RNS INSTITUTE OF TECHNOLOGY

(**AICTE** Approved, **VTU** Affiliated and **NAAC 'A'** Accredited)
(**UG programs** – CSE, ECE, ISE, EIE and EEE have been **Accredited** by **NBA** for the *Academic Years 2018-19, 2019-20 and 2020-21*)
Channasandra, Dr. Vishnuvardhan Road, Bengaluru - 560 098

No. RNSIT/2018-19/ 1953 **Date: 04.02.2019**

IQAC Composition

Sl. No.	Designation	Member
1	Patron	Dr. H N Shivashankar
2	Member from BOM	
3	Chairperson	Dr. M K Venkatesha
	Senior Administrative Officers	
4	Registrar	Mr. GanapathiYaji
5	Vice Principal	Dr. G T Raju
6	Dean of Engineering	Dr. Andhe Pallavi
7	Dean, Quality Assurance	Dr. U Bhojanna
8	HOD of ECE	Dr. Vipula Singh
9	Dean R&D	Dr. M V Sudhamani
10	HOD of ME	Dr. Srinivasan S
11	HOD of CV	Dr. Pratap Kumar
12	HOD of EEE	Dr. Sumathi
13	HOD of MCA	Dr. N P Kavya
14	HOD of Phy	Dr. Pandurangappa
15	HOD of Chem	Dr. Jeeavanand
16	HOD of Maths	Dr. Suresh
17	External Member	
18	Nominee from Alumni	
19	IQAC Coordinator	

IQAC Coordinator **Chairperson** **Patron**

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Channasandra, Dr. Vishnuvardhan Road, Bengaluru - 560 098

No. RNSIT/2020-21/ 1205/1 **Date: 04.01.2021**

IQAC Composition

Sl. No.	Composition		Name & Designation
1	Management	Patron	**Mr. Satish R Shetty,** MD, RN Shetty Trust
2	Principal	Chairperson	**Dr. M K Venkatesha**
3	Senior Teachers	Member	**Dr. Vipula Singh,** Prof. & HoD, ECE Dept.
4		Member	**Dr. Kiran P,** Prof. & HoD, CSE Dept.
5		Member	**Dr. Sathish Kumar S,** Prof. & HoD, ISE Dept.
6		Member	**Dr. Srinivasan T,** Prof. & HoD, ME Dept.
7		Member	**Dr. Pratap Kumar M T,** Prof. & HoD, Civil Dept.
8		Member	**Dr. Sumathi S,** Prof. & HoD, EEE Dept.
9		Member	**Dr. Kavya N P,** Prof. & HoD, AI&ML Dept.
10		Member	**Dr. Suresha C M,** Asso. Prof. & HoD, Maths
11		Member	**Dr. C Pandurangappa,** Asso. Prof. & HoD Physics
12		Member	**Dr. Jeevananda T,** Asst. Prof., Chemistry Dept.
13		Member	**Mr. Vishwanath Murthy,** Asst. Prof., MCA Dept.
14	Senior Admin. Official	Member	**Mr. Ganapati Yaji,** Registrar
15	Experts on Quality Management / Industry/ Local Community	Member	**Dr. U Bhojanna,** Dean (QA), Prof. & HoD, MBA
16		Member	**Dr. Dinesh Anvekar,** Prof., ECE Dept.
17		Member	**Mr. Chetan Rajdev,** Consultant, Hydac
18	Student Nominee	Member	**Ms. Karur Shanthi,** V Sem, ECE Dept.
19	Alumni Nominee	Member	**Dr. Bhavani Shankar K,** Asst. Prof., CSE Dept.
20	IQAC Coordinator	Member Secretary	**Dr. Andhe Pallavi,** Dean(Engg.), Prof. & HoD, EIE

IQAC Coordinator

Chairperson

PRINCIPAL
R N S Institute of Technology
Channasandra, Bengaluru-560 098

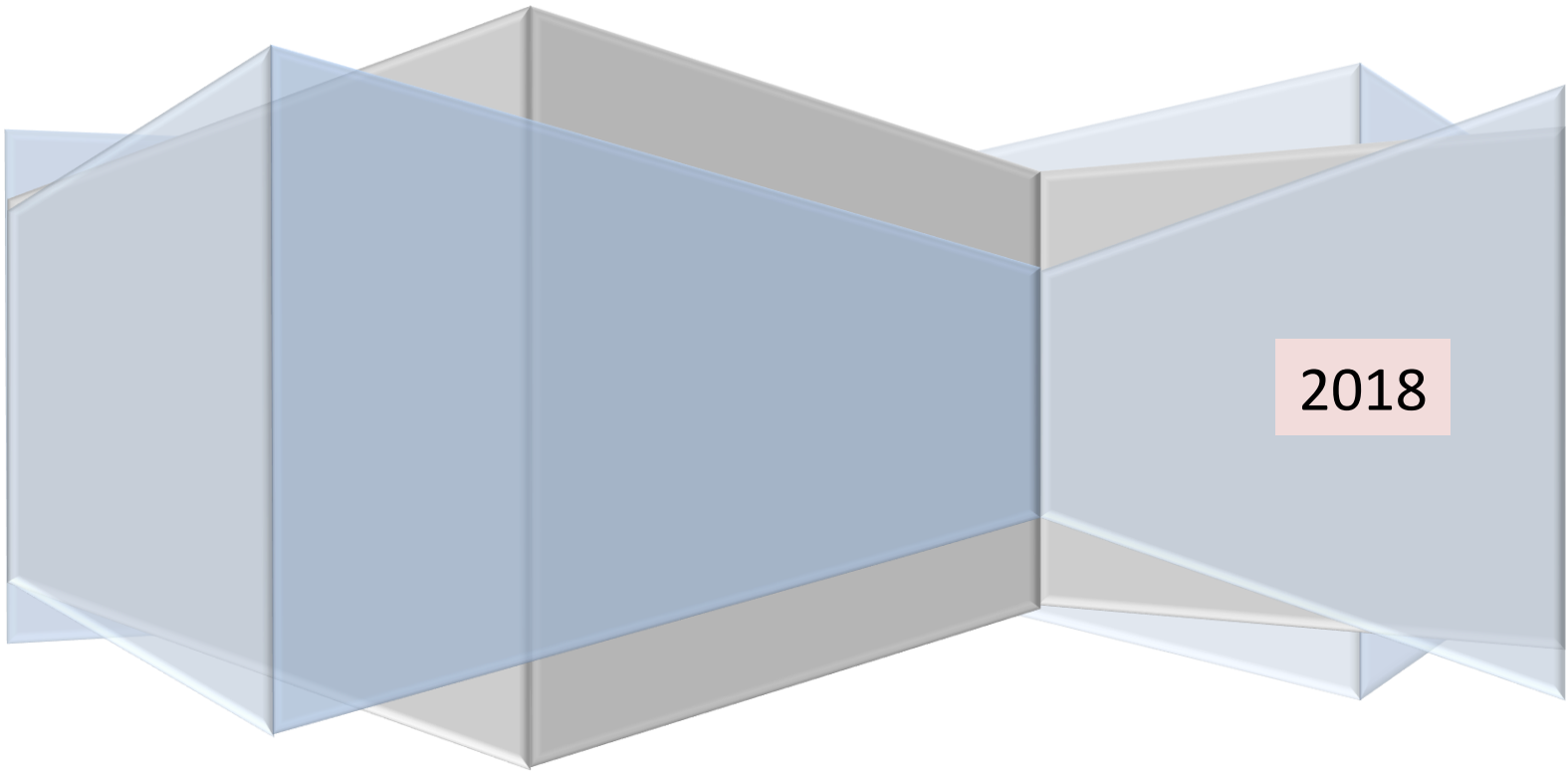
RNS Institute of Technology
Bengaluru – 560 098

Estd: 2001

An Institute with a Difference

IQAC – HAND BOOK

NBA/NAAC



2018

RNS Institute of Technology

Bengaluru – 560 098

Estd: 2001

An Institute with a Difference

INTERNAL QUALITY ASSURANCE CELL

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RNS Institute of Technology
Bengaluru – 560 098

INTERNAL QUALITY ASSURANCE CELL

1. INTRODUCTION

RNSIT is one of the reputed Institutions in Karnataka known for imparting high quality Technical and Management education. It is appreciable to note that the Institution with a firm commitment of its various academic departments has reached greater heights. This was possible because the Institution is enriched with qualified faculty having distinctions in their respective academic and research jurisdictions. However, the institute has quite a few newly established departments and it is expected that the young faculty from these departments should put in more efforts to attain greater standards in this competitive globalized world.

1. The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

2. Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

3. Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

4. Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organized methodology of documentation and internal communication.

5. Composition of the IQAC

IQAC has been constituted under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC is as follows:

Patrons: The Chairman-RNSIT and the Director-RNSIT

1. Chairperson: The Principal - RNSIT
2. Senior administrative officers: Vice-Principal, Deans and all HoDs
3. Three to Five senior teachers
4. One member from the Board of Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the Coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities.

The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

- The IQAC should meet at least once in every quarter.
- The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
- It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details.
- While selecting these members several precautions need to be taken. A few of them are listed below:

    - It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

    - It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

    - The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement.

    - The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

6. The role of Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

2. ACADEMIC AUDITING MANUAL

1.0 INTRODUCTION

The process of Academic Auditing intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified Engineers/Researchers passing out from our Institution, affiliated to the Visvesvaraya Technological University (VTU). For proper functioning of academics in our institution and to quantify the efforts dispensed by the faculty and students, some assessment components have been designed. These include the assessment of course delivery, as per the curriculum and syllabus of VTU, the co-curricular and extra-curricular activities of students, overall discipline and the academic functioning of the Institution, delivery of the duties and responsibilities of faculty members and monitoring of the class, progress of courses, internal assessment, student welfare and grievances.

This document is envisioned to elaborate the process of academic auditing, which can aid our institution / faculty/ student for success in the Engineering/Management Education arena. It presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, delivery of courses , overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, Research and consultancy and class/course committees.

2.0 OBJECTIVES OF ACADEMIC AUDITING

(i) To ensure academic accountability.

(ii) To define quality of each component of the functionalities and to ensure quality of technical and management education throughout the system.

(iii) To safeguard functionalities of technical and management education.

(iv) To define and inculcate effectiveness in teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students.

3.0 COURSE DELIVERY

The B.E/M.Tech/MBA/MCA Programs are administered as a combination of Theory and Practical courses, seminars, mini projects and projects related to the area of specialization. There are some courses for B.E programme which are aimed as a link between society and themselves through NSS/ Physical Education activities.

3.1 Lecture Based Courses

The faculty shall introduce the course (pre-requisite, learning objectives and outcome of the course) briefly, on the first day of instruction so as to give an idea of what the course can impart to the students and its importance and relation to the area of specialization. The course/lesson plan shall be entered in the course diary which would come as part of the course file. The faculty shall try their best to stick to the course plan. The process will be monitored by the Internal monitoring committee (IMC) at department level. Based on the performance of the students in the internal tests, remedial measures in the form of extra classes/remedial classes shall be conducted.

3.1.1 **Internal Evaluation**

TUTORIALS/ASSIGNMENTS/MINIPROJECTS

- Ensure quantum and quality of assignments/tutorials/Miniproject/***CLASS TESTS***
- Ensure quality of question papers - quality of evaluation/correction - Uniform distribution of questions from the portions covered as per the course plan. Three tests of one and a half hour duration are mandatory.

AWARDING OF SESSIONAL MARKS

- Based on the performance of students in class test and assignments, sessional marks shall be awarded as per VTU Regulations.

3.2 **Practical Courses**

Practical Instruction manual shall be prepared with theory, procedure, flow charts, equations, tables, model graphs, expected results to be obtained and shall be revised based on changes in the course content.

The first class shall be the introduction to the lab, brief explanation of pre-requisite, learning objectives and outcome, rules and regulations of the lab, cycle of experiments, the expected student attitude and responsibility towards completion of experiments, the experiences they gain towards the end of the lab and division of student batches.

The students shall be instructed to come prepared for the practical classes, after going through the theoretical and practical aspects of the experiment; along with lab record, graph paper, drawing instruments etc. The student has to complete the experiment, perform necessary calculations / programmes / graphs plotting, inferring the results etc. and submit the lab records for getting endorsed by the faculty in charge in the class itself. A viva (1 to 5 questions) on the day's experiment shall be conducted along with the endorsement of the faculty to assess the performance of the student. Marks are to be awarded for lab records/output and viva in each practical class, which shall be added up to award internal assessment marks. Conduct of minimum number of experiments as specified in the syllabus is mandatory.

After all the practical classes are over, practical test shall be conducted by the faculty.

3.3 **Projects**

B.E - Identification of students' batches (with maximum of 4 students in a batch), broad areas of projects, guides etc. shall be completed within one week after the commencement of the classes during 7^{th} and 8^{th} semesters.. The attendance of the student in the institution / the external work place shall be maintained by the internal / external supervisor. The day to day activities of the student shall be endorsed weekly. Project evaluations shall be done in two phases – Mid-term and end term. The presentation using ICT in limited slides giving salient points on problem definition, literature survey/review, methodology, design & fabrication, computational analysis, statistical analysis, results, discussion, conclusions and bibliography is mandatory for evaluation. Evaluation shall be based on the above factors. Conference paper / journal paper based on project shall be given added credits. Interdisciplinary projects, shall be encouraged. Evaluation scheme for final semester project is as per VTU.

M.Tech - Project work is spread over the third and fourth semesters. Project work is to be evaluated both in the third and the fourth semesters. VTU ORDINANCEs for M.Tech project evaluation procedure have to be followed.

3.4 **Seminar**

Presentation - seminar on a topic of current relevance/emerging trends related to the discipline with prior approval of faculty shall be presented. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. The seminar report shall be prepared in the specific format as specified by the Institution. Evaluations shall be based on the style of presentation, technical context, adequacy of reference, depth of knowledge and overall quality. Distribution of marks shall be as follows.

