



**Shri Dharmasthala  
Manjunatheshwara College  
(Autonomous)**

Ujire – 574240

**Action Plan  
of  
Functional Committees**

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# **CAMPUS AUDIT COMMITTEE**

## **COMPUTING INSTITUTIONAL EDUCATION STANDARD ASSESSMENT (IESA)**

**Coordinator:** Dr. Rakesh, T.S. and Member from Campus Audit Committee.

**Vision:** Measuring academic performance for quality enhancement.

### **Mission:**

- To provide valid information to support institutional improvement.
- To construct Institutional Education Standard Assessment Index (IESAI).
- Preparation of department-wise IESA report based on the final year degree results.
- Indicating the level of excellence attained by each of the department in curricular (academic) activities.

### **Methodology**

- Constructing Institutional Education Standard Assessment Index (IESAI) based on the final year degree results.
- Class wise and subject wise results shall be collected from the office of Registrar (Evaluation) within a week from announcement of results (both odd and even semesters). Details of marks scored also shall be collected.
- Computing with the help of department of Statistics, preparing IESAI-(Class wise, subject wise and department wise).
- IESAI shall be submitted to the principal within 15 days from the publication of results with analysis of findings and areas for improvement.
- Departmental data shall be forwarded to the concerned department heads within a month from the announcement of results.
- Action taken/ Compliance report shall be collected from each department.
- Orientation programmes shall be arranged to enhance IESAI (August/January).

### **Reporting:**

- Staff coordinator shall display annual plan of action and keep the documents of IESAI.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.

## **STAFF/DEPARTMENT APPRAISAL**

**Coordinator:** Ms. Deepa, R. P. and Member from Campus Audit Committee.

**Vision:** Performance appraisal through student feedback for continuous improvement.

### **Mission:**

- To provide valid information to support institutional improvement.
- To get the feedback from students about the quality of teaching/teaching skills adopted by teachers /departments.
- To assess the flexibility, motivation and guidance of teachers/departments.

- To assess the punctuality and time management of teachers/departments.
- To assess the overall performance of the teacher/ department in the organisation.

### **Methodology**

- Publishing calendar of activities for the academic year in the second week of commencement of odd semester.
- Preparing the questionnaire in the month of July and circulating to departments (First week of August).
- Collecting details (Class wise list) from the office in the second week of August and preparing the time table for feedback sessions.
- Fixing the venue (MFC/Computer Lab) and display of time table in the last week of August (Odd Semester)/January (Even Semester). Conduct of appraisal through online process in the month of September (Odd Sem) and February (Even Sem).
- Conducting the feedback session with the assistance of Office and concerned labs.
- Compiling the report (individual Staff and department level) and submitting the detailed report with necessary analysis to the principal in the first week of October/ March. Forwarding the appraisal report to concerned staff/ department in the second week of October/ March.
- Arranging interaction of selected staff/ department (whose performance is below college average) with the principal in the Third week of October/ March.
- Action taken/ Compliance report shall be collected from each department in the (July/ December).
- Orientation programs shall be arranged to enhance Staff/department performance (August/January).

### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes Activity details shall be uploaded in EEPRMS.
- Annual record of appraisal findings of each staff shall maintain.

## **PERFORMANCE BASED SELF APPRAISAL (PBSA)**

**Coordinator:** Dr. Soumyashri, S.M. and Member from Campus Audit Committee.

**Vision:** Performance appraisal for continuous improvement.

### **Mission:**

- Developing a tool to evaluate the all-round development of the faculty.
- Measuring the performance of the faculty against different parameters.
- Encouraging the self-evaluation, self-verification and self enhancement process among the faculties.
- To self-assess, find individuals position in different criteria and To enhance overall performance of the teachers.
- To quality initiatives and enhance performance.

### **Methodology**

- PBSA is a developed tool used to evaluate the performance of the faculty and collects data from the faculty from January to December.

- Publishing calendar of activities for the academic year in the Second week of commencement of odd semester.
- Circulating PBSA format in the Second week of commencement of odd semester.
- Sending reminders to the departments/ faculty in the first week of December to submit filled in PBSA.
- Ensuring submission: of filled in PBSA formats by last week of December.
- Review and consolidation by January 31.
- Reporting: to the Principal in the first week of February and forwarding the same to the concerned faculty (at College level/ department level/ concerned faculty grades and focus on areas for improvement).

#### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.

### **WEEKLY SURVEYS**

**Coordinator:** Mr. Gurudath Shenoy and Member from Campus Audit Committee.

**Vision:** Enhance campus experience of the students.

#### **Mission:**

- To conduct periodical surveys/ feedback about campus experience.
- Analyse the survey data and forward to the concerned for necessary action.

#### **Methodology**

- Identify student coordinators in the first week of commencement of odd semester and Orientation program for student coordinators in the second week of commencement of odd semester.
- Identifying the areas of survey focusing on various facilities offered in the college
- Publishing calendar of activities for the academic year in the third week of commencement of odd semester.
- Weekend surveys (Every Friday) shall be conducted in the MFC center using simple random/ stratified sampling methods.
- Within seven days survey data (feedback information) shall be analyzed and the report shall be forwarded to the concerned for necessary action within a given time frame with a copy to the Principal.
- Action taken/ Compliance report shall be maintained.

#### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Survey findings shall be reported to the concerned and the Principal within a week.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.
- Survey results and compliance reports shall be maintained.



## **COMMITTEE FOR ACADEMIC CALENDAR, PROSPECTUS, TIME TABLE**

**Coordinator:** Dr. Ramachandra Purohith and Member from Academic Calendar, Prospectus, Time Table Committee

**Vision:** Sharing Information of College activities to the students.

### **Mission:**

- To showcase college achievements/ facilities to attract meritorious students.
- To share information about schedule of academic activities, details of holidays etc to enable students and faculty to plan.
- To publish time table for the smooth conduct of the classes.

### **Methodology**

- Last week of Even Semester (March): Meeting of the committee to plan annual activities.
- 15-30 March: Collect data from departments/ committees for preparing brochure/ prospectus.
- 1<sup>st</sup> Week of April: Circulation of draft prospectus among department/ committee heads/ principal for inviting suggestions.
- 2<sup>nd</sup> week of April: Printing of Prospectus and application formats in consultation with Office Manager.
- 1<sup>st</sup> Week of May: Drafting Calendar by collecting necessary information from departments/ office.
- 2<sup>nd</sup> Week of May: getting final approval by the Principal and handing over to press for printing.
- 1<sup>st</sup> week of commencement of odd semester: Distribution of calendar to students and faculty.

### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.

## **STUDENTS' GRIEVANCE REDRESSAL CELL - STATUTORY**

**Coordinator:** Mr. Gajanana R Bhat and Member from Students' Grievance Redressal Cell Committee.

### **Students Grievance Redressed Cell**

**Coordinator:** Member from Campus Audit Committee.

**Vision:** Creation of a free and fair campus by providing better learning facilities.

#### **Mission:**

- To look into all kinds of problems that arises out of inconveniences or misunderstanding among the students.
- To receive and resolve students problems/ complaints realistically.

#### **Methodology**

- Identify student coordinators in the first week of commencement of odd semester and Orientation program for student coordinators in the second week of commencement of odd semester.
- Publishing calendar of activities for the academic year in the third week of commencement of odd semester.
- Drop box/ Complaint/ suggestion box shall be placed in library/ Ladies Room/ Canteen etc.
- Collect the complaints/ suggestions dropped in the box or handed over from the students, discuss in the committee meetings, forward the same to the principal/ concerned department.
- Within seven days compliance / action taken report shall be submitted to the principal.
- Action taken/ Compliance report shall be maintained.

#### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.
- Compliance reports shall be maintained.

# **STUDENTS PERFORMANCE MONITORING COMMITTEE**

## **STUDENT MENTORSHIP**

**Coordinator:** Dr. Nagarajappa, K.V. and members of Students Performance Monitoring Committee.

**Vision:** Enables constructive interaction, guidance and mentorship of students by teachers.

**Mission:**

- Understanding the students' mentality.
- Orienting students towards overall development.
- Maintaining a healthy relationship between a mentor and a mentee.
- Getting the feedback from the students and parents.

**Methodology**

- 1<sup>st</sup> week: Preliminary planning meeting.
- 2<sup>nd</sup> week: Display details of Mentors and Mentees.
- 3<sup>rd</sup> Week: Orientation to Mentors, handing over student record books.
- 4<sup>th</sup> Week of every month: One hour interaction session on a allotted day as per time table.
- Guiding students to enter their achievements/ performance (academics, co-curricular and extra- curricular) in the diary.
- Every week: Two hours need to be specified for mentor-mentee interaction at respective departments. Mentors are available at their departments for interaction with mentees.
- Immediately after Internal assessment/ Semester End Exam results: Mentor-Mentee interactions to review the progress.
- Details of activities conducted week wise and class wise is to be collected for monitoring and documentation.

**Reporting:**

- Staff coordinator shall display plan of action for the academic year.
- Upload reports to EEPRMS.
- Conducting monthly meetings of the committee with student coordinators and recording meeting minutes.

