all his or her duties
- Act as the Process Champion in the absence of the Process Champion

iv. Assistant Process Champion

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

v. 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

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 Table – 5.

Table – 5. 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 i. Patron – Prof. C. Ramaswamy Secretary, NIA institutions ii. Chairperson – Principal iii. Secretary – Mr. A. Srinivasan Process Champion iv. Dr.A.Rathinavelu v. Mr. P.A.Periyasamy	Review meeting once in six months with the Thrust area Managers and Action leaders
3. Annual diagnosis of Strategic Management process	Facilitators from NITTTR, Consultants from TUV Rheinland	Review of the documents and Interview / discussions with selected stakeholders
4. Revision of Strategic Plan	Strategic Management group	Once in Five years

Note:

To ensure effective implementation of Strategic plan, the strategic action are embedded into the relevant core processes. The effective implementation and comparison of outcome against the planned outcome will be monitored through respective process reviews. The overall achievement of strategic objective will be reviewed by the Governing Council.

Appendix – I

List of Strategic Planning Group Members

S. No	Name		Designation & Department
1	Dr. S. ChenthurPandian	:	Principal
2	Mr. A. Srinivasan	:	Process Champion, Automobile
3	Dr. R. Sudhakar	:	ECE
4	Mr.V.Lakshmi Narayanan	:	EEE
5	Prof.P.A.Periasamy	:	Chemistry
6	Ms.K.Sumathi	:	ECE
7	Ms.D.SenthilVadivu	:	Chemistry
8	Mr.A.S.MuthananthaMurugavel	:	IT
9	Ms.J.Amudha	:	EEE
10	Mr.S.Ayyappan	:	Mechanical
11	Mr.R.Bhupathi	:	Mechanical
12	Ms. V. Umadevi	:	Physics
13	Mr.A.SenthilKumar	:	EEE
14	Mr.S.K.Ashok	:	Automobile
15	Mr.M.Selvakumar	:	Mechanical
16	Ms.S.Bharathi	:	ECE
17	Mr.D.Shanmugam	:	Mechanical
18	Mr.C.Radhakrishnan	:	Automobile

Appendix - II

List of Strategic Management Group Members

1. Principal : Dr.S.ChenthurPandian
2. Process Champion : Mr. A. Srinivasan, AP, Automobile
3. Deputy Process Champion : Mr. M. Selvakumar, Mechanical
4. Asst. Process Champion : Mr. A. Senthil Kumar, Lecturer

Thrust Area Managers

5. Academic :Mr. A. Srinivasan, Mechanical
6. Student Services :Mr. M.Balaji, ICE
7. Value Added Training and Services :Dr.A.Rathinavelu, CSE
8. Staff Development :Dr.S.Ramakrishnan, IT
9. Infrastructure Development :Dr.G.Jaisankar, Civil
10. Industry Institute Partnership :Mr. K.Vijayakumar, ICE
11. Research and Development :Dr.R.Sudhakar, ECE
12. Community and Rural Development :Mr.S.Ayyappan, Mechanical

Other Members

(A).Other HOD's:

15.Dr. I. Rajendran, HoD (UG), Mechanical

15.Dr. M.Subramanian, HOD / Automobile

15. Dr. R.Jayaraman, HOS /Physics, S & H

16.Mrs. A.ChitraDhavaputhalvi,Librarian

B. Other key functionaries from Teaching / Supporting staff (Administration & Technical)

17. Mrs.K.Rajalakshmi, Lecturer, English
18. Mr. G.V.Sriramachandran,Senior Lecturer / Maths
19. Mr.T.K.Seshadri, Skilled Asst./ Mech.
20. Mr.P.Vijayakumar, Junior System Admin / ITES
21. Mr.K.Sakthivel, Assistant Manager / Accounts, Office

C. Gender Equality (WID) Representatives:

22. Ms. D.Senthilvadivu, Sr. Lecturer / Chemistry
25. Mrs.A.Lathamahes, Assistant Librarian, Central Library