Marks for the report	:	30%
Presentation	:	40%
Ability to answer questions on the topic	:	30%

3.5 **Design Project/Practicing projects (for B.E programme)**

Each student or a group of students has to take up a design project. The project topic could be arrived at in consultation with a faculty member in the department. The Evaluation of the project is to be done in two stages. Two project progress evaluations each carrying 20 marks and a final report evaluation and presentation of the project for 60 marks. The project supervisor and two other faculty members from the same or any other department, nominated by the Head of the Department form the evaluation board.

4.0 **CO-CURRICULAR ACTIVITIES AND EXTRA CURRICULAR ACTIVITIES**

Encourage the extra-curricular and co-curricular activities of the students, participation in the activities of Department Associations, Professional bodies, functions coordinated by the institution etc. Conduct programmes / lectures that are beneficial to the students for the development of Professionalism.

5.0 **DISCIPLINE & ACADEMIC AMBIENCE**

Discipline & academic ambience shall be maintained in the campus. Any complaints or grievances of the students shall be addressed and solved at the earliest.

Functioning of the following bodies in the institution are necessary for overall discipline and good academic ambience.

1. College Discipline
2. Academic Audit
3. Career Guidance and Training & Placement Unit
4. Industry – Institute – Interaction Cell
5. Research & Consultancy Cell
6. Central Computing Facility
7. Library committee
8. Community Service Cell/NSS
9. Professional bodies
10. Department Clubs

11. Student's Grievances redressal Committee
12. Student's Welfare Committee
13. Antiragging squad and Antiragging committee
14. Hostel committee
15. Bus/Transportation committee
16. Sports committee
17. Women's forum
18. Staff Welfare Committee
19. Canteen committee
20. Alumni Association
21. EDC

6.0 DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS

1. Academic Activities
2. Research & Consultancy
3. Administration
4. Extension Activities

6.1 Academic Activities

- Class room instruction
- Laboratory Instruction
- Curriculum development
- Developing learning resource material and laboratory development
- Students' assessment & evaluation including examination work of university
- Organization of co-curricular & extra-curricular activities
- Student guidance & counseling
- Continuing Education activities
- Knowledge updating - Generating new knowledge, dissemination through books, seminars, publications
- Self-development through upgrading qualification, experience and professional activities.

6.2 Research & Consultancy

- Research & Development activities and research guidance
- Sponsored Projects
- Consultancy & Testing Services
- Promotion of Industry Institution interaction and R & D.

6.3 Administration

- Academic and Administrative Management of the Institution Policy planning, monitoring & evaluation and promotional activities (departmental & institutional level),
- Design and development of new programmes
- Preparation of Project proposals for funding areas of R&D work, lab

development, modernization etc.

- Development, administration and management of institutional facilities
- Monitoring and evaluation of academic and research activities
- Participation in policy planning activities (Regional/State/National/ International levels),
- Helping mobilization of resources of the Institution
- Staff development activities
- Maintain accountability, conduct performance appraisal.

6.4 **Extension Activities**

- Interaction with industry & society
- Participation in community services
- Providing R & D support and consultancy services to industry and other user agencies
- Promotion of entrepreneurship and job creation
- Dissemination of knowledge
- Providing technical support in areas of social relevance

7.0 CLASS/COURSE COMMITTEES

Class Committee for a B.E/M.Tech class shall comprise of a senior faculty who does not handle any course for the class as Chairman, faculty Advisor of the class and all the faculty members engaging different courses of the class and 2 student representatives from the class – one at a comparatively high academic level and the other at an average level. The faculty advisor concerned shall be the Convener of this committee.

Course Committee – In the case of common courses for B.E (such as Mathematics, Physics, Chemistry etc.) a course committee has to be constituted by the Principal for each course. The chairman shall be a senior faculty member not offering the course. All faculty members handling the course for various classes and 4 student representatives among different classes shall be members.

Functions

The course committees and class committees shall meet at least thrice in a semester- the first at the beginning of the semester, the second and third after the first and the second internal tests respectively. These committees shall monitor the conduct of the course, adherence to the course plan, time schedule, completion of the syllabus, standards of internal tests and evaluation process. These committees will also address the difficulties faced by students and will take suitable remedial actions, if required. At the end of the semester, the committee should meet without the student representatives to review the conduct of the course and finalize the internal assessment marks and approve them.

8.0 FUNCTIONING OF THE ACADEMIC AUDITING SYSTEM

8.1 DOCUMENTS TO BE PRODUCED FOR AUDIT

Each department of the institution has to maintain the details of various academic activities in the form of documents given below. These documents shall be made available to and when required.

1. Class Time Table& Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects& elective courses)
4. Minutes of course/class committees
5. Academic Diary for all the courses including practical, seminar, project etc.
6. Course File
7. Tutorial Book
8. Equipment Log register used in Laboratories
9. Consolidated Attendance statement of students
10. Consolidated statement of marks of internal tests
11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports
13. Register of internal evaluation marks
14. Student Activities Log Book(for B.E programme only)
15. Details of covering the contents beyond syllabus
16. Register of Remedial/Bridge/Language Lab classes
17. Minutes of Discipline, Academic and Student Welfare Committees
18. Consolidated semester grades of students
19. Result Analysis

10.0 ACADEMIC DIARY AND COURSE FILE

10.1 **Academic Diary**

An academic diary is to be maintained by each staff of the department. Academic Diary becomes a part of the course file

10.1.1 **Academic Diary for Lecture Based Courses**

It shall contain

- Time Schedule of classes
- Syllabus
- Course plan
- Calendar of events
- Details of assignments, tutorials
- Attendance of students
- Marks awarded for assignments, internal exams etc
- Internal evaluation marks
- Topics covered and mode of instruction in each class

- Extra classes engaged
- Learning materials provided

10.1.2 **Academic Diary for Practical Courses**

It shall contain details such as

- Time Schedule of class
- Syllabus
- Course Plan
- Attendance of Students
- Practical Evaluation Sheet
- Marks for class viva
- Marks for Final test
- Internal Evaluation marks

10.1.3 **Academic Diary for Seminar/Projects**

It shall contain

- Time Schedule of class
- Attendance of students
- Seminar/Project presentation details
- Seminar/Project Topic) (Name of student presented, Time slot, Seminar/Project evaluation details

10.2 **Course File**

10.2.1 **Course file for Lecture based courses:** One course file each for each theory course is to be maintained in the Department/faculty for each semester. The Course file shall contain the following documents:

1) Course diaries of all faculty who have engaged the course
2) Question paper and scheme of evaluation for 1st, 2nd , and 3rd internal exams, all assignments given, Make- up / Re-Test given (if any) etc..
3) Previous Year University question papers,
4) Sample answer sheets (at least one excellent, one good and one marginal pass) for all internal exams and assignments given,
5) Sample tutorial sheets, quiz or any other assessment done
6) All answer sheets of Make-up / Re-Test given (if any)
7) Mapping of Course outcome and Programme Outcomes (POs) & PSOs
8) Attainment Sheet of CO-PO and CO-PSO
9) Industrial relevance of the course, if any

10.2.2 **Course File for Practical courses:** One course file each for each Practical course has to be maintained in the Department for each semester. Course file shall contain the following documents:

1) Course Diary of all batches
2) Question paper and scheme of evaluation for Lab internal exam, Make-up / Re-Test given (if any) etc.,
3) Sample answer sheets (at least one excellent, one good and one marginal pass for Lab internal exam)
4) Mapping of Course outcome and Programme outcomes (POs) and PSOs
5) Industrial relevance of the course, if any

10.2.3 **Course File for Seminar/Projects**

It shall contain (i) Course Diary (ii) Consolidated List of Seminar/Project topics with PO mapping and industrial relevance, if any

3. Academic Quality Improvement and Discipline - Roles and Responsibilities of FACULTY Members @ RNSIT

Introspect:

- Do you **LOVE** your **Profession?**
- Do you **LOVE** your **Subject?**
- Do you think you can **LOVE** your **Students** at least as much as your **Children?**

If **Yes** for all of the above three questions**,** then **YOU** are **Good** to be a **Teacher** and in **Teaching Profession (Nobel Profession)**

General: Faculty Shall

1. Report to work on time and stay within the campus during working hours of the College being aware of Tea and Lunch break schedule and adhere to it.
2. Discharge the responsibilities assigned in Teaching/Research/ Consultancy and Administration diligently in honest and un-biased manner with total commitment
3. Adhere to the dress code
4. Aware of Vision and Mission statements of the Institution and Department
5. Conduct themselves in a professional and co-operative manner
6. Comply with rules, regulations, policies of Management from time to time
7. Take up duties and responsibilities other than Academic activities assigned by the HOD/Vice-Principal/Principal/Director/Management
8. Not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely HOD, Vice-Principal and Principal (limited to a total of 6 days in a year). [Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department].
9. Attend and participate in the meetings, activities called/assigned by the HOD, Dean, Vice-Principal, Principal and Director.
10. Take precautions to protect equipment, materials and facilities of the college
11. Not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct
12. Get the leave (CL/EL/SCL/OOD) sanctioned before availing the same. Not to apply for EL during the middle of the semester unless it is in emergent requirement
13. Not absent from duty without authorization and will be viewed seriously

14. Maintain the record of lesson plans, Question bank, Notes/course materials, PPTs, Academic work Diary, Attendance Register, Blue Books, Question papers, scheme of evaluation and other relevant documents of the courses handled by them
15. Share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving **Teaching and Learning Process**
16. Not carry cell phones to the practical/lab classes
17. Watch videos of extraordinary teachers/subject experts from institutes of national/ international repute on the topics in their allotted subjects for improving teaching abilities
18. Spend at least 2 hours of active reading per day
19. Involve in a continuous process of learning
20. Ensure more than 90% results in the subjects they taught
21. Take up the Valuation/Revaluation work assigned by VTU and submit the proof of evidence along with the recording of number of scripts valued
22. Publish **at least one paper** per year in reputed Journal/Conference proceedings
23. Prepare **at least one project/research proposal** per year and submit for financial assistance/sponsorship from funding agencies
24. Ensure work-life balance

Class Room Management: Faculty Shall

1. Be Student centric.
2. Come well prepared for the class and stay focused on the topic/content
3. Be present in classroom right in time [near the classroom five minutes prior to the scheduled commencement], to be prepared to hold the students till the next faculty relieve him/her.
4. Mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance
5. Commence the class by summarizing the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas
6. Share knowledge in a manner that encourages effective two-way communication
7. Be organized and make efficient use of time
8. Be self-confident and facilitate quality delivery of the subject
9. Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning
10. Pose questions to the students which inculcate out of the box thinking
11. Summarize the concepts at the end of every class
12. Correct the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent

13. Discuss about the common mistakes made by students and explain how to overcome it after every test
14. Meet all the academic and evaluation deadlines prescribed from time to time
15. Not to pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HOD, Vice-Principal and Principal
16. Maintain utmost discipline of a class
17. Handle the assigned practical classes and be available in the designated place for the full duration. In the Lab, Record correction, viva-voce and help the students to learn from their mistakes. Be friendly and at the same time enforce discipline in the lab

Student Related: Faculty Shall

1. Maintain good rapport with students and take care of the students in every aspect of the requirements
2. Motivate students to show interest and learn the most
3. Be available for the students even after class hours to clarify their doubts, if any
4. Provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently
5. Exhibit fairness and treat students with respect, and teach them to treat others with respect
6. Motivate and help students to do mini-educational projects in related area/topics (suggested by you & chosen by the Student himself/herself), so that their analytical and self-learning skills improve
7. Continuously involve in the projects they are assigned to guide
8. Feel comfortable working with exceptional learners/slow learners and learners with diverse needs
9. Handle gently but firmly, any misbehavior of students and weed out the cause
10. Rise to the occasion because of the values our Institution has taught you. On such occasions, think of the principles our Institution instilled in you and make all of you proud.

Role as Proctor/Counselor/Mentor: Faculty Shall

1. Advise/counsel the student on all the academic matters
2. Meet the assigned students at least once in every fortnight. Shall report to the HOD/Vice-Principal/Principal about those students who avoid meeting the Proctor
3. Understand student difficulties and counsel as per individual situations.
4. Keep the parents appraised about the academic progress and general behavior of their wards
5. Demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff, and Administrators

6. Ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification
7. Serve as a friend, philosopher and guide
8. Accept, Appreciate, and Adjust with the sole objective of shaping the students

Subjects Knowledge Related:

"The heart of RNSIT's mission is to excel in Teaching"

1. ***Knowledge of the subject is very important for teaching profession*** that requires special skills and commitment. Hence the teachers shall consistently increase/improve their overall subject knowledge and be accountable as our beloved Director believes very strongly in fundamentals and basics of the subject knowledge. ***Time and again Sir insists every teacher should update the Subjects' Knowledge regularly***
2. Faculty shall renew their abilities to think clearly, listen attentively, write precisely, and speak eloquently
3. Teachers shall constantly improve in the following:
    a. Fundamental subject Knowledge
    b. Practical experience and Skills
    c. Sufficient understanding in certain core areas of the discipline
    d. Fluency and clarity in presenting the concepts
    e. Necessary involvement in continuous learning
4. Faculty shall have
    a. Passion for Teaching
    b. Good Attitude
    c. Strong Willingness to learn

Learn from Your Elders/Colleagues

1. Talk to your senior professors or department head before you embark anything new.
2. Ask about their goals for the course and their expectations from you in relation to teach.
3. Get a copy of the course materials, assignments, tests, and any other supporting materials from those elders who have taught the course before.
4. Talk to the Professors
    a. What did they like or dislike about teaching the Class / Course?
    b. How did they approach the first day?
    c. What materials did they use?
    d. What skills and abilities will they bring to the class?
    e. What prerequisite courses can you expect them to have taken?
5. Once you are feeling good about your teaching, make sure that a Professor from your department visits your class and observes you.
6. Have some role models and try to become one such and excel if possible
7. Cause a difference