## **PARENT TEACHER INTERACTION (PTI)**

**Coordinator:** Dr. Nagarajappa, K.V, Abhijeeth, S. Badiger

**Vision:** Creating a platform for teacher parent interaction for enhancing performance of the students.

**Mission:**

- Keeping a track record of the students' performance.
- Creating a platform to have a discussion about the students' performance with the parents.
- Intimating the students as well as their parents about the performance.
- Concentrating on the percentage of attendance by getting the attendance details.

- Organizing interactions with the students as well as their parents for understanding the parents expectation on the students' performance.

### **Methodology**

- Last day of every month: Preparing details of students having attendance shortage.
- After 15 days of the Internal Assessment Test/ Semester end exam results: Preparing the list of students who have scored low marks/ failed in the internal exams.
- Conducting a meeting with parents of the students having shortage of attendance and failed in any of the subject.
- Preparing the questionnaire and collecting feedback from parents and Reporting: the same to the concerned and principal for needful guidance/ action.

### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.
- Feedback and compliance reports shall be maintained.

## **STUDENT ATTENDANCE MONITORING**

**Coordinator:** Mr. Sateeschandra, P.D. and Member from Student Welfare Committee.

**Vision:** Monitoring Student Attendance for enhanced learners participation.

### **Mission:**

- Sending SMS to the parents about the student's absence through SMS alert system.
- Preparing attendance shortage list every month and displaying list of students having attendance shortage.
- Intimating the students and parents about the shortage of attendance through SMS alert system.

### **Methodology**

- Preliminary planning meeting shall be convened one week before commencement of odd semester.
- First week: Monitoring SMS alert system.
- First week of every month: Collecting details of students having attendance shortage- display the details in the notice board, informing concerned mentors to guide the students.
- After 6 Weeks from the commencement of the semester: Collecting undertaking letter from students and parents (to be collected by Mentors) having acute attendance shortage (less than 75%).
- After 9 Weeks from the commencement of the semester: Collecting second undertaking letter from students and parents (to be collected from the office) having acute attendance shortage (less than 75%).

### **Reporting:**

- Staff coordinator shall display plan of action for the academic year.
- Upload reports to EEPRMS.
- Conducting monthly meetings of the committee with student coordinators and recording meeting minutes.

## **FACULTY DEVELOPMENT PROGRAMME**

**Coordinator:** Dr. Shankaranarayan, K. & members of Faculty Development Committee.

**Vision:** Enhancing Excellence in the profession of teaching and learning.

### **MISSION:**

- Training, updating, and orienting the staff to familiarize with institutional goals.
- Strictly following the values of the institution.
- To make the faculty more professional.
- To introduce the latest developments, new policies, new directions in the field of education.
- To refresh the knowledge and skills.
- To develop more fellowship amongst faculty.
- To involve the faculty in the institutional innovations and initiatives.
- To orient the faculty towards profuse use educational technology, to bring in student centered pedagogy.
- To align the faculty to the institutional value system.
- To arrange for faculty meeting every month for get together and fellowship.

### **Methodology**

- Last Week of every month: Conducting Meetings- Developing fellowship, sharing knowledge.
- Last week of June: FDP- effective Classroom teaching- To explore the possibilities of new strategies for effective classroom teaching.
- Last week of July: Training to non-teaching staff-To orient newly recruited staff about the college, and their responsibilities.
- Last week of August: Workshop to staff on Blooms Taxonomy/IPR/Research Projects
- Last week of September: Workshop on NAAC Initiatives.
- Last week of November: Workshop on Mentoring.
- Last week of December: Training on Assessment related issues- Question Paper Setting, Diagnostic Survey and Remedial Drill, Institutional best practices.
- Last week of February: Get together for fellowship and sharing/ Staff Picnic.

### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Entry of activity details in EEPRMS.

## **PROMOTION OF RESEARCH ACTIVITIES**

**Coordinator:** Dr. B. Ganapayya and members of Promotion of Research Activities Committee.

### **PROJECT PROPOSAL COMMITTEE**

**Coordinator:** Dr. B. P. Sampath Kumar and Members of Project Proposal Committee.

**Vision:** To inculcate the research culture among teaching fraternity for the betterment of society & environment.

**Mission:**

- To develop & implement research strategy.
- To explore new knowledge by engaging in potential research area.
- To address the local & global problems through research.
- To encourage faculty to apply for research projects.
- To identifying the funding agencies and monitoring the proposal notification.
- To scrutinize and follow up.

**Methodology**

- Preliminary planning meeting to be convened in the last week of June and specific duties shall be allocated to each member of the committee.
- Weekly Task: To identify Institutional projects, Identify individual projects (CSIR, UGC, ISRO, MOWR, INSA, DBT, VGST, MOFPI, and CPRI).
- Downloading notifications sending information to the faculty through circular for submission.
- Follow up and documentations.
- Expert committees shall be constituted to prepare the proposals.

**Reporting:**

- Staff coordinator shall display plan of action for the academic year.
- Conducting monthly meetings of the committee and recording meeting minutes and enter in EEPRMS.
- Notifications/ Circulars inviting project proposals shall be circulated among concerning departments/ faculty.

## **LIBRARY AND LEARNING RESOURCES COMMITTEE**

**Coordinator:** Mr. Yogesh, H. E. and Member from Library & Learning Resources Committee

### **WIKIPEDIA UPLOADING**

**Coordinator:** Dr. Pundarika

**Vision:** Creation of opportunities for content writing.

**Mission:**

- Identify and nurture talents among students to write articles.
- Involving learners in refining their writing skills.
- Orienting students towards researching and publishing.
- Providing Kannada Wikipedia articles on different areas of interest.
- Undertaking public interest projects to preserve the ancient wisdom, culture and heritage.

**Methodology**

- Identify student leaders in the first week of commencement of odd semester.
- Orientation program for student coordinators by Staff Coordinators in the second week of commencement of odd semester.
- Campaigning for enrollment of volunteers in the second/ third week of commencement of odd semester.
- Announcing the list of volunteers selected in the fourth week of commencement of odd semester.
- Orientation/ training program for volunteers in the fifth week of commencement of odd semester.
- Preparing plan of action for the academic year and displaying in the fifth week of commencement of odd semester.
- At least publication one article from each department in a semester is to be ensured.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- List of articles published and names of contributors shall be displayed.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EPRMS.

### **LEARNING CORNERS (NANO CORNERS)**

**Coordinator:** Mr. Abhinandan Jain

**Vision:** Creation of plenty of mini learning spaces and resources.

**Mission:**

- Display of short interesting pieces of information.
- Pooling of information in centralized computer platform.
- Providing latest information in attractive format.

**Methodology**

- 1<sup>st</sup> week: Preliminary planning meeting.
- 2<sup>nd</sup> Week: Identifying student coordinators.
- Daily Activity: Collection of learning/ interesting facts and preparing in an attractive format.
- First week of every month: Display of details of eminent personalities at the class room and department doors.
- First Day of even weeks (Monday of 2<sup>nd</sup>, 4<sup>th</sup> and so on): changing contents in the nano corners.
- First week of every month: Guiding students through student coordinators to contribute materials for display.

**Reporting:**

- Staff coordinator shall display plan of action for the academic year.
- Upload reports to EEPRMS/ preserve the displayed information.
- Conducting monthly meetings of the committee with student coordinators and recording meeting minutes.

**WHAT, WHEN, WHY, WHERE & HOW (W4H)**

**Coordinator: Mr. Abhinandan**

**Vision:** Imbibe inquisitive nature among the students.

**Mission:**

- To enlighten the readers with basic knowledge of different field.
- Induce students to search for actual facts involved in true learning.
- To upgrade and update the knowledge of students.

**Methodology**

- Identify student coordinators for each class in the first week of commencement of odd semester.
- Orientation program for student coordinators.
- Collect questions from each class through student coordinators in the last week of every month and hand over the questions to concerned departments and publish the answers once in fortnight.

**Reporting:**

- Staff coordinator shall display plan of action for the academic year.
- Upload reports to EEPRMS.
- Conducting monthly meetings of the committee with student coordinators and recording meeting minutes.
- Keep the questions asked and answers provided for documentation.



# STUDENT WELFARE COMMITTEE

**Coordinator:** Mr. Gajanana Bhat and Members of Student Welfare Committee.

## STUDENT ACTIVITY FORA

**Coordinator:** Member from Student Welfare Committee.

**Vision:** Student Activities will foster an environment that cultivates student learning through intentional programs and leadership experiences.

### **Mission:**

- Provide students opportunities for holistic growth through co-curricular experiences.
- Provide platform to students to identify the talents, promote their skills and engage students in active co-curricular activities.
- Building supportive and inclusive communities by inculcating the spirit of collective leadership among students.
- Forging educational partnerships that advance student leanings.
- Developing soft skills in preparation for graduation and lifelong success.