Lastly,

- Follow **Professional Ethics** and become a **Teacher** with **Values**.
- Follow two lessons
    1. *Never go near the* ***Corporation Lorry***
    2. *Never become* ***Corporation Lorry***
- **Syllabus** + Affection = **Salary** + Respect
- Teachers are capable of bringing in ***Transformation*** among the students : ***BOY to a MAN*** and a ***GIRL to a LADY***
- Behind Every Successful Man, there is a Woman. Behind Every Successful Person, There is a **Teacher**
- **Follow the ABCs**
    - A–always. B–be. C– Creative (Resourceful, Innovative)
    - A–always. B–be. C– Constructive (Positive, Productive)
    - A–always. B–be. C– Cooperative (Helpful, Supportive)
    - A–always. B–be. C– Collaborative (Shared, Mutual)
    - A–always. B–be. C– Consistent (Reliable, dependable)
    - A–always. B–be. C– Commanding (Strong, Authoritative)
    - A–always. B–be. C– Cognizant (Mindful, Aware)
    - A–always. B–be. C– Committed (Devoted, faithful, loyal)
    - A–always. B–be. C– Closing (Finishing, Concluding)
- **Follow the 6 C's**
    - **C**ommunication, **C**ollaboration, **C**ritical Thinking, **C**reativity, **C**ommitment, and **C**aring
- "Good teaching with **strong subject knowledge** can make a significant difference in your students' achievements leading to your career growth"
- Teach the students ***the art of living*** by your required preaching, more so in your practice. ***"Art of living is leaving negativity"***
- **Improvement**, as you all know, starts with the letter "**I**". So you can, you alone can do it. Explore your potentials to the extremes and come out in flying colors.
- Please remember
    - Our Institute's vision "***Building RNSIT into a World-Class Institution***"
    - Our Institute's tagline "***RNSIT - An Institute with a difference***"

"*We are what we repeatedly do. Excellence, then, is not an act, but a habit."*

4. Decentralization in Working and Grievance Redressal Mechanism

- Various committees have been framed in our college in order to redress the problems and grievances of the students.
- For every committee, a senior faculty member was designated as Chairman/Convener.
- Every committee has been defined the roles and responsibilities
- It is the responsibility of the convener to convene the meeting as frequently as possible among the members to discuss the issues related to the responsibilities assigned to the concerned committee.
- Based on the nature of the problems arise, the convener will take necessary remedial actions. If the remedial action requires attention of the Vice-Principal, Principal, Director and Management, then it will be immediately brought to the notice of them for necessary action.
- This kind of work culture will resolve the problems as when arose and make the remedial system effective

Committee	Roles/Responsibilities
Discipline Committee	• To oversee and monitor the overall discipline of students in the college, and review it periodically. • To take decisions and actions related to indiscipline activities of the students in the college as and when required
Canteen Committee	• To fix the menu for each semester/year and monitor it periodically whether it is followed or not. • Periodical checking of the quality of food items prepared. • Periodical checking of quality of items / vegetables purchased. • To solve the issues and problems raised by the students and staff members related to canteen
Placement and Training Cell	• To organize campus placement drives. • To organize students for off – campus interviews. • To organize and monitor placement oriented training programmes. • To collaborate with HODs for organizing placement oriented programmes during Saturday afternoon
NBA/NAAC Committee	• To apply for NAAC/NBA certification. • To conduct periodical review meetings to monitor the progress of NAAC/NBA certification work. • To attend the seminars/conferences related to NAAC/NBA certification. • To organize training programmes for staff members by external resource persons to create awareness about NAAC/NBA certification. • Periodically reviewing the updation of NBA/NAAC related activities in the college
College Website and Internet Maintenance Committee	• To maintain and update the contents in the college website periodically. • To promote news, events related to college in the website regularly.
Library Committee	• To plan and procure the books and magazines/journals periodically to fulfill the requirements of University and AICTE. • To meet regularly, to discuss about further developments in the library. • To solve the issues and problems raised by the students and staff members
Central Computing Facility and Computer Maintenance Committee	• To provide central computing facility for the first year students • To maintain all the computers, LCD projectors, printers in the college

University Examination Committee	• To conduct and monitor the University Examinations as per the time table systematically with proper arrangements
Internal Examination Committee	• To conduct and monitor the three periodical tests as per the schedule systematically with proper arrangements
ID card Committee	• To prepare ID cards for First year /Lateral entry students and for newly joined staff members.
Signboard In charge	• To install signboards in the college as and when required
Power supply, Generator, UPS, A/Cs Maintenance Committee	• To monitor and maintain the Power supply, Generators, UPSs, A/Cs available in the college and hostels
College News Promotion Committee	• To send advertisements, news items to the newspaper about the college or events organized in the college. • To bring press reporters to the college functions through invitations or by phone. • To make promotional activities about the college in the newspaper and website.
Boys Hostel Committee	• To make frequent visits to hostels in order to monitor the regular activities of the boys hostel. • To conduct periodical meetings with student representatives to redress their grievances
Girls Hostel Committee	• To make frequent visits to hostels in order to monitor the regular activities of the boys hostel. • To conduct periodical meetings with student representatives to redress their grievances
Transport Committee	• To schedule and regulate the transit of buses in different routes. • To schedule and regulate the drivers in different bus routes. • To monitor discipline among the students inside the bus. Also, to monitor the crowd in each bus. • To monitor maintenance of the buses as well as to do works related to RTO office.
Purchase Committee	• To make arrangements for purchase of the equipments/items/devices required by any department in the college as per the guidelines. • After receiving the item /device/equipment in good quality, make arrangements for payment. • To make arrangements for servicing/repairing of faulty items/ devices/equipments.
Central Time Table Committee	• To coordinate the time table preparation for first year classes at college level in consultation with HODs in every semester. • To prepare master time table of the college during every semester
Estate Maintenance Committee	• To do works related to campus cleaning, gardening and do the maintenance work (including carpentry and plumbing works) of all buildings in the college and hostel premises.
Security Committee	• To maintain duty chart of securities in the Academic Blocks, Boys Hostel, Girls Hostel and in College Main Gate
Edu-Sat Hall Committee	• To maintain the stock of devices/ equipments available in the Edusat Hall. • To make audio visual arrangements in the hall, whenever Edusat programmes being conducted
Campus Discipline Committee	• To maintain strict discipline among the students in the campus during tea break and lunch break by making regular rounds.
Academic Calendar Committee	• To prepare and publish the academic calendar at the beginning of every semester.

College Magazine Committee	• To prepare and publish College Annual Magazine at the end of every academic year.
Women Harassment Redressal Committee	• To redress the problems of aggrieved female students/staff as and when necessary
Professional Societies Activities: ISTE,CSI,IEEE/IETE Committee	• To promote ISTE/CSI/IEEE/IETE memberships among students in the college. • To conduct mini project competition for all second/third year students during even semester in every year
NSS Committee	• To conduct NSS related activities in the college.
Entrepreneur Development Cell Committee	• To promote and conduct EDC related activities in the college
Cultural Activities Team (CAT) committee	• To conduct cultural activities in the college during College Day and during other events. • To accompany with students for cultural events to be organized in other colleges/Universities
Sports Committee	• To promote and develop sports activities in the college among students and staff members. • To organize intra-college and inter-college sports events in the college. • To accompany with students for sports events to be organized in other colleges
Anti-Ragging Committee	• To look into various aspects of ragging, means and methods to prevent it, possible action that can be taken against those who involve in it, and action against offenders in the event of ragging
Academic Audit Committee	• The committee has the responsibility to undertake and execute various activities related to academic and administration processes
IQAC (Internal Quality Audit Cell)	• To maintain, modify and assure the quality management system for the institution
AICTE – Approval and VTU – Affiliation Process Committee	• To do works related to AICTE Approval and VTU Affiliation process
Research Council	• To promote R&D related activities in the college
Planning Committee	• To make a planning of academic/co-curricular/extra-curricular activities for the forthcoming semester/academic year. As well, to review the activities of the previous semester/year and make recommendations to the Principal/Director/Management for further improvement. • To overview the financial viability of the college in each financial year and based on the report of the auditor it will make suggestions /recommendations to the Principal/Director/Management about further facilities/amenities/laboratories to be included in the forthcoming semester/year. • To overview the Research and Development activities of the college in each year and make suggestions for further improvements

5. Roles and Responsibilities/Authorities of all the Positions

Correspondent

- As a management representative, the Correspondent assumes key role in the overall governance of the institution
- Articulation of long-term policies by the Management.
- Overseer of policy implementation.
- Releasing funds according to the budgetary approvals and contingent cases on specific request.
- A constituent member of the Staff Selection Committee and approve all appointment and relieving orders.
- He is authorized to take decision on all college related activities.
- Acquiring Endorsement of annual budget.

Principal

- Principal is an ex-official member of the governing council.
- He is authorized to take decision on all college related activities in consultation with Director and Registrar.
- Principal is responsible for the conduct of all academic activities, which include
    - To define the responsibility and authority of all teaching and non-teaching staff.
    - To conduct HODs meeting periodically regarding the academic matters/monitoring
    - To define the Quality Objectives in line with the Quality Policy and monitoring it periodically.
    - Initiate corrective measures to be carried out within the time limit.
    - To respond readily to all quality improvement programmes.
    - Responsible for procurement activities for the various requirements of the Institution.
    - Responsible for student admission as per the norms in consultation with Correspondent.
    - Working towards fulfilling the requirements to obtain NBA for all courses offered.
    - To collaborate with the management in policy making and decision making on goal achievement and to prepare a master plan to transform the college as a center of excellence in a green campus.
    - Adhering the norms of University, Director of Technical Education (DTE) and All India Council for Technical Education (AICTE).
    - Setting priorities for short term and long-term goals.
    - Training and appraising faculty members and managing curricular, co-curricular and extra-curricular activities.
    - Standardize and Streamline all the procedures to implement Quality Management System.
    - Establish global contacts with industries, institutions, research and development Organizations, leading to MOU.
    - To bring out the natural talents of students and sharpen them.
    - Conducting both internal and external examinations as a Chief Superintendent.
    - Identify and conduct of in house programmes for the value addition of faculties, staff and students.

Director

- He is responsible for the conduct of Governing Council meeting, planning and monitoring committee meetings.
- To define and approve the college Quality Objectives/Policies and to ensure that the policy is understood, implemented and maintained.
- Formulation of strategic planning for the expeditious implementation
- He is the supreme authority for the institution
- Responsible to explore the possibilities of introduction of new courses.
- Responsible for planning and implementing various welfare measures for faculty, staff and students.
- Responsible to conduct or promote various activities.
- Responsible to explore the possibilities of introduction of new avenues for College.

Vice-Principal

- Assist the Principal in providing effective leadership and a climate that is conducive to development through shared vision.
- To act as Principal in the absence of the Principal.
- To assist Principal in all his day to day activities.
- Assist Principal in monitoring and supporting academic affairs, student affairs and co-curricular and extracurricular activities
- To take care of Academic Quality Improvement and Discipline among both students and staff
- Responsible for coordinating and ensuring implementation of co-curricular and extracurricular programmes. i.e., To monitor Professional societies activities, departmental technical fests/events/symposiums and newsletters
- Participate in all decision-making process of the institution.

HOD

- Affiliating the activities of faculty and the supporting staff in the department towards achieving the institutional goals and department objectives.
- Systematic, Planning and Supervision of overall activities with special reference to:
    - Setting of time frame for syllabus coverage, internal examinations and dates for Closing and reopening of semester.
    - To make effort to fulfill departmental requirements like staff, equipments, books, class-rooms and other learning materials.
    - Preparation and submission of annual departmental budget to the Principal.
    - Installing laboratories, Up-keeping and improving the existing laboratories.
    - Conducting departmental staff meetings periodically.
    - Act as a facilitator, motivate high achievers and encourage slow learners.
    - Explore the opportunities for staff development programmes including projects and research for both teaching and non-teaching category.
    - Coordinate with the Principal in the administration of the College.
    - Reporting to the Principal regularly regarding academic activities.
    - Co-ordinate with the University in curriculum up gradation.
    - Enroll faculty members in professional organizations.
    - Allocate and share workload evenly among the faculty.
    - Delegation and Decentralization of Staff and Power.

- Fix deadline for the assigned work.
- Conduct class committee meeting involving student representatives.
- Identify and organize counseling programmes for the students through the Student Counselor / Class in-charges.

Professor/ Associate Professor/ Assistant Professor

- To co-ordinate with the head of the department in all academic and non-academic activities.
- Undertaking specific and special tasks assigned by the head of the department.
- Completion of Syllabus including practical.
- Close follow up of absenteeism.
- Answer script correction/evaluation.
- To act as invigilators and examiners during the conduct of examinations.
- To shoulder the responsibilities of the head of the department in his / her absence.
- Guiding students on specific task like industrial visit, etc.
- Maintaining ethical standards both in and outside the campus on their part and students.
- Taking additional responsibilities like warden ship, timetable in-charge, Purchase In-charge, maintaining student record, sending progress report, getting student feedback, Student Counselor / Class in-charges and project guide etc.
- Attending FDP / Refresher Courses, Summer Schools, Winter Schools, and Seminar etc. to ensure that their knowledge level is enhanced continuously.
- To keep up-to-date of the state-of-art technologies in their field by utilizing journals in library.
- To grant leave for the students within his (or) her domain.
- To grade individual performance and award internal marks.
- Maintains the course file with lesson plan; ensures that syllabus of each unit is covered in time; get the summary of class work and assessment and "Attendance record" certified by the HOD.
- Ensures that all Laboratory programs, projects are planned and completed well in time.
- Ensures that any arrears in the laboratory programs by any student by any reason are taken care of and the student is helped to complete the programme immediately.
- Faculty ensures that all the periodical tests and model examinations for theory and practical are held as shown in the calendar.
- Ensures that the students maintain their notebooks records etc. for the subjects systematically by making periodical random checks.
- Ensures that the course delivery is carried out efficiently and effectively preferably with the support of teaching aids and course files.
- Ensures that maximum possible references to various university questions are made possible by widening the scope of question banks in advance to university examination.
- Ensures that students are encouraged and guided properly to participate in seminars, competitions, projects and visits.
- Ensures wherever necessary special classes are arranged and makes himself / herself available for the students seeking clarifications and to clear doubts.
- Faculty assists HOD in getting the exam result analysis, progress report, maintaining student record and feedback from students etc to ensure improvement wherever needed.
- Faculty assists in association meetings and assigned committees.

Class In-charge

- Class in-charge takes the responsibility of the class.
- Class in-charge advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.
- Class in-charge works as a liaison officer or person between the student and parent on matters pertaining to them with particular emphasis on studies, attendance, performance and matters of discipline.
- Class in-charge keep constant touch with the members of faculty regarding discipline and academic program of the students.
- Class in-charge ensures that the results of the periodical tests and University examination are collected with analysis and acts on that by conveying to HODs, Principal and parents.

Student Counselor

- Each Student Counselor takes the responsibility of maximum no. of 20-30 students.
- Student Counselor advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.
- In carrying out the counseling process the Student Counselor establishes a system of consultation with the HOD and other connected faculty members and updates the relevant information and requirements of his / her students.
- Student Counselor keeps constant touch with the members of faculty regarding discipline and academic program of the students.
- Student Counselor counsels the students in respect of university examination and guides them for successful performance.
- Student Counselor helps in spotting of talents among students, direct them to various activities and monitor their performance and progress.
- Student Counselor is expected to keep his / her own counseling file (student record) with all the information's and correspondence to efficiently implement and monitor the effectiveness of counseling in achieving overall improvement of student performance and development.

Laboratory In-charges

- Responsible for monitoring the operations and maintenance of Lab equipments.
- Responsible for assisting and purchase of lab equipments.
- Responsible to take necessary steps to replace the worn-out equipments.
- Responsible to maintain the stock and other relevant files and register for the laboratory assigned to them.

Laboratory Technician

- Installation, Operation, Identification, Maintenance and service of repaired items of laboratory equipments / instruments / tools / accessories / spares etc.,
- Assistance in conducting laboratory sessions.
- Reporting the damages, worn-out parts to the HOD through lab-in charges and setting it right.
- Help faculty in consultancies and project test.
- Attending all other assignment assigned by the HOD.
- Assisting HOD for clerical works.
- Assigning unique identification number for all the equipment / instrument purchased.
- Assigning unique location for the items stored in the laboratory / workshop
- Carry out preventive maintenance as per plan and maintaining records for the same.
- Identifying the faulty equipment / instrument and taking necessary step to rectify the fault.
- Keeping the equipment/instruments/accessories etc., neat and tidy.

Registrar / Administrative Officer

- Responsible for the entire administration of the college activities in consultation with the Principal in matters related to:
- Approval process of existing courses, application of additional Courses and Increase in intake in existing branches (AICTE & VTU)
- Keep all related documents of AICTE & VTU
- Assist the Principal to conduct staff Interviews, keeping the all received applications, preparation of appointment orders, receiving the joining reports from recruited staff.
- Preparation and submission of promotion and salary fixation to Correspondent as per the qualification and experience of staff members in consultation with Principal.
- To assist the Correspondent and Principal in student admission process.(Fresh Admissions , Lateral Admissions , Transfer Admissions , Re-admissions)
- Keep Staff original Certificates and other achievement certificates etc.,
- Maintain Staff Service Registers, File (SR) and Staff disciplinary action files.
- Prepare Staff recruitment advertisements for publishing in dailies.
- Keep the records of relieved staff members.
- Keep all documents of Govt of Karnataka , AICTE , VTU , DTE and others.(Related to staff , students , admissions , fees collections , ragging and others).
- Keep all the legal records of Staff, Students, Suppliers and Others.
- Keep all original deeds and documents under safe custody. (MOUs, Land Documents , Receipts of Taxes paid, Building plans, Staff Bonds, and others)
- The maintenance of records and files related to all admissions. (Nominal Roll , Discontinued students details , shortage of attendance , long absentees , students medical leave and others)
- the issue of Mark Statements, Provisional Certificates, Degree Certificates, Transfer Certificates, Conduct Certificates and other certificates.
- Supervision of all Examination works. (Internal Exams, Model Exams and University Examinations-theory and practical, collecting questions papers for printing, issuing question papers to concern department)
- Maintenance of Exam related Files, Records, Exam Remuneration Bills, Issuing of Exam Hall tickets, No Dues Certificates, University Exam Hall Arrangements.
- Supervision of all types of Scholarships, Railway Concessions forms, Transport details (Driver Arrangement , Route Arrangement , Diesel Bills , Bata Register and others), despatch registers. (

Inward , Outward and Local tapals, distribution of the tapals to concern departments or incharges)

- Maintenance of all leave files and registers (Casual Leave , permission , late , On Duty , Vacation , Medical Leave , Maternity Leave), all attendance registers (Faculties , Non Teaching Staff , Administrative Staff , Hostel and Canteen Staff)
- Maintenance of Telephones , Xerox Machines , Fax Machines , Computers , Printers, Cash Counting Machine, Stationeries stock.
- Maintenance of Key movements (All departments and class rooms), furniture conditions, Supervision of Bell timings.
- Identification of training needs of the office staff.
- Execution all other works assigned by the Correspondent and Principal from time to time.

Office Superintendent

- To act as Administrative Officer in the absence of the Administrative Officer.
- To assist Administrative Officer in all his day to day activities.

Accountant

- Responsible for the following activities in consultation with the Office Superintendent:
  - Writing & maintaining accounts, cash books / ledgers
  - Preparation of monthly accounts including writing of cash books, journals
  - Verifying of bills prepared
  - Preparation & consolidation of budgets
  - Cash collection
  - Supervision of challan writing and remittance to bank
  - Supervision of postal accounts
  - Preparation of daily receipts &challans and submission of associated details along with remittance details to Principal for scrutiny
  - Verification of cheques & bills
  - Writing daily collection register for college accounts, hostel etc,.
  - Writing demand draft register, money value register
  - Preparation of audit reports & replies
- Responsible of keeping the following in safe custody
  - Bill books / receipt books
  - Files
  - Registers
  - Cash books
  - Ledgers
  - Vouchers
  - Cheque books / pass books
  - Bank challans
  - Fixed deposit certificates
  - Other important office documents
- Preparation of salary reports
- Preparation of acquaintance and getting of signatures
- Attending to the subject of income tax
- Writing Caution deposit register

Cashier

- Collection of all types of fees.
- Writing challan and remittance to bank

Admission and Exam clerk

- Keeping custody of all original certificates
- Closing of daily attendance
- Writing Application form register

Scholarship clerk

- Responsible of keeping the following in safe custody
    - Scholarship forms
    - Distribution and collection of Scholarship forms
    - Preparing the forms ready.

Transport clerk

- Preparation of students list of boarding the vehicle.
- Preparation of "fees paid students" list.
- Maintaining the details of Drivers up-to-date.
- Keeping the relevant documents related to the vehicles, in safe custody.

Dispatch clerk

- Making entry to all letters received.
- Sending the letters to the concerned persons for verification and information.
- Keeping the relevant records in safe custody.

Office Assistant

- Communicating all the office correspondence to respective department staff.

Driver

- Responsible to maintain all transport vehicles in good condition
- Attending to work related to issue of bus pass

Electrician / Plumber

- Responsible for the maintenance of building and general equipments

Gardener

- Responsible for filling water in all tanks of the college campus.
- Responsible for watering the garden/construction works in the college campus.

Sweepers

- Responsible for the house keeping of campus and buildings.
- Responsible for the respective wings cleanliness of toilets, class rooms, verandahs daily.
- Responsible for the respective wings windows, doors, roof, benches etc., cleaning every week.
- Responsible for doing the works assigned during functions and programmes in the Seminar hall

Attender

- Responsible for opening and closing of class rooms daily.
- Responsible for depositing the keys in the office every day.
- Responsible for depositing the lost and found articles in the Office every day.
- Responsible for distributing the parcels and bundles to the Departments as a team.

Librarian

- To achieve optimum efficiency of Library resources.
- Collection and Processing of indent from various departments.
- Procurement and Maintenance of books, journals.
- Overall supervision of Library activities
- Protecting important volumes, records and discard of the obsolete.
- Ensure the modern trend in updating the library.
- Ensure the user satisfaction by collecting the feedback and by personal enquiry.

Assistant Librarian

- Assisting the Librarian in all types of work.
- Maintaining silence during library working hours
- Keeping of all files and registers.
- Preparation of consolidated monthly reports of the usage like issues returns and entry registers.
- Responsible for issue, returns and renewal of books and journals

Library Assistant

- Automation entry
- Maintenance of digital library systems, CD, DVD Floppies.
- Issue and returns of CD, DVD
- Keeping digital library files and registers.
- Preparation of consolidated monthly reports of the usage

Library office Assistant

- Responsible for the arrangement of book in racks.
- Responsible for taking Xerox and maintaining the bill books
- Responsible for the Cleanliness of the library.

Deputy Warden (Boys & Girls)

- Assist the Warden in his duties.
- Supervise the discipline of students during study hour, silence hour and in dining hall
- Admission of students and allocation of living rooms through lot system.
- Creation of homely atmosphere inside the hostel.
- Coordinating the activities of the sub-wardens.
- Ensuring prompt housekeeping.
- Health Care and Welfare activities for the inmates.
- Adhering the rules and regulations of hostel indiscriminately.
- Conduct Hostel Representative meeting to discuss relevant issues every month second Wednesday.
- Grant permission, leave to stay inside (or) to go outside the hostel campus.
- Ensure approved remedial measures for defaulting students.

Asst.-warden (Boys & Girls Hostel)

- In-charge of one wing and also for a year students
- In-charge of sanctioning leave to the concern students.
- Helping Deputy Warden in verifying Mess Bills.
- Supervise the discipline of students during study hour, silence hour and in dining hall
- Creation of homely atmosphere inside the hostel.
- Health Care and Welfare activities for the inmates.
- Adhering the rules and regulations of hostel indiscriminately.
- Ask clarification for defaults

Mess Manager (Hostel)

- In-charge of the kitchen store-room
- Maintaining hostel account and records.
- Purchase of quality food materials at competitive prices.
- Responsible for distributing the cooking materials to mess workers
- Preparation of bills and passing them for payment.
- Verifying Carpentry, electrical work in the hostel.
- Responsible for Water facilities.
- Supervising the dining hall during breakfast, lunch and dinner.
- Preparation of mess bill.
- Supervising the mess workers and sweepers.
- Supervising the cleanliness in and around the hostel.

Mess workers

- Preparing and serving food for the student and staff in the hostel
- Preventive maintenance of kitchen equipment
- Maintaining housekeeping of the dining hall

Physical Education Director (PED)

- Budgeting for the Year-regarding sports activities.
- Undertaking State Level/University level tournaments and conducting them successfully.
- Attending Physical Education Directors' Meeting.
- Participating in advanced training programmes.
- Inculcating a strong code of discipline in sports among the students.
- Developing inter-personal relationship with various departments.
- Select Participants for the competing team at the College level tournaments.
- Arranging coaching camps and friendly matches for the Players.
- To insist mandatory practice for the team players.

NSS Programme Officer

- Conducting NSS programme as per plan and submitting report

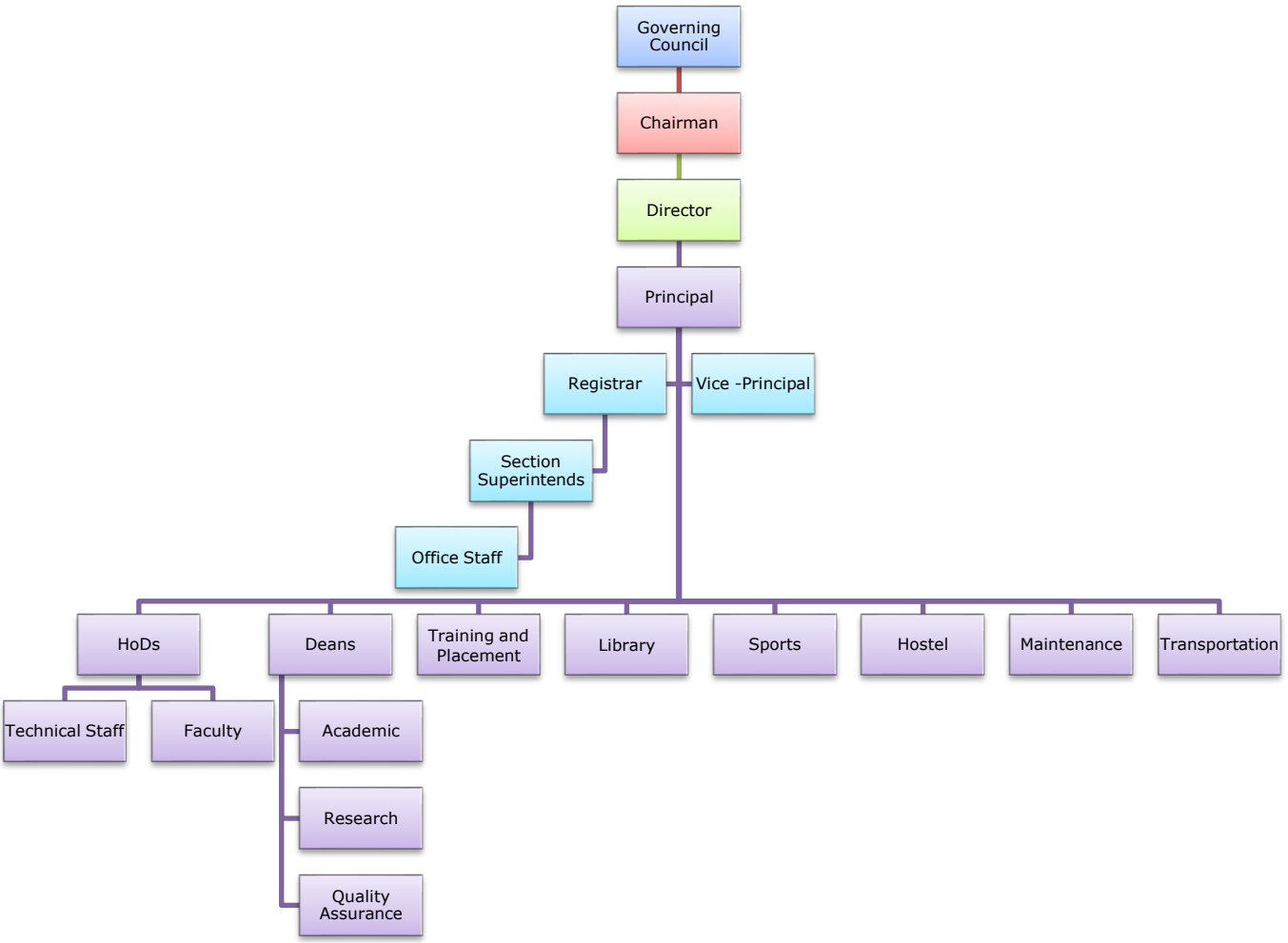
Training and Placement Officer (TPO)

- Identifying the training needs of students in II,III and IV year by obtaining one-page response sheet from them
- Identify and arrange for internal/external resource persons according to the need
- Arrange for industrial canvass by appropriate students with the help of placement coordinators/HOD
- Organize periodical tests for aptitude/mock GDs/mock interviews for students with the help of Placement coordinators/HODs/alumni
- Arrange for Industrial visits and In-plant training in consultation with HODs and obtain brief report with proof for the industrial visit/in-plant training
- Organizing interaction with alumni and current students
- Organizing and conducting On/Off campus interviews and maintaining records for the placement of students.