### **Methodology**

- Preliminary planning meeting shall be convened in the last week of June.
- First week of July: Notifying the students regarding the nomination for student coordinator election -to provide choice to all for participation.
- Second week of July: Receiving the nominations from the contestants.
- Second week of July: To elect the coordinators in a democratic way -Conducting Election for the student representative in each class.
- Third Week of July: Assigning responsibility of each forum to three Class Representatives, from final year, second year and first year each.
- Third Week of July: Registration of first year students to the Forum and consolidating the list of each Forum.
- Third Week of July: Assigning one staff-In charge to each Forum for monitoring.
- Fourth Week of July: orientation to all FORA Coordinators regarding the activities to be conducted throughout the year. Student coordinators shall be motivated to use audio-visual aid to develop the skill in the respective area.
- First week of August: To motivate the students for the entire year's activity-Inauguration of Student Activity FORA.
- FORA Sessions: An hour shall be fixed in the time table and as per time table once in a week student coordinators shall engage the class under the guidance of staff in charge.
- Details of activities conducted week wise and class wise is to be collected for monitoring and documentation.

### **Reporting:**

- Staff coordinator shall display plan of action for the academic year.
- Upload reports to EEPRMS.
- Conducting monthly meetings of the committee with student coordinators and recording meeting minutes.

## **MESS COMMITTEE**

**Coordinator:**

**Vision:** Ensuring safe and homely atmosphere for students residing in hostels

**MISSION:**

- To ensure that minimum basic services/ facilities are provided by Mess owners.
- To maintain records of students residing in PG Mess.
- To communicate Mess details to police station for security reasons.
- To visit and verify the facilities provided by the mess owners.
- To make the students free to express their views about facilities provided in Mess.
- To redress the students' grievances if any.

**Methodology**

- 1<sup>st</sup> Week April: Meeting of the Committee to plan the activities.
- 2<sup>nd</sup> week of April: Conducting the meeting of mess owners/inviting applications from potential mess owners for recognition from the college.
- 3<sup>rd</sup> week of April: Visit to local Mess/PGs to take note of the facilities offered, fees structure.
- 4<sup>th</sup> Week of April: Display of list of recognized Hostels/Mess/PG with the facilities offered and fee structure.
- During Admission: Collecting details of the Hostel/Mess/PG chosen by outstation students.
- Ist Day: Orientation to students residing in Hostels/ Mess/PG.
- 1<sup>st</sup> Week: Collection and consolidation of list of students residing in the hostels/ Mess/PGs.
- 2<sup>nd</sup> week: Submission: of relevant data and documents to the Police Station as per the norms.
- Last week of every month: Visiting hostels/ messes for ensuring proper facilities to the inmates, collecting the grievances if any and Reporting: the same for further action.
- Collecting the feedback from students and owners.

**Reporting:**

- Staff coordinator shall display annual plan of action
- Conducting monthly meeting and recording meeting minutes
- Entry of activity details in EEPRMS
- Mess visit register is maintained and signed by the concerned committee members along with mess owners on the observations made (signed by mess owners)
- The document on grievances and grievance redressal are periodically collected and forwarded to competent authorities for further needful action

## **MID-DAY MEAL**

**Coordinator:** Member from Student Welfare Committee.

**Vision:** Provide mid-day meals to the needy so that no one miss the meal due to financial, personal and distance constraints.

**Mission:**

- Assist the needy and deprived students.
- Ensure greater level of support to the marginalized students.

- To reduce the burden of parents.
- Building supportive and inclusive communities.

### **Methodology**

- Preliminary planning meeting in the last week of June to plan mid-day meal scheme, prepare budget and plan steps to raise funds.
- Collect funds / donations from staff, alumni and well-wishers. Raise funds to accommodate at least 10% of the students to cover under this scheme.
- Last week of June: Notifying the students regarding the mid-day meals scheme.
- Collecting filled in application-First week of July.
- Scrutiny of applications in the second week of July and display of names of selected students in the second week of July. Students shall be selected on the criteria of income, distance and merit. Orientation to the selected students regarding modalities.
- Commencement of Mid-day meal scheme from 3<sup>rd</sup> week of July.
- Payment to providers shall be made on monthly basis.
- Details of activities conducted week wise and class wise is to be collected for monitoring and documentation.

### **Reporting:**

- Staff coordinator shall display plan of action for the academic year.
- Upload reports to EEPRMS.
- Conducting monthly meetings of the committee with student coordinators and recording meeting minutes.
- Beneficiary students shall enter the details of mid-day meals availed in the first week of every month.

## **SCHOLARSHIP FACILITATING**

**Coordinator:** Member from Student Welfare Committee.

**Vision:** To impact on the academic experiences of our students, helping them connect with transformative opportunities and resources.

### **Mission:**

- Provide assistance to the needy students.
- Provides information and resources to increase student awareness of the scholarship search and application process via workshops, events, online resources, and individual advising.
- Collaborates with faculty and staff to identify and support potential student scholars.
- To reduce the burden of parents and ensure greater level of support to the students.

### **Methodology**

- Preliminary planning meeting of the committee to be convened in the last week of June.
- First week of July: Giving publicity/information about various scholarships available both from government and private sector through Notice board, emails to students, uploading in students space, SMS to parents, WhatsApp groups of students/ teachers and classroom campaigning.

- Daily: Collecting the information regarding government and private scholarship from newspapers/ internet sources-communicating to students regarding eligibility criteria, last date, necessary documents and application proforma.
- Facilitating online submission: and online verification of scholarship details (Government scholarships).
- Assisting deserving students (recommended by mentors) in obtaining scholarships (fee concession, special scholarships) from Management.

#### **Reporting:**

- Staff coordinator shall display plan of action for the academic year.
- Upload reports to EEPRMS.
- Last week of every month: Conducting monthly meetings of the committee with student coordinators and recording meeting minutes.

### **WOMEN DEVELOPMENT CELL**

**Coordinator: Dr. Savitha**

**Vision:** Empower the women.

#### **Mission:**

- Safeguard the rights of female students and faculty members.
- To create awareness of feminine potential.
- To provide a platform for listening to complaints and to resolve issues pertaining to girl's / women's grievances.
- Providing necessary counseling services.
- To organize seminars, workshops relating to women development (Mental health/ health/hygiene/ Nutrition and Cognitive abilities).

#### **Methodology:**

- 1<sup>st</sup> Week: Meeting of the committee to prepare action plan and submit.
- Last Week of every month: Conducting awareness programs.
- Any girl student / women employee who feel being harassed (of any type) directly or indirectly may submit a written complaint to the committee.
- After receiving the complaint, the chairperson shall convene the meeting of the cell.
- The chairperson will appoint investigation committee, coordinator will convene the meetings.
- On the completion of any inquiry, the investigation committee submits a report of its findings to the cell and it will be submitted to the Principal for the necessary action.
- The person who is found guilty will be punished depending on the seriousness of the complaint.
- The committee will meet at least once in a month to resolve the grievances depending on the seriousness of the complaint.

#### **Reporting:**

- Staff coordinator shall display plan of action for the academic year
- Submission: of monthly report to the concerned authority (JD Office) on 3<sup>rd</sup> of every month and upload reports to EEPRMS.
- Conducting monthly meetings of the committee with student coordinators and recording meeting minutes.

## **DISCIPLINE COMMITTEE**

**Coordinator:** Member from Student Welfare Committee.

**Vision:** Creation of friendly environment governed by self-control and discipline.

**Mission:**

- To encourage Good and Healthy Practices among students.
- Involve students in the conduct of institutional programmes.
- Encourage students to abide by the rules and regulations of the college.
- To ensure calm and peaceful academic atmosphere in the campus.
- Involve student coordinators in framing rules and regulations concerning students.

**Methodology**

- Preliminary planning meeting shall be convened one week before commencement of odd semester.
- First two weeks: Identifying student coordinators volunteering to assist.
- 3<sup>rd</sup> Week after commencement of Odd semester: Orientation program for student coordinators.
- 4<sup>th</sup> Week: Class coordinators under the guidance of class mentors shall orient the class.
- Last Thursday of every month: Monthly meetings of students and mentors.
- Every Day: Value Speak-Everyday first hour a student on rotation shall present values: to guide students to adopt positive attitudes and practices.
- Any disciplinary issues shall be brought to the notice of the Principal for constitution of committee to manage the issue.

**Reporting:**

- Staff coordinator shall display plan of action for the academic year.
- Upload reports to EEPRMS.
- Conducting monthly meetings of the committee with student coordinators and recording meeting minutes.

## **PLACEMENT AND PROGRESSION COMMITTEE**

### **ROTARY CAREER GUIDANCE AND PLACEMENT CELL**

**Coordinator:** Dr. Nagaraj Poojari, Mr. Hareesh Shetty and Member from Placement & Progression Committee

**Vision:** Build Caliber & Manpower to grab better opportunities.

#### **Mission:**

- To be an authentic source for career related information.
- Continuous training for skill enhancement.
- Software based career and personality counseling.
- To create career awareness among students.
- Develop linkages with the industry and to initiate placement programmers.
- Provide the information about the higher studies.
- Provide the information about the Career opportunities.
- To create employment opportunities for students and to enrich their capability.
- To organize career Counseling Programs.