Transport in- charge

- Sanctioning of leave to drivers
- Maintaining files for the leave letters of the drivers
- Supervision of daily maintenance of vehicles (tinkering, greasing, air check-up etc.,)
- Verification of diesel bills, workshop bills of vehicles.
- Arranging Eye Check-ups periodically (Once in a semester) for drivers

6. Internal Structure



7. Teaching – Learning and Evaluation process @RNSIT

Preparation - Students

- Orientation course at the start of each semester. Eminent persons from research organizations / industries / educational institutions are invited to address and motivate the students
- Expert lectures arranged periodically for various courses
- Workshop and training programmes for advanced courses and exposure to new technologies.
- Periodic assignments to expose the students to a variety of problems and concepts
- Tutorial classes to make the student well versed with the subject
- Students are divided into groups based on their understanding levels and group activity will be assigned to them
- A faculty member is assigned for a group of 15-20 members to help them to clarify their doubts and improve their technical aspects of the courses
- The mentors meet the students periodically and monitor their performance and their activities. Guidance regarding the lagging issues is provided. Occasionally proctor meeting with the parents is conducted based on the requirement
- Members of faculty handling different courses interact with students in clearing all their Concept-oriented and test based mechanics of the respective courses
- The teachers after first of formative evaluation, guide the students as far as student-specific gray areas are concerned
- Each of the lab sessions are handled by 3 Teachers in order to have special care for the students while experiments are being handled. A demonstrative presentation is given by the teacher concerned before every experiment. The Laboratory records are evaluated after the experiment is held. In other words, there is active involvement of the members of faculty Pre-experiment stage, at the time of experiment and after the experiment.

Preparation - Faculty

- Subject allotment is done after review of teachers skills, interests and capabilities well in advance
- Lesson plan with objectives and expected outcomes is prepared before the starting of the course
- Maintain Work diaries
- Handouts, notes prepared in advance
- Lab training for faculty handling for the first time
- Lab manuals prepared in advance

Evaluation

- End semester exam conducted by VTU. Theory Course – 100 marks, Lab – 50 marks
- Internal tests for 25 Marks. Avg. of Best two of three
- In Labs assessment is continuous and done for each individual experiment
- End semester internal Lab test (25 Marks)
- End semester external Lab Exam (50 Marks)
- IA tests valued within one week and progress reports sent to parents
- Parents of poor performers called for meeting with HOD and faculty

Tutorials and Remedial classes

- 1 Extra hour added in timetable for tutorials.
- Revision classes held before tests
- Weaker students advised to meet faculty personally by mentors. Get extra coaching.
- 20 students assigned to a mentor who keeps tracks of their attendance and performance and informs HOD (if special counseling is required)
- Special classes conducted for lateral entry students.
- Students whose performance below average in IA are given remedial tests.
- Extra lab classes scheduled for weaker students/ for revision
- Faculty available on the day before exam in library/department for students
- Special assignments given to help weaker students
- Students who have special problems are counseled by HOD along with the parents

Feedback System

A standard feedback questionnaire is collected from the students every semester-end course wise.

- Feedback mechanism is a well-organized system in the college.
- The system of feedback collection is online and automated
- The feedback is quantified and has 10 parameters

1. **Effective Communication and Clarity in Explanation**
    - Very Effective and Clear
    - Effective and Understandable
    - Moderately effective and Reasonably clear
    - Ineffective and not clear
2. **Preparedness and Depth of Subject Knowledge (Relevant Practical Applications wherever applicable)**
    - In-depth
    - Adequate
    - Moderate
    - Inadequate
3. **Time Management (effective use of the class hour and timely coverage of syllabus)**
    - Complete Utilization and Adequate Coverage
    - Complete Utilization and Satisfactory Coverage
    - Partial Utilization and Unsatisfactory Coverage
    - Partial Utilization and Under Coverage
4. **Enforcement of Discipline in the Class**
    - Excellent Control
    - Good Control
    - Moderate Control
    - Poor Control
5. **Invites Questions and Encourage Thinking (Class Motivation towards Enhanced Learning)**
    - Most of the time
    - Occasionally
    - Rarely
    - Never

6. **Provide discussions on Problems, Programs, Assignments , quiz, case studies /situation analysis, Exam questions and Illustrations**
    - Most of the time
    - Occasionally
    - Rarely
    - Never
7. **Availability, Accessibility and Approachability for clarifications outside the Class**
    - Most of the time
    - Occasionally
    - Rarely
    - Never
8. **Study materials such as Lecture notes, handouts, ppts, etc.,**
    - Very Useful
    - Useful
    - Satisfactory
    - Less Useful
9. **Coverage of Syllabus**
    - Well Covered
    - Adequately Covered
    - Moderately Covered
    - Poorly Covered
10. **Evaluation of Tests/Assignments with suggestions for Improvement**
    - Very Fair
    - Fair
    - Satisfactory
    - Unfair

Assessment

- **Each Factor/Point is on a grade of 4. All Factors/ points have equal weight age**
    - **4 is highest and 1 is lowest (Excellent, Good, Fair, Poor)**
    - **10 points * 4 = 40 *2.5 = 100**
- **Final Grading**
    - **85 and above :Excellent**
    - **81 and 84 : Very Good**
    - **71 and 80 : Good**
    - **61 and 70 : Average**
    - **51 and 60 : Satisfactory**
    - **50 and Below : Poor**
- Each parameter discussed with faculty members to help them improve
- All the parameters mentioned in the feedback form will be analyzed in two levels
  1st level: Average of one parameter with respect to teachers is calculated.
  2nd level: Average of averages of the parameters is calculated.
- Ability of teaching with respect to each item and comprehensive ability of the teachers will be analyzed
- All the comments written by the students in the feedback forms will be communicated to the respective faculty members along with their feedback levels to know their strengths and weaknesses and to enhance their teaching skills.
- Percentage of students participating : 75% to 95%
- Faculty members who get average feedback below 60% are identified. Those faculty members are given orientation lectures and special inputs by the head of the department.
- Also the faculty members who get average feedback of 85% or above are appreciated at the department level staff meetings.
- Best teacher award + 2 other awards

Motivation for Self-learning and Beyond Syllabus

- Training programs given
  - ✓ Aptitude
  - ✓ Programming
  - ✓ Soft skills
  - ✓ Technical – OpenGL, VHDL & MultiSim, VC++,
  - ✓ Mobile applications
  - ✓ e-learning
  - ✓ e-Vidya program by VTU (RNSIT a constituent Instn)
  - ✓ Mini-projects

Additional contents to bridge Curriculum gaps

- Diploma students are given bridge courses in Mathematics.
- Detained candidates, who join the main stream after a gap of an year are given bridge courses to help them clear new / additional subjects if any as per VTU.
- Training programs on OpenGL, SQL, VHDL, MultiSim, VC++, Web2.0
- Extensive training for placement activities from the 4th semester itself.
- Professionals train the students in communication skills, group discussions, interview facing and overall personality development.
- The students trained in Aptitude tests and in programming abilities.
- The College carves out an additional 1 hour per week for tutorials and for training**.**

Examination and Evaluation system - Summary

Sl.	Constituents of Sessional work	Evaluation Process
1.	Periodical tests (3 tests) / semester / subject	Marks of best two tests & Examination
2.	Practical – Laboratory	Lab Records, Terminal test & Examination
3.	Practical – Workshops	Lab Records, Terminal test & Examination
4.	Practical – Drawing / Survey etc.	Through terminal test + valuation of drawing sheets & Examination
5.	Project work – Main	8th semester-Viva voce by VTU + Internal continuous evaluation
6.	Seminar	Final semester - Oral presentation & Report

Academic Performance Evaluation:

- **Tests:** 3 Internal tests are conducted and average marks of best two for a Max of 25 marks is awarded.
- **Practical / Lab work Internal evaluation:** Each experiment is evaluated. The students face viva-voce in every class. Further two internal lab tests conducted in the middle and in the end of the semester and marks integrated.
- **Question Papers:** for a max marks of 100, are centrally set by senior examiners and scrutinized by the BOE.
- **Paper Valuation:** VTU organizes central valuation by the panel of experienced evaluators of the university. Further, selected senior faculties act as moderators to ensure fairness and efficiency.
- **Practical / Lab work external evaluation:** Lab exams for a maximum of 50 marks. University appoints one internal and one external examiners for the same.

- **Seminar:** At 8th Sem the students to present a seminar paper on any related technical subject, evaluated for 50 marks by the internal faculty of the department.
- **Project Work:** The project work is evaluated by one internal and one external examiners appointed by the University

Professional Guidance:

The departments are well equipped with knowledgeable Human resources in the form of members of faculty who by keeping themselves of developments offer guidance to the prospective professionals in addition to the classroom teaching.

Career advancement:

The Training and Placement cell has been active not only in arranging campus recruitment drives, but also offering awareness and training for the students

Total Development:

➢ As stated above, the college puts forward efforts to realize total development of the student. In addition to academics, literary, cultural and sports activities are conducted which offer leadership qualities, decision making abilities, team spirit, precision, analytical capabilities, socio-psychological awareness etc. which make an individual an intellectually mature being.

8. Enforcing Discipline - Monitoring Absentees in Classes/Tests

1. Monitoring Absentees in Classes (Theory/Practical)

- ***Attendance*** is **Mandatory**. Although it is acknowledged that Students can miss classes for certain authorized reasons, ***every effort has to be made (both by Students/Teachers) to keep these absences to a minimum***.
- Each Teacher shall inform University attendance policy at the first class and is responsible to monitor the same from day one till the end of the semester on regular basis in their respective classes.
- Possible reasons for Absence
    - Certain *medical and personal emergencies*
    - Representing the College in extracurricular and co-curricular activities
- For a Student to miss a class for any reason, He/She has to make every attempt to *notify his/her Teacher/Class Teacher at least 24 hours in advance*. However if it is *not possible* to notify in advance, the student must bring to the notice of concerned Teacher/Class Teacher immediately the reason for absence.
- If a student is *late for any class more than10 minutes*, the Teacher may mark that student as absent. However, he/she may be allowed to sit and listen in the class
- Absentees and late comers in a class shall be reported to **Class Teacher** by concerned Teacher
- Class Teachers shall maintain a File containing **weekly monitoring reports**, **students' grievances/leave letters** and any other documents pertaining to that class
- Class Teachers shall monitor the conduction of classes and record the **#classes conducted**, **%portion covered, #tutorials/assignments given, #continued absentees** of that class on a weekly basis. They shall bring to the notice of Coordinators/HODs in case of continued irregularities such as absent for prolonged periods. Same shall be informed to their Parents via E-mail/SMS/Call and brought to the notice of Principal/Director
- There shall be Coordinators for I/II Sem PHY/CHEM cycle classes. Class Teachers meet with Coordinators/HODs shall be on weekends at convenient time on regular basis. Class Teachers and HODs/Coordinators shall go to the concerned classes for addressing/tackling continued irregularities.
- Consideration may be taken into account if students are absent from classes with an approved letter for representing the College in extracurricular and co-curricular activities OR for medical, personal, family or other unavoidable reasons. This consideration may brought to the notice of Principal while condoning the attendance (**75% - 85%)**
- During any month of the semester, a student should not miss more than **3** days without approval in a course. Failure to meet this requirement will mean that the student will not be allowed to sit for his/her **Test-1**/**Test-2** for that course.
- Students must attend the all the three tests (**Test-1, Test-2 and Test-3)** compulsorily.
- During any semester, any student who has been **continuously absent from all classes** OR **with attendance < 60% for the first TWO weeks of the semester**, without approval, is liable for punishment and brought to the notice of their Parents, called for explanation, shall be allowed to sit in classes with the permission of Principal/Director.
- During any semester, Students who have less than the minimum attendance of **60 %** by the end of semester is liable for detained for that academic year as per University norms.