#### **Methodology**

- 1<sup>st</sup> Week: Meeting of the Committee to plan the activities for the academic year.
- July/ September/ January: Aptitude Training: Thrice in an academic year with a minimum registration of 100 students each.
- December & January: Excel Training of minimum three days for degree students (Second Year).
- August/ September/ December: Communicative English Sessions for first year degree students with a minimum registration of 100 students each.
- Last week of July/ August/ September, December/ January/February: Skill enhancement training program: 5-6 program in a year.
- 2<sup>nd</sup> Week of January/ February: Self-employment training program: 1-2 programs in a year - resource persons from RUDSETI.
- 12<sup>th</sup> week: Collecting feedback from students/ faculty for necessary modifications.

#### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Entry of activity details in EEPRMS.

## **EXTRA-CURRICULAR ACTIVITIES COMMITTEE**

**Coordinator: Dr. Sudheer, K. V.** and Member from Extra-curricular Activities Committee

### **DEBATE COMPETITION**

**Vision:** Empower students through competitive speech and debate.

**Mission:**

- Empower the students by providing competitive opportunities, and expertise necessary to foster their communication, collaboration, critical thinking, and creative skills.
- To motivate the students to update their general knowledge.
- To provide a platform to exhibit their talents.

**Methodology**

- 1<sup>st</sup> Week: Meeting of the committee with Student Coordinators to plan the activities.
- 2<sup>nd</sup> week: Planning for campaigning for enrollment.
- 3<sup>rd</sup> and 4<sup>th</sup> week: Class level competitions under the guidance mentors.
- 8<sup>th</sup> Week: College level elocution competition.
- 1<sup>st</sup> Week of December: Preliminary meeting to schedule Poojya Rathnavarma Heggade Memorial Debate Competition(Mangalore University Level)- to discuss about the topic, date, judges, submitting budget proposal to the principal etc.
- 2<sup>nd</sup> Week of December: Sending circulars to colleges.
- 2<sup>nd</sup> week of December: Meeting by inviting senior faculty to review the arrangements made, draft invitation.
- 3<sup>rd</sup> week of December: Invitation to President, members of governing body, press and colleges.
- 1<sup>st</sup> or 2<sup>nd</sup> week of January: Poojya Rathnavarma Heggade Memorial Debate Competition. Arranging for breakfast and lunch for participants.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Activity details shall be uploaded in EEPRMS.

### **DRAMATICS**

**Coordinator: Mr. Yashavantha**

**Vision:** Imbibing theatrical skills among students.

**Mission:**

- To create original, innovative and relevant theatre experiences that stimulates and inspire young people to think critically about the world around them, and to engage in constructive and creative self-expression.
- To develop innovative and courageous artists and scholars poised to be the creative leaders of tomorrow.
- To elicit creative self-expression, critical thinking, and artistry.
- To educate and train future practitioners of performing arts.

- To address the redefinition of dramatic styles, forms and structures as they emerge as artistic responses to the changing world.
- To encourage and promote the exchange of ideas and creative production.

### **Methodology**

- 1<sup>st</sup> Week: Meeting of the committee with Student Coordinators to plan the activities, prepare annual action plan, budget and submit the same for approval.
- 2<sup>nd</sup> week: Planning for campaigning for enrollment.
- 3<sup>rd</sup> week: Class level campaigning by leaders for enrollment.
- 4<sup>th</sup> Week: Final enrollment- Identifying the young talents by conducting 'Talent Hunt' or screening.
- Everyday evening (after class hours): Providing the training to the enrolled students, Training the students to participate in the different competitions and stage programs, Conducting regular theatrical activities such as guest lectures, workshops etc.
- Sending the students for the competition with an authorized letter from the college.
- Providing them a platform to perform at different occasions (NSS annual Camp, Special shows and College day).
- Providing attendance credit to the students by the staff incharge based on the number of practice sessions, participation in competitions/programs in a weekly basis. This is done by maintaining attendance register.

### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.

## **LITERARY AND FINE ARTS**

**Coordinator: Dr. Sudheer K.V.**

**Vision:** To nurture talents in the literary and fine arts.

### **Mission:**

- Enhance literary and fine art skills among students.
- Provide opportunities to participate in the competitions and make them competent.
- Nurture young talents aspiring to achieve success.
- To identify and encourage various literary and fine art talents among students.
- Conducting regular college day literary and cultural competitions according to the schedule prepared.
- Preparing and sending students to university, state and national level competitions.
- Conducting new college day competitions (interclass mode) such as Mad Ads and Mock Press.

### **Methodology**

- 1<sup>st</sup> Week: Meeting of the committee and Student Coordinators to plan the activities.
- 2<sup>nd</sup> week: Planning for campaigning for enrollment, Preparing budget proposal and getting the approval by the principal.
- 4<sup>th</sup> -6<sup>th</sup> Week: Talent Search, Selecting students for respective competitions and guiding them to involve in rehearsal/ practice.



- 7<sup>th</sup> Week: Essay Writing(Kannada, English, Sanskrit & Hindi) Competition.
- 8<sup>th</sup>-9<sup>th</sup> Week: Elocution Competitions.
- 10<sup>th</sup> week: Debate competition and Quiz.
- 11<sup>th</sup>-12<sup>th</sup> week: Competitions:-Western dance, Instrumental, Group songs, Cartoon drawing, classical dance, collage making, moc parliament, folk dance etc.
- 1<sup>st</sup> week of February: Inter Class Talents day competitions.
- 2<sup>nd</sup> Week, February: Fancy Dress.

#### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EPRMS.

### **SDM KALA VAIBHAVA**

**Coordinator: Mr. Thruptha Kumar**

**Vision:** To nurture talents in cultural field.

#### **Mission:**

- Encouraging the students to exhibit their hidden talents.
- To create knowledge about different dance and music forms among public.
- To propagate cultural heritage in the mode of entertainment.
- To lay the foundation for artistic career among students.
- To inculcate love for art forms of India,
- Conserve local traditional art forms and pass it on to next generation.

#### **Methodology**

- 1<sup>st</sup> Week: Meeting of the committee and Student Coordinators to plan the activities, preparing the annual plan of action , budget for training and purchase of costumes and forwarding for approval.
- 2<sup>nd</sup> week: Planning for campaigning for enrollment.
- 3<sup>rd</sup> week: Class level campaigning by leaders for enrollment-Talent hunt.
- 4<sup>th</sup> Week: Final enrollment of students and holding orientation sessions (every day evening and on holidays).
- 5<sup>th</sup> week Onwards: Organizing training programs on different events.
- Week end programs: Every Saturday afternoon and Sundays -activity oriented sessions, orientation sessions, workshops etc.
- The training on dramatics, instrumental and in Yakshagana which is the unique art form of coastal Karnataka.
- The proper supervision of student's rehearsal and grand rehearsal is made by the staff or dance teachers.
- Stage performance at Sri Kshethra Dharmasthala Laksha Deepotsava, college day and on invitation.
- Providing attendance credit to the students by the staff in charge based on the number of practice sessions, participation in competitions/programs in a weekly basis. This is done by maintaining attendance register.

#### **Reporting:**

- Staff coordinator shall display annual plan of action.

- Students/ Trainees shall keep record book.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.

## **WALL MAGAZINE**

### **Coordinator:**

**Vision:** To foster creativity and linguistic skills.

### **Mission:**

- To encourage writing skills of the students by appraisal in the form of competition which inspires and motivates them to read and write much more.
- To promote writing tendency among the students and attract the attention of the readers on current incidents.
- To recognize the best wall magazine and appreciate the students as well as the departments for their effort throughout the year.

### **Methodology**

- 1<sup>st</sup> Week: Meeting of the committee and Student Coordinators to plan the activities, prepare plan of action and submit to the principal for approval and guidance.
- 2<sup>nd</sup> week: Directing each department to nominate a student coordinator and staff in charge of department/ committee wall magazine.
- 3<sup>rd</sup> week: Unveiling wall magazines.
- 4<sup>th</sup> Week: Orientation programme for student coordinators.
- 6<sup>th</sup> Week: Review of wall magazines-Collecting feedback from students through weekly surveys.
- 1<sup>st</sup> Week of January: Constituting a committee to evaluate wall magazines.
- 1<sup>st</sup> week of February: Wall magazine Competition: Declaration of Results in the 3<sup>rd</sup> week of February.

### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.

## **YAKSHAGANA TRAINING**

**Vision:** To preserve and promote Yakshagana art among students.

### **Mission:**

- Encouraging the students to exhibit their hidden talents.
- Conserve local traditional art forms and pass it on to next generation.
- To motivate the students to participate in Yakshagana and thereby develop their personality.
- To provide training and platform for the interested as well as talented students.

### **Methodology**

- 1<sup>st</sup> Week: Meeting of the committee and Student Coordinators to plan the activities, preparing the annual plan of action , budget for training and purchase of costumes and forwarding for approval.

- 2<sup>nd</sup> week: Planning for campaigning for enrollment.
- 3<sup>rd</sup> week: Class level campaigning by leaders for enrollment-Talent hunt.
- 4<sup>th</sup> Week: Final enrollment of students and holding orientation sessions (every day evening and on holidays).
- 5<sup>th</sup> week Onwards: Organizing training programs on different events.
- Week end programs: Every Saturday afternoon and Sundays -activity oriented sessions, orientation sessions, workshops etc.
- The training on dramatics, instrumental and in Yakshagana which is the unique art form of coastal Karnataka.
- The proper supervision of student's rehearsal and grand rehearsal.
- Mid Term Vacation: Special training and rehearsal for staging programs for University/ State level competitions.
- Stage performance at Sri Kshethra Dharmasthala Laksha Deepotsava, college day and on invitation.
- Providing attendance credit to the students by the staff in charge based on the number of practice sessions, participation in competitions/programmes in a weekly basis. This is done by maintaining attendance register.

#### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Students/ Trainees shall keep record book.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.

### **NCC UNITS**

#### **2/18 KARNATAKA BATALLIION NCC; 5 KARNATAKA NAVAL UNIT NCC**

**Coordinator: Lt. Bhanu Prakash**

**Vision:** To nurture inspiring leaders and committed citizens through fun & adventure related activities.

#### **Mission:**

- To develop a sense of patriotic commitment to encourage cadets to contribute towards national development.
- Develop reverence for diversities in religion, language, culture, ethnicity, life style and habitat to instill a sense of National unity and social cohesion.
- Understanding the value of a just and impartial exercise of authority.
- Ability to participate in community development and other social programmes.
- Practicing a healthy life style free of substance abuse and other unhealthy practices.
- Sensitivity to the needs of poor and socially disadvantaged fellow citizens.
- Understanding the values of honesty, truthfulness, self-sacrifice, perseverance and hard work.

#### **Methodology**

- 1<sup>st</sup> Week: Meeting of the NCC Officers and Student Coordinators to plan the activities.
- 2<sup>nd</sup> week: Planning for campaigning for enrollment.
- 3<sup>rd</sup> week: Class level campaigning by NCC leaders for enrollment.
- 4<sup>th</sup> Week: Final enrollment of Cadets.

**Detailed Action Plan:**

- Physical Training: Imparting rigorous training to the cadets and motivating them to excel in National Level Selection Camps.
- Training in Service Subjects: Training the cadets in their respective service subjects
- Social Service Activities: Blood Donation, Swach Bharath Mission.
- Adventure Activities: Organizing trekking and allied activities.
- Celebration of National Day's: Celebration during the respective dates.
- Awareness about Indian Armed Forces: Creating awareness about Indian Armed Forces.
- Entry Into Armed Forces: Creating awareness about various modes of entry into Indian Armed Forces (Officer & Other Ranks).
- Preparation for B & C Certificate Examination.

**Methodology of execution:**

- Physical Training: Done during the parades held on Saturdays with the help of senior cadets.
- Training in Service Subjects: Done during the parades held on Saturdays with the help of senior cadets.
- Social Service Activities: Cadets enroll in blood bank and donate blood as per requirement. They also participate in the blood donation camps organized in the college.
- Swach Bharath Mission: is practiced in the month of February where a massive cleanliness campaign will be organized in and around Ujire.
- Preparation for B & C Certificate Examination: It is a year-long process. Starting from day one cadets are trained to take up these examinations.
- Celebration of National Day's: Preparing Banners to attract students, sending students to each and every class to invite their classmates to participate in National Festivals.
- Adventure Activities: Organizing trekking and allied activities preferably in the month of January during conducive weather and approval given by the forest authorities.
- Awareness about Indian Armed Forces: Preparing slides about Indian Armed Forces to be displayed on Digital Notice Board.
- Entry Into Armed Forces: Preparing hand-outs about the various employment opportunities in the armed forces and also inviting the Commanding Officers of the Army, Naval and Air Units to deliver lectures on the employment opportunities in the armed forces.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Cadets shall keep record book.
- Conducting monthly meeting and recording meeting minutes.
- Entry in EEPRMS.

**NSS UNIT**

**Coordinator: Ms. Asha**

**Vision: NOT ME BUT YOU**

**Mission:**

- Help the students to understand the community in which they work.

- Identify the needs and problems of the community and involve them in problem-Solving.
- Develop among themselves a sense of social and civic responsibility.
- Utilize their knowledge in finding practical solutions to individual and community problems.
- Develop competence required for group-living and sharing of responsibilities
- Gain skills in mobilizing community participation and acquire leadership qualities and democratic attitudes.
- Develop capacity to meet emergencies and natural disasters and Practice national integration and social harmony.

### **Methodology**

- 1<sup>st</sup> Week: Meeting of the NSS Officers and Student Coordinators to plan the activities.
- 2<sup>nd</sup> week: Planning for campaigning for enrollment.
- 3<sup>rd</sup> week: Class level campaigning by NSS leaders for enrollment.
- 4<sup>th</sup> Week: Final enrollment of volunteers (100 Volunteers per Unit).
- 5<sup>th</sup> week: NSS Advisory Committee Meeting: To provide platforms for discussion and evaluating NSS program by the functionaries associated with NSS, experts in allied field and eminent persons in the field of social and public service.
- Week end programs: Every Saturday afternoon (2 to 5 pm)- activity oriented sessions, orientation sessions, community level works, social service ( as per university directions and need based).
- Celebration of National level Days in a need based meaningful ways.
- July Month: SBSI Activities: To engage the youth across the country and develop their skill and orientation for sanitation related work, amplify mass awareness on cleanliness and cement the people's movement (Jan andolan) aspect of Swachh Bharat Mission.
- Minimum Two blood donation camps (August/ January).
- One week in every month: Program at adopted village.
- August 1-15: Swachhata Pakshika: 15 days program to promote cleanliness, clean campus, public places.
- August: Identifying students for RD Parade and imparting training with the help of NCC Officer.
- November (After semester end exams): NSS Annual Camp: To identify the needs and problems of the community and involve volunteers in problem-solving. Develop among them a sense of social and civic responsibility.

### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Volunteers shall keep record book.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.

## **ROVERS AND RANGERS UNIT**

**Coordinator: Prasad Kumar & Vasanthi, M.K.** in-Charge of Ranger & Rovers.

**Vision:** Creating service orientation and self-reliance among students.

**Mission:**

- To focus on character building among students and make them good citizens.
- To promote leadership qualities and physical fitness.
- To help the students to achieve a holistic development in their life and to promote the unity and national integration.
- To conduct activities to the protection and conserving the nature and environment including forests, lakes, rivers, wildlife and compassion for living creatures and to improve the feeling in people for the same.
- To contribute to the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individuals, as responsible citizens and as members of the local, national and international communities.

**Methodology**

- Identify student coordinators in the first week of commencement of odd semester and Orientation program for student coordinators in the second week of commencement of odd semester.
- Campaigning for enrollment in the third week of commencement of odd semester: Student leaders shall address students and distribute applications.
- List of selected students shall be notified in the fourth week of the commencement of odd semester.
- Publishing calendar of activities for the academic year in the fourth week of commencement of odd semester.
- Week end sessions/ activities: On every Saturday afternoon (2pm to 4 pm) activities shall focus on training, guest lectures. Prepare volunteers to participate in Taluk /District/ State/ National level camps and prepare them for recognitions from Nipun to Rashtrapathy Puraskar.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Volunteers shall keep record book.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.

**RED CROSS**

**Coordinator:** In Charge of Ranger & Rovers.

**Vision:** Aspire to turn compassion into action.

**Mission:**

- To enable healthy and safe living and to ensure respect for the human being.
- To promote the participation of students and the youth in the service of humanitarian responsibilities.
- To contribute to the improvement of health, prevention of disease and health care in the community.
- To train the volunteers to undertake humanitarian responsibilities

**Methodology**

- Identify student leaders for Ranger & Rovers of the college in the first week of commencement of odd semester.

- Orientation program for student coordinators by Staff Coordinators in the second week of commencement of odd semester.
- Campaigning for enrollment of volunteers in the second/ third week of commencement of odd semester.
- Announcing the list of volunteers selected in the fourth week of commencement of odd semester.
- Orientation program for volunteers in the fifth week of commencement of odd semester.
- Preparing plan of action for the academic year and displaying in the fifth week of commencement of odd semester.
- Week end programs shall focus on trainings, awareness programs (Drug abuse, AIDs, visit to old age homes, band set training, social work.
- Observing National day celebrations.
- Volunteers shall be guided/ trained to participate in University/State/National level events.

#### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.

### **DRUG BANK**

**Coordinator:** In Charge of Ranger & Rovers.

**Vision:** Help the Needy-Collect the unused medicines and distribute to the needy.

#### **Mission:**

- To create awareness about community needs among students.
- Collecting unused drugs from the students.
- Distributing those which haven't expired among the needy through hospitals.

#### **Methodology**

- Identify student coordinators for each class in the first week of commencement of odd semester.
- Orientation program for student coordinators by local pharmacist shall be arranged in the second week of commencement of odd semester.
- Schedule of collection of unused medicines shall be displayed by Staff Coordinator by specifying date and class be ensuring that each class shall collect the medicine once a month.
- One specified day in a month student coordinator shall collect unused medicines from his/ her class and also from others.
- Every day one or the other class shall collect the medicines and each class get a chance once a month.
- Last day of the month collected unused medicines shall be verified (regarding expiry date) and segregated by the core coordinators under the guidance of the Staff coordinator.
- First week of every month valuation of collected medicines shall be done and handed over to the local hospital for free distribution for the patients of general ward.