2. Monitoring Absentees in Tests

- There shall be a **make-up test (for I and II Test only)** conducted within **10 days** from the test day. i.e., during immediate next week after the test week with a standard schedule (**one subject/day**) after the class hours (**3.40 to 4.40pm**). The concerned Teacher of the subject shall be responsible to conduct the same for all the absentees/Weaker Sections in their subject. The Question paper for **make-up test** shall have **5 compulsory questions.**
- Students, who miss **test-1/test-2,** shall have to **answer all the questions of test-1/test-2** and take **make-up test, wherein they are required to answer all the questions.** Otherwise**, they shall not be allowed for subsequent tests.**
- During any semester, any student who has been **continuously absent from all classes** OR **with attendance < 60% for the first TWO weeks of the semester** without approval, shall not be allowed to take the **Test-1.** However, with the permission of Principal/Director, they may be allowed to take the **make-up test and** shall have to **answer all the questions of test-1/test-2 .**
- Third test shall be the final test and there shall not be any improvement test over and above these.
- Attendance on all the test days shall be counted for class attendance
- SMS shall be sent to parents of those students who do not attend the tests, immediately after the test.

3. General Guidelines/Rules

- Teachers shall prepare a plan of execution for **complete coverage** of syllabus in their respective subjects.
- Teachers shall cover a minimum of **2 modules** / **3 units** before the **1st Test** and set the question paper covering at least **1.5 modules / 2 units**. The same procedure may be continued for **2nd test** also.
- Question Bank (**module/unit** wise) shall be prepared and made available to students well in advance. Questions for Tests shall be drawn from Question Bank.
- Teachers shall maintain utmost confidentiality and ethics in all respects while dealing with students
- Teachers shall interact more frequently with the weaker section of students to know their difficulties in understanding and help them in preparing for exams.
- During laboratory sessions, Teachers shall help students in understanding the experiments and give more attention to weaker students with more and more viva questions. Little stricter follow up on irregular students.
- Students must be made to think on devices/experiments/equipments and Also an attempt should be made to improve the skill set of students
- Teachers shall counsel the students with respect to academic matters, in case they are in need of the same.

9. Preparation of Question Bank for the allotted Subjects - By the Faculty

Objectives

1. To create the awareness about the possible type of questions on each unit of Syllabus
2. To give complete insight into the subject matter knowledge
3. To enable the Faculty/Students to read Textbooks and References
4. To motivate the Faculty/Students towards Preparedness well in advance
5. To explore all possible questions on prescribed syllabus of a subject

How to Prepare ?

1. Know the prescribed Textbooks and Reference Books for each of the Subject you teach
2. Know at least **4** Books from **International leading publishers** such as TMH, Pearson, Wiley, PHI, EEE, Oxford, etc., on each of the Subject you teach
3. Collect the Question papers of previous exams (at least THREE) from VTU and other reputed Universities. Also collect the Test question papers from the faculty who handled the subject previously
4. Go through the exercise problems/questions and worked examples of all the Textbooks, References and additional books.
5. Consolidate the type of Questions on each concept/topic for each unit of syllabus
6. Prepare at least **6 Subjective questions** and **10 objective type** (Multiple choice) questions on each unit of syllabus covering all the concepts using Bloom's Taxonomy (i.e., from Remember/Recall level to Create level)
7. Along with the Questions, Please mention the Textbooks/References to be referred for getting hint/material/solution to answer the questions
8. Prepare a softcopy in DOC/PDF form containing all the questions on all the units of syllabus of a subject

Implications/Benefits/Advantages

1. Faculty/Students will get better insight into the subject
2. Enabling the Faculty/Students to know the Textbooks/References
3. Enabling the Faculty/Students to use the Library effectively
4. Making the Students well prepared for the Tests/Exams
5. Assignments/Tutorials may be enforced on this Question bank
6. Results in better Teaching-Learning process with increased knowledge on subject

10. Innovative Approaches/Methodologies for handling Practical Classes

Objective:

- To explore the varying understandings of the practical classes
- To improve the effectiveness in handling the practical classes
- To motivate the students to get interest and knowledge in the theory and practical aspects required for each lab
- To have some sort of seriousness and commonalities in handling the lab classes
- To create awareness on different approaches for conducting practical classes that better enable all of us to consider which is the best suited for our own purposes when handling the practical classes

Preamble:

- *Lab practical classes*
    - means classes in an Electrical/Electronics/Computing lab in which students work at Electrical/Electronic devices / Computers to learn the use of an electrical/electronic device, software tool, programming language, or similar, with tutors at hand to assist them in learning to use all of them.

Preparedness | Faculty

- Awareness, basic knowledge, potential knowledge on all the experiments in a particular lab.
    - Do I have ? Think before you opt for any lab
- Collect all the required resource materials/inputs for conducting each experiment in the lab
- Work out all the experiments before the commencement of the lab
- Work out additional experiments related to each class experiment.
- Prepare lab manual with basic theory, important characteristics/properties/terminologies, procedure, ckt diagram/logic, expected results, viva questions for each experiment. For ex: Half adder/Full adder, Counter, Matrices

Preparedness | Students

- Students shall come to the lab with
    - Little knowledge on theory and practical aspects of the experiments they are supposed to conduct in that lab
    - Awareness of the equipments/logic required for conducting the experiment
    - Work book / data sheets that contain theory, procedure, expected results before the commencement of the experiment

- Record book that contain the theory, procedure, obtained results of the experiments conducted in the previous lab
- Mindset to take up the viva-voce

Instruction classes

- Faculty In-charge of the labs
  - Shall give instructions for all the experiments well in advance in a class room for all the students of the section/class
  - Shall explain thoroughly the theory and practical aspects, end results, important characteristics/gist of each experiment
  - Shall demonstrate the use of equipments, execution environment, requirements for each experiment
  - Shall explain the related applications/experiments/assignments
  - Shall instruct the students to come with well preparedness, how to write and maintain the work books/record books, how the evaluation is done etc.,

General Guidelines/Tips

- Allow the students to conduct experiments by themselves only.
- Monitor the students while they are conducting the experiments
- Regularly take viva-voce on theory/important results/properties/characteristics of each experiment they conduct
- Correct the work books and record books on the same lab, evaluate and allot the marks on the record
- Every lab session shall be conducted like a Exam session (Here you help the students in making them understandings of the experiment, where as in exam we wont.)

What distinct ways/approaches you follow and present learning material to students

- Is there a typical structure ? Why do you do it that way?
- Is there something distinctive about your's, compared with other's in the department/Institution?
- Do you expect students to do any preparation prior to? How do you encourage this? Why do you think it is important that students do this preparation?
- Can you give an example of the way you followed which was **more effective** than most? Why was it more effective?
- Can you give an example of the way you followed which was **less effective** than most? Why was it less effective?

- Can you imagine an alternative approach to make your least effective the approach better? For example, you might restructure it or present it in a different format
- Do you think it is appropriate for students to talk among themselves as they follow an approach? Why? What opportunity do you provide to support this?
- What sorts of thing do you expect your students to be able to do when they finish
- What are the main problems students have with your approach?
- How do your approach link with your other presentations of learning material?

Focus shift

- Transmission of information to students or the development of conceptual understanding in students
- The teachers and their teaching strategies or the students and their learning and development
    - *focus on knowledge transmission by the teacher;*
    - *focus on teacher-student relations;*
    - *focus on student engagement; and*
    - *focus on student learning.*
- Teachers should aspire to using approaches focused on student learning since these experiences encourage students to take deeper approaches to their learning, approaches that are often associated with higher-quality learning outcomes

11. Scholarships and Social Activities

- NSS activities - Blood Donation, Tree plantation, Eye camp.
- PARICHAY: Annual 2-day intra-college cultural and literary festival
- PANTHEON: Bi-annual 2-day inter-college cultural & Technical festival
- AKANKSH: Annual 2-day Technical Fest – MCA Dept.
- GESTIONE: Annual 1-day Management Fest – MBA Dept.
- EVOLUTION: Annual 1-day Technical Fest – IT Dept.
- AIKYA: Annual 1-day Techno-cultural Fest – CSE Dept.
- PULSE : Two day inter collegiate Tech festival – IEEE student chapter.
- ITYUKTA: one day Techno cultural festival by Dept of ISE
- Inter-Institutional Symposia
- E-spike: Annual 1-day Techno-cultural Fest – EEE Dept.
- RNS MARATHON : Annual 1-day Event by RNS Mountaineering Club

- Open House for Projects
- National Technology Day
- Rajyotsava Day
- Independence Day
- Republic Day
- Teachers day
- International Womens Day
- Blood Donation Day
- Eye Camp
- Science Day
- Ayudha Pooja
- Ganesha Pooja
- International Year of Mathematics
- Vivekananda Birthday
- Engineers day
- Rama Navami
- Farewell for outgoing students

12. Accreditation and Awards:

- Considered as one of the best Engineering Teaching Institutions by the Public
- Accredited for three years 2011-2014, The departments of ECE, CSE, EIE and ISE were Accredited by NBA till September 2014.
    - **Awards for Teaching Excellence**
        - Presented every year based on the performance of the teacher and the student feedback to the top 3 teachers
    - **Special Honor**
        - To Teachers for very good results in the subjects they taught
    - **Toppers Award**
        - Top two students from each branch in every year are awarded a cash prize of Rs. 10,000 and 5,000 each.
    - **Toppers Award**
        - Top two students from each section are given gift vouchers for books worth Rs. 1,200.
    - **8 RNS Gold Medals @ VTU**
        - Given to the top rankers in VTU in the Engg. branches of ECE, CSE, EEE, IS, IT and Civil and for MBA & MCA.
    - **7 Gold Medals @ RNSIT**
        - Given to the top rankers at RNSIT in the branches: ECE, CSE, EEE, IS, IT, MBA and MCA.

13. Industry – Institute Relationship

MOU with the Following:

- STUDSAT – with ISRO and VTU Institutions
- Co-cubes, Olive Board & Monster - College Platform for Placement Practice Test
- Aspiring Minds Student Evaluation System
- Infosys Campus Connect
- IBM Academic Initiative
- Microsoft Developer Network Academic Alliance
- Aricent Academic Initiative

❖ Integrated training of pre final students for Aptitude, Softskill and Technical for placement enhancement.

❖ Out-Bound Training for MBA Students at Pegasus

❖ Campus connect / Jump Start program for M/s. Infosys /

M/s. WIPRO placed students.

❖ Head Start Foundation Program by M/s.ACCENTURE for high performing students.

❖ IBM certification program on software like JAVA

❖ Training Classes for CAT /GMAT/GRE/TOEFL/GATE / German Class

❖ Special Training through IEEE Chapter on Python, Android, Cloud Computing, IBM tools.

- Membership with Professional Bodies
  - **ISTE**
  - **IEEE – Student Chapter**
  - **ISOI – Instrument Society of India Student Chapter**
  - **CSI – Student Chapter**
  - **IETE**
  - **SAE**

14. Research and Innovation

- **6 R&D Centres with more than 75 Research Scholars Pursuing PhD in diversified areas**
- **Research Grants worth more than 1 crore from last five years**
- **#Papers Published: more than 500 from last five years**

Sponsored Projects:

- AICTE Sponsored R & D Project entitled "*Clinical Decision Support System for Image Retrieval from Medical Image Databases by associating contents and Semantics of Images"* been granted 5.2 Lakhs. Principal Investigators: Dr. M V Sudhamani, HOD, ISE Dept, and Dr G T Raju, HOD, CSE Dept
- VTU Sponsored R & D Project entitled "*Diagnosis Tool for Assessment of Lung Nodules that helps in Analyzing Tumors with the aid of CT Image Databases using CBIR Techniques"* been granted 3.8 Lakhs. Principal Investigators: Dr. M V Sudhamani, HOD, ISE Dept, and Dr G T Raju, HOD, CSE Dept.
- VGST sponsored R & D Proiect entitled "Development Of Vanadate Nanophosphors For Display Applications" been granted Rs. 5.00 lakhs. Principal Investigator: Dr. C. Pandurangappa, HOD- Physics Dept.

AICTE sponsored R & D project entitled "Detection Of Anti Personnel Mines Using Indigenous Ground Penetration Radar(gpr)" been granted Rs 19,50,334 lakhs. Principal Investigator: Mr. Ravindra Kulkarni Prof. Electronics and Communication Engineering

Many more…..

15. Best Practices @ RNSIT

- **Management Related**
  - **Non-Interfering and Pro-active Management**
  - **No intervention in**
  - **Academic matters (Attendance, Internal marks, Policies)**
  - **Recruitment Process**
  - **Day-to-Day Activities @ RNSIT**
  - **High degree of Transparency in respect of Admissions**
  - **Standardized procedure for Management Quota Seats**
  - **Concession Seats will be paid by Management**
  - **Magnanimous in supporting academic activities**
  - **Conduction of Conferences / FDPs / Technical Events**
  - **Deputing Staff for Higher Studies under QIP**
  - **RNS brand name**
  - **Retaining the Quality and providing the best Services in all their endeavors**
- **Administration Related**
  - **Humane Approach**
  - **Strong and Disciplined work culture**
  - **Democratic setup**
  - **Easy Approachability**
  - **Well structured Recruitment methodology**
  - **Prioritized Preference – Students, Parents and Staff**
  - **Non-teaching staff treated on par**
  - **A good on-line faculty appraisal mechanism**
  - **No cash transaction**
  - **Care and demand**
  - **Structured meetings**

- **Zero-delay system**
- **Team-work re-defined**
- **3H Concept (Never Humiliate, Hurt, Harm)**
- **Impartial and Uniform Policies**
- **Unsupervised work Execution**

- **Staff Related (Teaching and Non-Teaching)**
  - **Highly Calibered HODs (with at most Loyalty) supported by dedicated and committed Faculty/Staff**
  - **Well structured Recruitment procedures**
  - **Induction program for Teachers**
  - **Standardized Promotional / Leave(ML/EL/CL) / Vacation policies**
  - **Increments and additional benefits with suitable interviews**
  - **Recognition of Achievers and Incentives for best performers**
  - **Encouragement towards higher education (under QIP)**
  - **Support for Organizing/ Attending FDPs/STTPs/Conferences/ Invited Talks etc., on regular basis**
  - **Incentives for funded projects**
  - **A good feedback system on faculty appraisal**
  - **Salary on time (last working day of the month) with remittance of Taxes – Professional and Income tax**
  - **Staff rooms with basic facilities**
  - **Creative activities for Teachers during Internals**
  - **Implementation of AICTE/State Govt. policies in full**