**Reporting:**

- Staff coordinator shall display on the notice board the value of medicines collected by each class in the first week of every month.
- Details of medicines collected with acknowledgment for handing over medicines to hospital shall be maintained by the committee and reported to Principal and documentation committee in the first week of every month.

**HOBBY CIRCLE**

**Coordinator: Ms. Akshatha**

**Vision:** Empowerment of students by enhancing creativity.

**MISSION:**

- To inspire students to pursue a hobby and explore their potential in areas like crafting, quilling, drawing etc.
- Provide a refreshing change for the young minds and help the students to discover their interest.
- To develop the talents of the students and improve their capabilities and assist them in acquiring useful knowledge and experience.
- To organize workshops, guest lecturers etc.

**Methodology**

- 1<sup>st</sup> Week: Meeting of the Committee to plan the activities for the academic year, submitting the budget.
- 1<sup>st</sup> Week: Identify student coordinators from each class.
- 2<sup>nd</sup> week: Display/ communicating the schedule of the program.
- 3rd Week: Conducting general meeting of students participating in the program.
- 4<sup>th</sup> Week onwards: Organising guest lectures/ training/ workshops on different hobbies.
- 9<sup>th</sup>/10 week: Exhibitions/ Competitions.
- 12<sup>th</sup> week: Collecting feedback from students/ faculty for necessary modifications.
- Valedictory program to appreciate the students' activities.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Entry of activity details in EEPRMS.

**ECO CLUB**

**Coordinator: Ms. Shakunthala, B.**

**Vision:** Imbibe eco-consciousness among students.

**Mission:**

- To educate the students about the importance of environment and its conservation.
- To bring awareness on environmental issues through various environment related programs.



**Methodology**

- First 2 weeks: Selecting two coordinators from each class and having a discussion on environmental issues and preparing a calendar of events for the current year. Forming small groups and executing the plan of action.
- 3 Week: Organising environmental awareness programs in and around Ujire.
- 4<sup>th</sup> Week : Guest Lecture.
- 5<sup>th</sup> Week: Visit to Arboretum/ Western Ghats.
- 10<sup>th</sup> Week: Guest Lecture/ Student Activity/ Cleanliness drive.
- 1<sup>st</sup> Week of January: Eco-Fest.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Volunteers shall keep record book.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS

## COLLEGE MAGAZINE-MANEESHA

**Coordinator: Dr. Ramachandra Purohit & Ms. Geetha.**

**Vision:** Development of creative talents and nurture writing skills among students.

### **Mission:**

- Encourage students to develop creative writing skills through the annual college magazine 'Manisha'.
- To identify the students to develop writing skill.
- To identify the students with special talents through their writings for media, Kannada Wikipedia etc.
- Encourage students to take up field work in order to develop research attitude.
- Encourage students to take up village or community study extensively for research purposes.
- Take up study and document the needed from the neglected fields.

### **Methodology**

- Preliminary planning meeting to be convened in the last week of June.
- First week of July: Notifying the students regarding the nomination for student coordinators for editorial board.
- Third Week of July: Planning and guiding the students for writing quality articles.
- Fourth Week of July: Identifying areas and focusing on selected areas and article contributors for Manisha.
- First Week of September: Collection and selection of photos, articles, reports from students and departments (Collect at least two articles from each department).
- Third week of September: Review of articles by editorial board and identify articles to be collected and inform the departments.
- Third Week of December: Collection and selection of photos, articles, reports from students and departments.
- First week of January: Review of articles by the editorial board.
- First week of February: Preparing blueprint of the magazine.
- Second week of February: Photo function: Final degree students and Staff.
- First week of March: Handing over the file to Press for composing.
- Fourth Week of April: Proof Reading at Press.
- First Week of May: Final proof reading by editorial board and final printing.
- Third week of May: Printing of the magazine and arranging for distribution.
- First week of June: Distribution of Magazine, release at Dharmasthala and submitting to Mangalore University for University level college magazine competition.

### **Reporting:**

- Staff coordinator shall display plan of action for the academic year.
- Upload reports to EEPRMS.
- Conducting monthly meetings of the committee with student coordinators and recording meeting minutes.
- Periodically publish the list of articles contributed.

## **ALUMNI COMMITTEE**

### **ANNUAL ALUMNI MEET & ALUMNI INTERACTION**

**Coordinator:** Mr. Shailesh Kumar and Member from Alumni Committee.

**Vision:** To build alumni Bondage, share the knowledge and refresh the memories.

**Mission:**

- To maintain alumni database, guide departments to regularly organize alumni interaction and organize annual alumni meet.
- To promote and foster interaction amongst the Alumni and the faculty members of the SDM College and associate in the developmental activities of the College.
- To connect the existing alumnus with the college and bridge the gap of communication between alumnus and students and to promote exchange of academic and corporate experience with the students.
- To mentor and channelize the efforts of the students seeking better opportunities to learn and grow.
- To work with college to suggest new technologies and improvements that shall benchmark industrial expectations.

**Methodology**

- Planning meeting in the first week of commencement of odd semester.
- Identify student coordinators in the first week of commencement of odd semester and Orientation program for student coordinators in the second week of commencement of odd semester.
- 2<sup>nd</sup> Week: Collecting details of prominent alumni from each department (at least two from each department in each semester).
- Last week of every month: Collecting information from all departments regarding alumni interactions organized.
- First week of January: Holding meeting of executive members of alumni association
- First week of March: Preliminary meeting to organize Annual Alumni Meet (scheduled on 1<sup>st</sup> May).
- Last week of March: Inviting executive committee members to plan Annual Alumni Meet: Guest fixation, scheduling of events, preparing budget, invitation printing, distribution of invitation via mail, email and WhatsApp messages.
- 1<sup>st</sup> May: Assisting Alumni Association in the conduct of Annual Alumni Meet.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Profile of prominent alumni shall be displayed every Monday and the displayed file shall be preserved.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EPRMS.

## **ALUMNI COMMITTEE**

### **OUR ALUMNI OUR PRIDE**

**Coordinator:** Mr. Shailesh Kumar and Member from Alumni Committee.

**Vision:** Successful journey of alumni is an inspiration for our students.

**Mission:**

- Witness the progress of our alumni to motivate the present students.
- To identify prominent alumni-Collecting and displaying the profile, photos and achievements.
- Developing good networking with the alumni.

**Methodology**

- Identify student coordinators in the first week of commencement of odd semester and Orientation program for student coordinators in the second week of commencement of odd semester.
- Collecting details of prominent alumni from each department (at least two from each department in each semester).
- Displaying profile of prominent alumni in every week (Profiles of minimum 52).

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Profile of prominent alumni shall be displayed every Monday and the displayed file shall be preserved.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.

## **COUNSELING CELL**

**Coordinator: Mr. Gopal Patwardhan**

**Vision:** Enhancing the mental health awareness through psychological solutions.

**Mission:**

- Identifying the needy students for counseling.
- Need based counseling and guidance.
- Helping the students to get feedback about their cognitive functioning.
- To develop good adjustment and psychological wellbeing of students.
- To guide students to manage stress and emotions.

**Methodology**

- To create awareness and enhance the mental health of students: Counseling awareness sessions for all classes shall be organized in the first week of July.
- 3<sup>rd</sup> week of August: Poster exhibition on mental health and counseling.
- First week of every month: Displaying about counseling services in digital notice board.
- To overcome from inferiority and to develop communication skills- Mental health enhancement training program on Confidence building and effective communication.
- Personal counseling for students coming to the department or students referred by faculty: Depending upon the intensity of the problem the services are extended over a period of few sessions. Each session may last upto 30 minutes to one hour depending on the clients, the type of problems etc.

**Policy matters**

- Counseling is done only for students of SDM institutions.
- Counseling awareness program is given by the counseling cell in the beginning of every academic year.
- Students who approach individually, referred by mentors, referred by authorities of SDM Institutions will be counseled.
- Based on the severity of the problem of the client follow-up is made.
- If the intensity of the problems is very high the case will be referred to psychiatrists for medical assistance.
- Confidentiality of the clients is not disclosed anywhere.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EEPRMS.

## **DOCUMENTATION COMMITTEE**

**Coordinator:** Mr. Sooryanarayan and members from Documentation Committee.

**Vision:** Documenting the college activities to understand the functioning of the college.

### **Mission:**

- To provide valid information to support institutional improvement.
- To collect activity reports from the departments and functional committees.
- To prepare reports on fortnightly, monthly, biannual and annual basis.
- To provide the needy data to NAAC/NIRF/University and the other statutory bodies.

### **Methodology**

- 1<sup>st</sup> Week: Committee meeting to prepare annual action plan.
- 15<sup>th</sup> & 30<sup>th</sup> every Month: Collect activity details from all departments and committees (retrieve data from EEPRMS).
- 5<sup>th</sup> and 20<sup>th</sup> of every month: Publish E - Bulletin.
- 5<sup>th</sup> of every month: Send monthly activity report to SDM E Society office in a given format and Monthly Report to Sri Kshethra Dharmasthala.
- October/ June: Provide biannual reports to Mangalore University for the University newsletter.
- Compile and publish the college annual report.
- Reports to NAAC/AQAR/NIRF etc., in a given format.

### **Reporting:**

- Staff coordinator shall display/ submit annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Data entry in EEPRMS.
- PDF files of E Journals and Monthly reports shall be kept in soft and hard copies.

## **WEB SITE COMMITTEE**

**Coordinator:** Mrs. Nanda Kumari, K.P. and members from the Website Committee.

**Vision:** Making the website more functional and viewer friendly.

**Mission:**

- Providing information about infrastructure of the college, courses available and admission: procedures to the stake holders.
- Publishing department wise faculty list and their achievements.
- Providing information about various upcoming curricular and co-curricular events.
- Bringing visibility to college activities.
- Making website a source of primary information about various activities to the stake holders.

**Methodology**

- Daily Task: To review the website on daily basis for any errors/ corrections/ spelling mistakes and bring to the notice of the chairperson.
- Daily Task: To follow upcoming events in coordination with Ms. Lydia, Committees and all depts.
- Daily Task: News and events updates, Faculty / Students' achievements updates in coordination with documentation committee/other functional committees and departments.
- 10<sup>th</sup> of every month: To update mandatory disclosures, statutory committees, research guides (internal and external), faculty profile (addition and deletion) in coordination with Mrs. Lydia.
- Need Based: To provide for new areas as and when need arises.

**Reporting:**

- Staff coordinator shall display plan of action for the academic year.
- Upload reports to EEPRMS.
- Conducting monthly meetings of the committee with student coordinators and recording meeting minutes.

## **ANTI-RAGGING COMMITTEE**

**Coordinator: Dr. B. Ganapayya**

**Vision:** Ragging Free Campus for Higher Education.

**Mission:**

- To create a cordial, harmonious learning environment.
- To see the campus or hostels as places of mutual trust and cordial relationship among the students.
- To create an awareness among the students regarding the legal consequences of ragging.
- To create an awareness about the importance of education and future.
- To be vigilant throughout the year.

**Methodology**

- The Anti – Ragging committee of the College and the list of members is displayed in the college notice board for the information of students-First week of commencement of the odd semester.
- Display legal matters regarding the menace of ragging in the notice boards- First week of commencement of the odd semester.
- Anti-Ragging pledge: As per the UGC / MHRD guidelines each student is given information on online pledge along with the website details.
- Creating awareness among the students regarding the legal consequences of ragging in the first two weeks of commencement of the odd semester.
- Spreading awareness about the importance of education and future through value write up.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Activity details shall be uploaded in EPRMS.



## **SDM SOCIAL RESPONSIBILITY INITIATIVES**

**Coordinator:** Mr. Ganesh, V. Shendye

**Vision:** Social Responsibility Initiatives for responsible citizenship.

**Mission:**

- Implementing socially relevant programs in an effective manner.
- Involving students in socially relevant activities.
- To focus on Social Responsibility themes of Water conservation, No Food wastage, Civic Sense, Anti-Drug Abuse and Energy Conservation.

**Methodology**

- 1<sup>st</sup> Week: Meeting of the Committee to plan the activities.
- 2<sup>nd</sup> week: Identifying student coordinators for each activity and each class.
- Weekly initiatives: No food wastage, Civic sense & Swaccha Bharath - Campus Cleaning /Road Safety campaigns/ Visit to Waste segregation Unit/ Swacchatha Pakshika /Waste segregation Report follow up.
- Last week of every month: Anti-Drug Abuse & Health Programs-Anti Drug Abuse training / workshops/ Anti-Drug Awareness Series in PGs and Hostels by trainees/ Health Awareness Campaigns/ Blood Donation Camp/ Felicitation of highest blood donors/ Blood Group Identification Camp.
- Second week of every month: Social, Scientific and Spiritual Programs & Consultancy.
- June/ July: Environment & Education Programs- World Environment Day Observation/ Plantation Programs/ Life Skill training/ First Aid Training.
- National Day Celebrations: Nation building Programs-Sadbhavana week/ International Yoga Day/ Independence Day Celebration/ Republic Day Celebration/ Non-violence Day Celebration/ Kargil Vijay Diwas Celebration/ Youth week/ Responding to Natural calamities/ Disasters/ Bapu Series Show in Schools.
- January/ February: Surveys related to Social issues- Survey on energy efficiency of inmates/ Cleanliness Survey/ Socio economic Village Survey.
- Collecting the feedback.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Entry of activity details in EEPRMS.

## **NATION BUILDING**

**Coordinator:** In Charge from Social Responsibility Committee.

**Vision:** Help the Needy-Collect the unused medicines and distribute to the needy.

**Mission:**

- Developing the students as potential contributors for nation building.
- Inculcating the nation building practices among the youth.
- Developing the students as responsible and committed citizens of this country.

- Creating awareness among students about their responsibilities for the potential growth of the country.

### **Methodology**

- Identification of student coordinators for each class in the first week of commencement of odd semester.
- Orientation program for student coordinators in the second week of commencement of odd semester.
- Adopting and display of plan of action for the academic year in the third week of commencement of odd semester.
- Celebrating National Days like Sadhbhavana Week (June), Yoga Day (21 June), Kargil Vijay Divas (26 July), Independence Day (15 August), Nutrition Week (September first week), Non Violence Day (2nd October), Republic Day (26 January) and Youth Week (January 2<sup>nd</sup> week).
- Preliminary planning meeting shall be convened four weeks prior by involving related departments and committees.

### **Reporting:**

- Staff coordinator shall display on the notice board plan of action for the academic year.
- Upload reports to EEPRMS.
- Conducting monthly meetings and recording meeting minutes.
- Sending reports to documentation committee fortnightly.

## **CO-CURRICULAR COMMITTEE CERTIFICATE COURSE**

**Coordinator:** Mrs. Fathima Safira

**Vision:** To deliver learners with the freedom and tools to learn, train and build a better future.

**Mission:**

- To provide necessary learning resources designed to comprehend and enhance the knowledge and skills to perform in real life situations.
- To arrange for interactive sessions to learn and demonstrate.
- To enable the students to acquire a practical knowledge along with theoretical classes.
- Regular intervention through group discussions and seminars within the courses.

**Methodology**

- Last week of the even semester (Last week of March): Sending circulars to departments to evolve need based certificate courses of six weeks.
- 1<sup>st</sup> Week: Meeting of the Committee to plan the activities for the academic year.
- 1<sup>st</sup> Week: Collecting details (Title, Syllabus) of the Certificate Courses offered by various departments.
- 2<sup>nd</sup> week: Campaigning for enrollment, Collecting students' choices and allotting students to various certificate courses based on their preferences, availability of seats, merit of the students etc.
- 2<sup>nd</sup> week: Notifying the certificate courses and students allotted to each course.
- 3<sup>rd</sup> Week: Commencement of classes (two hours per week).
- 12<sup>th</sup> week: Conduct of term end tests/ theory & practical exams.
- 12<sup>th</sup> week: Collecting feedback from students for necessary modifications in the content/ delivery mechanisms etc., in the next semester.
- Last week of the semester: Class wise entry of marks and submission: to examination section.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Entry of activity details in EEPRMS.

## **ELECTIVE PAPERS**

**Coordinator:**

**Vision:** To deliver learners with the academic freedom of choice to learn.

**Mission:**

- To provide necessary learning resources designed to comprehend and enhance the knowledge and skills to perform in real life situations.
- To design EP curriculum Supportive to the discipline of study.
- To Nurture student's proficiency/skill.
- To provide exposure to other discipline/domain.

**Methodology**

- Last week of the even semester (Last week of March): Sending circulars to departments to evolve need based elective papers.

- 1<sup>st</sup> Week: Meeting of the Committee to plan the activities for the academic year.
- 1<sup>st</sup> Week: Collecting details (Title, Syllabus) of the elective papers offered by various departments.
- 2<sup>nd</sup> week: Campaigning for enrollment, Collecting student's choices and allotting students to various elective papers based on their preferences, availability of seats, merit of the students etc.
- 2<sup>nd</sup> week: Notifying the list of students allotted to each elective paper.
- 3<sup>rd</sup> Week: Commencement of classes (two hours per week).
- 7<sup>th</sup> week: Conduct of first internal assessment test.
- 12<sup>th</sup> week: Conduct of second internal assessment test.
- 12<sup>th</sup> week: Collecting feedback from students for necessary modifications in the content/ delivery mechanisms etc., in the next semester.

#### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Entry of activity details in EEPRMS.

### **JUNIOR RESEARCH PROJECT**

**Coordinator: Mr. Nataraj, H. R.**

**Vision:** Develop research skills among young minds for academic excellence.

#### **Mission:**

- Introducing research concept among the students of local high Schools.
- Imbibe the scientific methods of research and analysis among the youth.
- To encourage innovation, Reflective thinking, Flexibility in learning.
- To enhance the analyzing, comprehending and writing skills among students.
- Encourage the new ideas and younger generation curiosity and confidence.