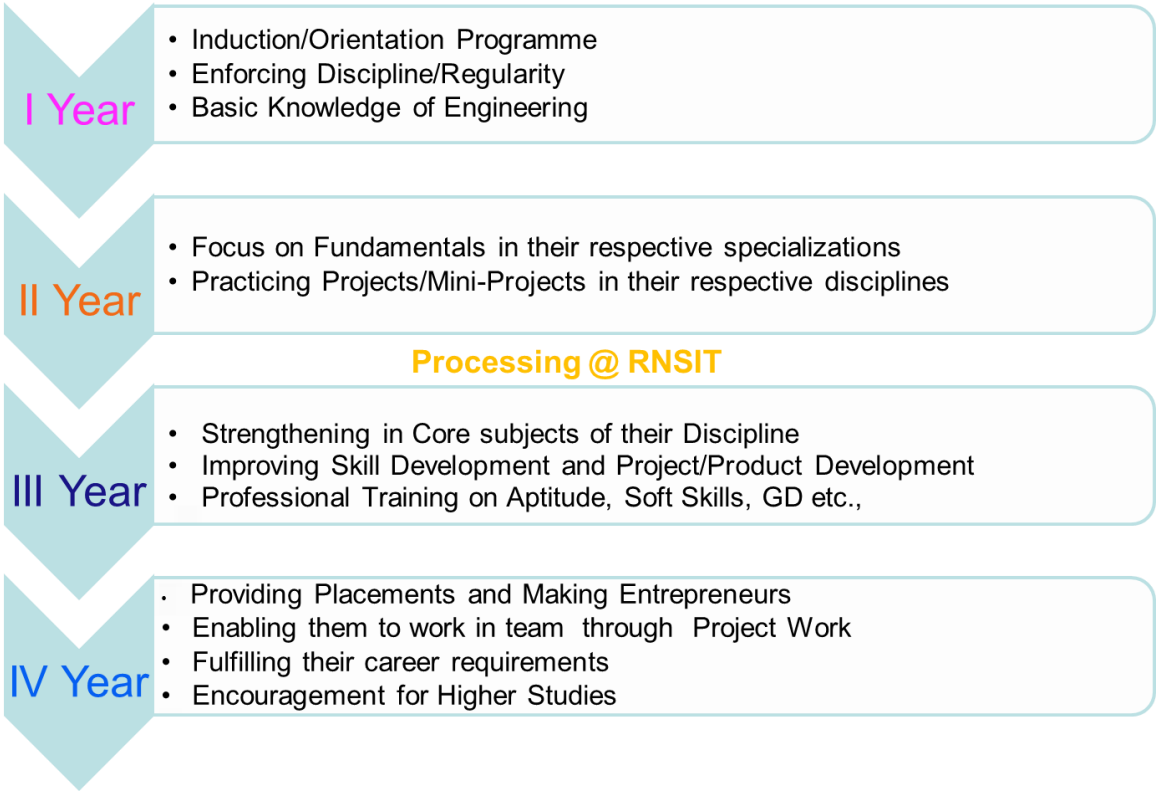
- **Student Related**
  - **Efforts for attracting better Quality Students (input) year after year**
    - ✓ **Continuous Improvements in Performance/Results, Teaching-Learning Process, Placements, Projects, Internships, Higher Studies**
  - **Induction/Orientation program for students**
  - **Standardized discipline enforcing policies**

- **Recognition of Achievers and Incentives for best performers**
- **Encouragement towards Internships/Higher Education**
- **Support for Organizing/ Attending Symposiums/ Workshops/ Technical Fests / Invited Talks etc., on regular basis**
- **Encouragement for Sports and Cultural activities**
- **Incentives for unique projects**
- **Practicing projects from 2nd year onwards**
- **Coverage of 20% beyond syllabus**
- **In-house Technical Training on C,C++, DS, RDBMS**
- **Professional training on Aptitude, soft skills, GD**
- **Strict adherence to Calendar of Events**
- **No hassle at entry and exit level**

- **Others**
  - **Newsletters @ Every Dept.**
  - **Annual College Magazine – APERTURA**
  - **Involvement of Senior Faculty in handling practical classes**
  - **Concession to National level and State level athletes in admissions**
  - **Academic Punishment to Non-Performers and Late comers**
  - **A good proctor system for counseling students (20 Students/Teacher)**
  - **Class Teacher for every class and Coordinators for 1st year Classes**
  - **Industrial Visits - EE and ME Students**
  - **Publishing Calendar of events well in advance**
  - **Use of SMS facility for sending information on students to parents**
  - **No letting-off of any class**
  - **Engaging Students in Lab for full 3 hrs**
  - **Preparation and distribution of Question bank on each subject to students**
  - **Project Open House for showcasing talents**
  - **Covering related problems in Practicals with viva-voce in each lab**

- **Transparency in Evaluation of Blue Books with feedback to Students**
- **Progress report on performance in Tests on regular basis**
- **Taking 5 hrs/week for tougher subjects**
- **Quality Laboratory Manuals and Course Materials**
- **Focus on Concepts, Fundamentals and Basics**

- **Processing @ RNSIT**



16. Online Teachers Appraisal System (OTAS)

Roles and Responsibilities of Observers / Coordinators / Operators

1. Appraisal takes place at FIVE different locations called **Appraisal Centres (ACs).**
2. Appraisal process starts at **9.00 a.m.** and ends at **1.00 p.m.** on Appraisal day
3. Every AC is supervised by a **Chief Observer (CO),** nominated by the Principal, the **Principal Appraisal Officer (PAO).** CO shall report to the PAO at **8.35 a.m.** on Appraisal day.
4. Operators, Coordinators and Observers of the respective AC shall **report** to CO of that AC at **8.40 a.m.** on Appraisal day.
5. CO shall
    a. Collect the **Student list** of their respective AC on appraisal day from PAO
    b. Nominate one of the observers for checking **identity** of the Students.
    c. Ensure the smooth conduction of the Appraisal process at their AC.
6. Operators of the respective AC shall
    a. Ensure that OTAS is properly installed and in working condition.
    b. Demonstrate the working of OTAS to the CO and observers.
    c. Show the empty database to CO before the commencement of Appraisal process.
    d. Call the Chief Operator of the OTAS, in case of any discrepancies
7. Coordinators of the respective AC shall
    a. Issue LOGIN and PASSWD to each allotted Student as per the schedule given.
    b. Take the signature of the Student against their name in the student list given.
    c. Assign a new LOGIN and PASSWD (collected from Chief Operator) to the Student, in case of session expired due to several reasons like idle, power failure, link failure, system failure, network failure etc.,
8. Once the Appraisal process ends, the Operators of the respective AC shall
    a. Run the stored procedures to aggregate the appraisal statistics for individual teacher/semester/subject/section wise.
    b. Generate a consolidated Appraisal list and handover the same to CO
    c. Generate the overall statistics about the % or # of students given appraisal department/semester/section wise and handover the same to CO
9. COs of the respective ACs shall submit the consolidated appraisal report in a sealed cover to the PAO at **2.00 p.m.** on appraisal day
10. Individual Teacher Appraisal reports shall be generated later by the operators and shall be consolidated and cross checked by the chief operator, submitted to PAO.

RNS Institute of Technology

An Institute with a Difference

Channasandra, Dr. Vishnuvardhan Road, R R Nagar Post, Bengaluru - 560 098

Affix your Stamp Size Photo Here

Date: / /

REGISTRATION FORM

Name of the Student														
USN	1	R	N											
Course and Branch (Please Tick)	**UG: B.E.**	**EC**	**CS**	**IS**	**EE**	**EI**	**ME**	**CV**						
	PG: M.Tech	**CSE**	**VLSI & ES**		**MBA**	**MCA**								
Semester and Section (Please Tick)	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**						
	A	**B**	**C**	**D**	**E**	**F**	**G**	**H**	**I**	**J**	**K**	**L**	**M**	
Address for Communication with PIN code														
Permanent Address with PIN code														
Contact Number and Email-Id of the Parent/Guardian	Land Line													
	Mobile													
	Email-Id													

UNDERTAKING BY STUDENT

1. I hereby declare that, I have read and understood all the rules and regulations of RNSIT and VTU thoroughly as detailed overleaf.
2. I am aware that, I will not be eligible to appear for the Internal Tests, Laboratory Tests, VTU examinations and Placement activities if my attendance is less than 85% in theory, practical, drawing and pre-placement training classes.
3. I fully understand that, the Principal has all the rights to take disciplinary action /expel me from the Institution for any violation of the rules of conduct and discipline prescribed by the Institution and VTU.

Date: / / **Signature of the Student**

UNDERTAKING BY PARENT / GUARDIAN

Mr./Mrs. _____ Father / Mother / Guardian of
Mr./Ms. _____ studying at your Institution detailed as above have read and understood all the rules and regulations of RNSIT and VTU thoroughly as detailed overleaf and I will advice my Son / Daughter/ Ward to strictly abide by the same.

Date: / / **Signature of the Parent/Guardian with Contact No.**

Signature with date:

Faculty-In-charge/Coordinator **HOD** **Vice-Principal** **Principal**

RULES and REGULATIONS:

Students are strictly instructed to follow the rules and regulations of the Institution and VTU for smooth conduction of all the academic activities related to the Course.

1. All the Students are advised to attend the classes from **day one** in line with VTU calendar of events, failing which they will have to
   a. Pay a penalty per day fixed by the Institution until they start attending the classes.
   b. Bring their parents to get permission to attend the classes.
2. Opening day of every semester is treated as **Registration Day** and every Student will have to
   a. **Submit filled-in registration form duly signed by the parents** along with the latest stamp size photograph to the Faculty-In-Charge/Coordinator at their respective departments on the day of registration.
   b. Note down the calendar of events, time table and other schedules (if any)
3. Students shall **attend** the **classes regularly** as per the VTU rules and shall maintain more than **85% attendance in each subject** for being eligible to appear for VTU examinations. A Student with **shortage of attendance even in one subject** will be **detained** and **no appeal** in this regard will be entertained. Students are required to take **prior permission** before being absent for classes.
4. Students are required to be **more disciplined** in the academic premises (Class rooms, Laboratories, Corridors etc.) in order to maintain the decorum of the Institution. In case of violation of any said rules by any student, a disciplinary action will be initiated by the authorities.
5. Students are strictly **advised** not to indulge in ragging activities as **ragging is prohibited as per the decision of the Supreme Court of India** and **punishable under Section 116 of the IPC**.
6. Students shall **wear Identity card** compulsorily inside the campus, failing which they are not allowed to access any of the facilities. Duplicate ID card may be obtained if the ID card is lost on payment of penalty.
7. Students shall write all **three tests compulsorily**. No additional/make-up test will be given. Students found committing malpractice in theory and laboratory internal tests will be booked under Internal Malpractice Case (IMPC) and will be handed over to discipline committee for further actions.
8. Use of **cell phones** inside the academic premises of the Institution is **strictly prohibited**. Violation will lead to fine/confiscation of cell phones.
9. Students are required to
   a. Pay the **prescribed fee** and **dues** (if any) on or before 31st of August, every year.
   b. Maintain the **dress code** with proper foot wear. The following are not allowed: **Girls:** short skirts, leggings, see-through tops, sleeveless tops and ultra-thin transparent shirts Boys**:** Low waist pant, multi pocket pant, cargo pant, T-shirts with slogans and multi colors.
   c. Wear prescribed **uniform** and **shoes** for the laboratory classes.
   d. Use the **Library facility** effectively.
   e. Participate in **Co-curricular, Extra-curricular** and **sports activities** in planned and limited manner with prior permission.
   f. Attend all the **Pre-Placement Training classes** and **Placement** activities
   g. **Switch-off** lights and fans before leaving the class rooms.
   h. Not to write anything on desks, walls and boards. Safeguarding and preserving good environment is a mandatory requirement.
10. Students shall observe **self-discipline, cleanliness** and **punctuality**.

DECLARATION

We hereby declare that, we have read and understood all of the above instructions and agree **to abide by rules and regulations of the Institution and VTU.**

Signature with date:

STUDENT **PARENT/GUARDIAN**

RNS Institute of Technology
Bengaluru – 560 098

Estd: 2001

An Institute with a Difference

INTERNAL QUALITY ASSURANCE CELL

Alumni Feedback Form

We shall be thankful to you and appreciate you, if you can spare your precious time to fill up this feedback form and give us your valuable suggestions for further improvement of the College. Your valuable inputs will be of great use to improve the quality of our academic programs and enhance the credibility of the Institution.

Name of the Alumnus				
Degree Studied [√]	BE	M. TECH	MBA	MCA
Branch				
Passing Year				
Current Employment / Professional Details				
Organization Working with				
Designation				
Joined Year				

Dear Alumni,
Please give your overall assessment of our Institute academics. Please rate us on following Criterions: 1-Unsatisfactory (UN), 2- Satisfactory(S), 3- Fair (F), 4- Good (G), 5- Very Good (VG)

Sr. No.	Details	VG	G	F	S	UN
1	Admission Procedure					
2	Fee structure					
3	Environment					
4	Infrastructure & Lab facilities					
5	Faculty					
6	Project Guidance					
7	Quality of Support material					
8	Training & Placement					
9	Library					
10	Canteen Facilities					
11	Hostel Facilities					
12	Overall Rating of the Institution					
13	Alumni Association/ Network of Old Friends					

Please suggest any additional skills you want our Institution should focus on for grooming of students. All of your suggestions are most welcome

Suggestions:

Relevance of curriculum in your Job; if not, please specify the topics to be included in the syllabus which is relevant to your nature of job and also to the scope of programme.