#### **Methodology**

- 1<sup>st</sup> Week: Meeting of the Committee to plan the activities for the academic year.
- 2<sup>nd</sup> Week: Sending circulars to departments to evolve need based topics for JRP.
- 3<sup>rd</sup> Week: Getting permission: from BEO and Contacting local high schools, communicating the concept of JRP. Identifying teacher coordinators for JRP in local high schools and each department of the college.
- 4<sup>th</sup> Week: Campaigning about JRP among school teachers/ students. Collecting the list of students interested to join JRP and collecting their area of interest.
- 5<sup>th</sup> week: Display/ communicating the details of student groups, Topics and allotted teacher for each group.
- 6<sup>th</sup> Week Onwards: Faculty in charge of student group shall consult the student groups along with local teacher coordinator and finalise the procedure of JRP.
- Selected students shall decide convenient days for research activity. Students in consultation with the guide decide the topic and methodology.
- Minimum of 25 hours of student teacher interaction is necessary.
- Students to meet their JRP Guides – conduct field studies/ practical.

- Conduct of need based workshops for students on research methodologies, referencing styles, field work, questionnaire preparation, coding and decoding of data, analysis and presentation of data.
- Guide the faculty/ students to adhere to standard format regarding cover page, font, book binding etc.
- 1<sup>st</sup> week of August: Collecting the title and schedule of JRP from the faculty/ departments.
- 1<sup>st</sup> week of September: Collecting details of progress of JRP.
- 1<sup>st</sup> week of January: Final submission: of the JRPs (both soft and hard copy).
- 2nd week of January: Presentation of JRPs.
- 1<sup>st</sup> Week of February: Compiling JRPs (Department wise) in the book form.
- 1<sup>st</sup> Week of March: Exhibition of JRPs at Library, Valedictory program of recognizing teacher coordinators and students.
- Encouraging Faculty and students to publish JRPs in the form of popular articles.
- 12<sup>th</sup> week: Collecting feedback from students/ faculty for necessary modifications.

#### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Keeping the hard copy of the JRPs in the library/ department.
- Entry of activity details in EEPRMS.

## **STUDENT RESEARCH PROJECTS**

**Coordinator: Mrs. Shoba, S.**

**Vision:** Providing a platform for students to pursue a systematic study of topics of his / her interest under the guidance of teachers.

#### **Mission:**

- Introducing the students to the scientific methods of research and analysis.
- To encourage innovation, Reflective thinking, Flexibility in learning.
- To enhance the analyzing, comprehending and writing skills among students.

#### **Methodology**

- Last week of the even semester (Last week of March): Sending circulars to departments to evolve need based topics for SRP.
- 1<sup>st</sup> Week: Meeting of the Committee to plan the activities for the academic year.
- 1<sup>st</sup> Week: Collecting data regarding details of students and faculty for allotting students groups under each faculty.
- 2<sup>nd</sup> week: Display/ communicating the details of student groups and allotted teacher for each group.
- 3rd Week Onwards: Commencement of SRP.
- Students to meet their SRP Guides frequently at least twice a week.
- Students in consultation with the guide decide the topic and methodology.
- 3rd Week: Conduct of need based workshops for students on research methodologies, referencing styles, field work, questionnaire preparation, coding and decoding of data, analysis and presentation of data.

- Guide the faculty/ students to adhere to standard format regarding cover page, font, book binding etc.
- 1<sup>st</sup> week of August: Collecting the title of SRP from the faculty.
- 1<sup>st</sup> week of September: Collecting details of progress of SRP.
- 1<sup>st</sup> week of January: Final submission: of the SRPs (both soft and hard copy).
- 2<sup>nd</sup> week of January: Presentation of SRPs.
- 4<sup>th</sup> Week of January: Competition on SRP Presentation-department wise.
- 1<sup>st</sup> Week of February: Compiling SRPs (Department wise) in the book form.
- 1<sup>st</sup> Week of March: Exhibition of SRPs at Library.
- Encouraging Faculty and students to publish SRPs in the form of research papers or popular articles.
- 12<sup>th</sup> week: Collecting feedback from students/ faculty for necessary modifications.

#### **Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Keeping the hard copy of the SRPs in the library/ department.
- Entry of activity details in EEPRMS.

### **E - LECTURE SERIES**

#### **Coordinator:**

**Vision:** Introductory learning materials increases flexibility of learning and creates interest.

#### **Mission:**

- Students can easily access learning material and reuse it at any time.
- Video-based e-lectures offer interactive learning and more vivid and personalized forms of self-regulated learning.
- E-lectures can be seen as a new possibility for knowledge distribution and as a complement to learning from hypertexts.

#### **Methodology**

- Last week of the even semester (Last week of March): Sending circulars to departments to evolve need based topics for e-lecture.
- 1<sup>st</sup> Week: Meeting of the Committee to plan the activities for the academic year.
- 1<sup>st</sup> Week: Inviting faculty to specify their preference date and time for recording e-lectures in the studio.
- 2<sup>nd</sup> week: Display/ communicating the allotted date and time for recording e-lectures.
- 3<sup>rd</sup> Week Onwards: Commencement of recording of e-lectures.
- 3<sup>rd</sup> Week Onwards: Review of the e-lectures recorded- by an expert committee.
- 3<sup>rd</sup> Week Onwards: Communicating the feedback of the expert committee to the concerned faculty for modification/ improvement.
- 5<sup>th</sup> week Onwards: Uploading the e-lectures to D-Space, uploading to web, making it available to staff and students at library.
- 12<sup>th</sup> week: Conduct of second internal assessment test.
- 12<sup>th</sup> week: Collecting feedback from students for necessary modifications in the content/ delivery mechanisms etc., in the next semester.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Uploading Recorded E- Lectures to the YouTube.
- Entry of activity details in EEPRMS.

**E - NOTES****Coordinator:**

**Vision:** Students can easily access learning material and reuse it at any time.

**Mission:**

- Provide material to help students' complete homework, assignments and study for exams.
- Provides study materials beyond syllabus-satisfies slow as well as advanced learners.

**Methodology**

- Last week of the even semester (Last week of March): Sending circulars to departments to prepare need based topics for e-notes.
- 1<sup>st</sup> Week: Meeting of the Committee to plan the activities for the academic year.
- 1<sup>st</sup> Week: Inviting faculty to upload e-notes through EEPRMS/ Google Class and in the D-Space.
- 2<sup>nd</sup> week: Display the list of e-notes available for students-communicating through email to the students.
- 12<sup>th</sup> week: Collecting feedback from students for necessary modifications in the content/ delivery mechanisms etc., in the next semester.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Uploading Recorded E- notes to the YouTube.
- Entry of activity details in EEPRMS.

**STUDENT LECTURE SERIES****Coordinator:**

**Vision:** Providing a platform for students to share their knowledge and expertise.

**Mission:**

- Creating Physical and academic environment for students to share their knowledge/ expertise/ opinion.
- Stage to enhance the knowledge, confidence and communication skills of the students.
- Develop learner centered strategy-encourage sharing of views-collaborative study.
- Empower and engage students collect and develop educational content under the public domain and to disseminate it effectively.
- Regular interaction among the students with other departments and gain knowledge about other subjects.

**Methodology**

- 1<sup>st</sup> Week: Meeting of the Committee to plan the activities for the academic year and evolving criteria for selection of students and topic of SLS.
- 1<sup>st</sup> Week: Display of schedule of SLS.
- Each department shall identify at least two students in a semester to deliver student lectures and identify the topics in consultation with the students.
- 2<sup>nd</sup> week: Display/ communicating the schedule of SLS (Date, time, topic, Name of the student making presentation)
- 3rd Week onwards: Every week one special lecture (SLS) shall be arranged in AV Hall.
- Student under the guidance of Mentor/ Class Teacher shall make a presentation on the topic for 20-30 minutes using audio-visuals followed by interactive session for another 30 minutes.
- 12<sup>th</sup> week: Collecting feedback from students/ faculty for necessary modifications.
- Valedictory program to appreciate the students delivered lectures.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Entry of activity details with photos in EPRMS.

**STUDENT FACULTY PROGRAM.****Coordinator:**

**Vision:** Providing a platform for students to acquire teaching experience.

**Mission:**

- Help the students to acquire scientific methods of study and analysis.
- To encourage innovation, Reflective thinking, Flexibility in learning.
- To enhance the analyzing, comprehending and presentation skills among students.

**Methodology**

- 1<sup>st</sup> Week: Meeting of the Committee to plan the activities for the academic year and evolving criteria for selection of students and scheduling of SFP.
- 1<sup>st</sup> Week: Display of schedule of Student Faculty Program and inviting applications from students.
- 2<sup>nd</sup> week: Display/ communicating the schedule of selection and selection procedures.
- 3rd Week: Selection of students for SFP (based on their presentation, teaching skills etc.), Minimum two students shall be selected to each department.
- 4<sup>th</sup> Week: Display the list of selected students, communicating to the concerned departments.
- Orientation program for selected students.
- 5<sup>th</sup> week onwards: Students in consultation with the faculty decide the topic and session and conduct the classes
- 12<sup>th</sup> week: Collecting feedback from students/ faculty for necessary modifications, distributing the attendance credit forms to the student faculty candidates to avail credits



of attendance. Valedictory program of student faculty program by the co-curricular committee. Sending the list of the candidates of student faculty to the annual prize distribution committee when requested for the award of certificates.

**Reporting:**

- Staff coordinator shall display annual plan of action.
- Conducting monthly meeting and recording meeting minutes.
- Entry of activity details in EEPRMS.