_____
_____
_____
_____

Improvements in teaching and learning Process:

_____
_____
_____
_____

Any other suggestions/comments:

_____
_____
_____
_____
_____

Signature:

Personal Details:

E-mail :

Mobile :

Gender : Male ☐ Female

Marital Status : Married Un Married ☐

Present Status : Higher study Employed Un Employed

Address :

If doing higher studies Now, Country : _____

University : _____

Degree : _____

RNS Institute of Technology
Bengaluru – 560 098

Estd: 2001

An Institute with a Difference

INTERNAL QUALITY ASSURANCE CELL

Parents Feedback Form

Department :_____

Student Details	Parent Details
Name: **Roll No:** **Reg. No:** **Degree:** **Branch:** **Year:** **Semester:**	**Name:** **Designation:** **Present Address:** **Mobile No:** **Landline No:** **E-mail ID:**

1. Are you satisfied with the quality of teaching offered by the Institution?
2. Does your ward / Institution inform you regularly about his / her performance?
3. Are you satisfied with the student discipline measures of the Institution?
4. The extent to which the following facilities satisfies (Please write Yes / No)

Extracurricular & Co-curricular	☐
Medical	☐
Hostel	☐
Library	☐
Counseling & Guidance	☐
Canteen Transport	☐
Internet Facilities	☐

5. Are the Faculty / Wardens / Head appraise you about your ward : Yes / No
6. Are you satisfied with the evaluation process adopted in the Institution? Yes / No
7. Please give your valuable suggestions for improvement of the Institution
    1.
    2.

Signature of the Parent

RNS Institute of Technology, Bengaluru – 560 098

Faculty - Self Appraisal/Evaluation

Name of the Faculty	Designation	Department	Date of Joining	Appraisal Year

What are the Unique Features of RNSIT as noticed/observed by YOU?

a. **e.**
b. **f.**
c. **g.**

1. Subjects Handled/Currently handling - Statistics (last Two years)

Sl. No.	Subject Code / Title	Class / Section/ Strength	Result (Pass %)	Appraisal (%)
1				
2				
3				
4				
5				
6				

Self-Assessment on Appraisal (Please list the major points in which you are weak)	Action plan for improvement
1. 2. 3.	1. 2. 3.

2. Laboratories Handled so far:

Sl. No.	Laboratory	Pass %	Specific Contributions	Any Steps to Improvement
1				
2				
3				
4				
5				

3. **Additional Skills/Knowledge Acquired**
    a.
    b.
    c.
4. **Specific Contributions to the Department/Institution**
    1.
    2.
    3.
5. **Inclination towards Creative Thinking and Research**
    1.
    2.
6. **Use of facilities like Library/Digital Library at RNSIT**
    1.
    2.
7. **Use of Black Board and other Teaching aids for effective delivery of Lecture**
    1.
    2.
8. **Any specific Complaints on your performance by students/colleagues**
    1.
    2.
9. **Any specific Appreciations on your performance by students/colleagues**
    1.
    2.
10. **SWOC Analysis**

Strengths (at least THREE): **1.** **2.** **3.**	**Weaknesses (at least TWO):** **1.** **2.**
Opportunities (at least THREE): **1.** **2.** **3.**	**Challenges (at least TWO):** **1.** **2.**

11. **Attitude (Professional / Personal)**

Professional	Personal
1. **2.**	**1.** **2.**

12. **Please rate on the following (on a scale of 1-10):**

Loyalty to the Institution	
Loyalty to the Profession	
Involvement in the Profession	
Availability in the Campus	
Availing Leaves	
Satisfaction on working Environment	
Satisfaction on your Performance	
Satisfaction about the Facilities	

Satisfaction on Welfare schemes	
Satisfaction on your Abilities	

In completing the self-assessment, please indicate the extent to which you engage in the listed teaching "best practices". Use the following scale: N - Never, S - Seldom, P - Periodically, C - Consistently

How Often?	Variety and Pacing of Instruction
	Uses a variety of instructional methods
	Allows adequate wait time when asking questions
	Responds to wrong answers constructively
	Draws non-participating students into activities/discussion
	Asks probing questions when student answers are incomplete
	Mediates conflict or differences of opinions
	Uses active learning strategies (group work, paired discussions, polling)
	Allows sufficient time to complete in-class assignments
	Provides opportunities for students to practice what they have learned

How Often?	Organization of Lecture
	Begins and ends class on time
	Relates this and previous class(s), or provides students with opportunity to do so
	Provides and follows an outline or organization for the class session
	Has all necessary materials readily available
	Uses effective transitions between class topics
	Conveys the purpose of each class activity or assignment
	Completes the scheduled topics
	Summarizes periodically throughout and at end of class or prompts students to do so
	Previews by connecting current content to future classes
	Takes attendance throughout the semester

How Often?	Presentation Skills
	Communicates audibly and clearly
	Establishes and maintains eye contact with students
	Varies pace and tone to keep students alert
	Uses positive and appropriate humor
	Incorporates various instructional supports (diagrams, ppts)
	Responds to changes in student attentiveness
	Handouts (easy to follow)

How Often?	Clarity
	Notes and explains new terms or concepts
	Elaborates or repeats complex information
	Uses examples to explain content
	Makes explicit statements drawing student attention to key ideas

	Pauses during explanations to ask and answer questions
	Relates new ideas to familiar concepts

How Often?	Instructor-Student Interaction
	Attends respectfully to student comprehension
	Asks questions to students that challenge them to think more deeply
	Invites student participation and comments
	Incorporates student responses when appropriate
	Encourages students to respond to their peers throughout the discussions
	Treats students with respect
	Uses positive reinforcement to encourage student participation and
	Encourages students to interact civilly/respectfully with each other
	Addresses potentially disruptive behaviors before they impact

What went well in the Classes that you handled?

How might you improve on your current teaching practices?

Please list any Professional Development workshops that you feel would help you improve Your teaching skills.

Describe your involvement in discipline, department, and college activities which may include but are not limited to: evaluation of student performance, curriculum development, sponsorship of co-curricular activities, college or department committee work, faculty meetings, or in-service training or staff development

Signature of the Faculty with date **Signature of HOD**

RNSIT | Teaching Excellence Awards

- Process and Procedure

Every year, RNSIT recognizes up to **three** Faculty members who represent the best qualities of Teachers, both in and out of the classroom and award them with one **Gold Chain** (The First Best) and **Two Gold Rings** (Second and Third Best).

Eligibility & Process

1. Full-time faculty members who have taught at RNSIT for at least **two (2)** years are eligible to receive the Teaching Excellence Award.
2. Eligible faculty members who have taught at least TWO Theory subjects (UG/PG) of full class strength (Min. **15**) from both ODD and EVEN Semesters in that academic year with **Average Result and Appraisal score > 50%** are to be considered for Nomination. In case if more than two subjects are taught, Results and Appraisals of best TWO subjects may be considered.
3. A department may present **three nominations** per year from among its eligible members. Department may constitute a committee under the headship of HOD and two senior faculty members for Selection of Nominees.
4. Nominations for this award may be made based on the following
   I. Performance of the Students in the subjects taught by the Nominee in the last year. (**30% weightage** to Average Result Analysis from two subjects)
   II. Students Feedback (Appraisal Report) (**30% weightage** to Average SAR of best two)
   III. Quality of supporting documents for teaching such as Course materials/notes, Handouts/outlines, internal question papers, teaching beyond Syllabus and assignments. (____ /10. Max **2 marks** for each)
   IV. Involvement in Institution and Departmental level Activities. (____ /10. Max **5 marks** for each and 1 mark for 1 activity)
   V. #Publications, #FDPs attended, #FDPs Organized, #Conferences/Symposiums attended, #Expert Talks Delivered along **with a Proof (**____ /10. Max **2 marks** for each and **1 mark for 1** contribution/participation)
   VI. Evidence of meeting the following factors based on the feedback from HOD and/or Sr. Professors. (____ /10)
      - The faculty member is fair, consistent, and realistic in her/his assessment of student learning while conveying a sense of accomplishment to students;
      - Supports learning beyond the classroom or laboratory, through consultation outside of class, and guide practical-based or extra-curricular student activity with energy and experience;
      - Is a gifted mentor, sensitive, respectful, and responsive to the diversity of students.
      - Employs inspiring, innovative and effective teaching strategies;
      - Contributes to the advancement of his/her discipline or through ongoing course and program development;

   Note: Items **I** and **II – 60% weightage,** Items **III** to **VI – 40% weightage**
5. Past recipients of a Teaching Excellence Award may not be nominated within the last FIVE years of receiving an award. However they may be considered for higher medal in case they

have got lower medal. For the same medal, the concerned will not be eligible for next FIVE years

6. The Selection Committee for the Teaching Excellence Awards will consist of Director, Principal, Registrar, Dean of Engg, and one of the Teaching Excellence Award winners

RNSIT Teaching Excellence Award Nomination Form

Department/Program: _____

List of Nominees:

1. _____ _____
   Name Average Points scored with justification

2. _____ _____
   Name Average Points scored with justification

3. _____ _____
   Name Average Points scored with justification

Acknowledgement from the Department: We, _____, _____, _____, _____ at _____ Department recommend the above nominations for the 2012-Teaching Excellence Award.

Date: _____

Signature of the HOD and Committee Members

RNS Institute of Technology, Bangalore – 560 098

Weekly Class Teacher Diary/Report

Class/Sem: **Section:** **Class Teacher Name:**

Week: 1/2/3/4/5/6/7/8/9/10/11/12/13/14

Subjects	Coverage of Syllabus			Tutorials/Assignments Given	Deviations from the Schedule/ Alternate Arrangements	Absentees
	#Units/Modules	%	#Classes Held			
Sub1						
Sub2						
Sub3						
Sub4						
Sub5						
Sub6						
Lab1						
Lab2						

Signatures

Class Teacher **Discipline Committee In-charge** **HOD/Coordinator** **Vice-Principal**

Principal **Director**

RNS Institute of Technology
Bengaluru – 560 098

Estd: 2001
An Institute with a Difference

INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting held on ----------

Agenda:

1. Result analysis
2. Skill set enhancement programmes for students/faculty
3. FDPs in all departments
4. Faculty appraisal
5. Placement related

The following points were discussed in the meeting:

- Principal formally welcomed all the members and appraised about the agenda points
- HODs of each department presented the result analysis of their department and also made the comparative result analysis with respect to nearby competitive institutions and at university level.
- Director advised all HODs to have the corrective measures to improve the results and standing of our Institution at university
- Placement Officer gave the feedback from the employers about the skill demands from industries, accordingly, Director and Principal told all HODS to organize various skill enhancement programmes for students so as to prepare them for industry needs.
- It was proposed to organize at least one FDP in every department per semester to enhance the subject knowledge of our teachers focusing on recent trends in the respective disciplines
- It was resolved to make a thorough analysis on the feedback from students on teachers and prepare an action plan for the same
- It was proposed to streamline and strengthen the activities of placement cell so as to prepare the students industry ready.
- Director insisted on upholding the quality in all the activities of the institution in order to increase the visibility of the Institution.
- Meeting was concluded with remarks by Principal.

Members of IQAC:

Patron	Dr. H N Shivashankar	
Member from BOM		
Chairperson	Dr. M K Venkatesha	
Senior Administrative Officers		
Registrar	Mr. Ganapathi Yaji	
Vice Principal	Dr. G T Raju	
Dean of Engineering	Dr. Andhe Pallavi	
Dean, Quality Assurance	Dr. U Bhojanna	
HOD of ECE	Dr. Vipula Singh	
HOD of ISE	Dr. M V Sudhamani	
HOD of ME	Dr. Srinivasan S	
HOD of CV	Dr. Pratap Kumar	
HOD of EEE	Dr. Sumathi	
HOD of MCA	Dr. N P Kavya	
HOD of Phy	Dr. Pandurangappa	
HOD of Chem	Dr. Jeeavanand	
HOD of Maths	Dr. Suresh	
External Member		
Nominee from Alumni		
IQAC Coordinator		

IQAC Coordinator **Chairperson** **Patron**

RNSIT | Blooms Taxonomy of Learning | Hands-On

Name of the Faculty: Dept: Subject:

Exercise - 1: Write down at least TWO questions for each Learning level from the Subject that you are currently Teaching (Upto TWO units)

Level	Learner Action	Question Cues	Sample Questions from the Subject you are Teaching now
Knowledge	Recall content in the exact form that it was presented. Memorisation of definitions, formulas, or procedures	List, define, label, identify, name, State	1. 2.
Comprehension	Restate material in their own words, or can recognise previously unseen examples of a concept.	Describe, Explain, categorise, Discuss Summarise	1. 2.
Application	Apply rules to a problem, without being given the rule or formula for solving the problem.	Apply, calculate, illustrate, solve	1. 2.
Analysis	Break complex concepts or situations down into their component parts, and analyse how the parts are related to one another.	Analyse, compare, separate, order	1. 2.
Evaluation	Concerned with the ability to judge the value of material	Assess Decide Rank Judge	1. 2.
Create	Ability to put parts together to form a new whole. May involve the production of a unique product/experiment	Create Design Invent, What if	1. 2.

Exercise - 2: Identify the Bloom's Levels for each of the following Question types

Question type	Description	Blooms levels
True/false	Present a statement, and prompt the student to choose whether the statement is truthful	
Matching questions	Involve paired lists that require students to correctly identify, or "match," the relationship between the items	
Multiple-choice	Ask students to choose from a list of possible answers. Most multiple-choice questions feature one correct answer, and two to four "distractor" choices that are not correct.	
Calculation	Present a statement which includes variables from a formula that is being assessed.. Can also test understanding of dimensions appropriate to the calculation. Can also handle inexact responses - so making students aware of the precision of answers.	
Essay/Short notes	Like short-answer, are constructed-response questions. However, essay answers are typically much longer than those of short-answer, ranging from a few paragraphs to several pages.	
Problem based	Students are asked to interpret information and make an informed decision as to what further information is required so that judgements, decisions and course of action can be decided upon.	
Simulation testing	Use of a simulation capable of testing (in a controlled way) a student's ability to carry out a process.	
Performance	Examination by performance raises particular difficulties of assessment and documentation. Performance-based assessments test the student's interpretation and presentation of material Students are also assessed on their ability to work as a group and to communicate to an audience.	

Brand Building for **RNSIT**, *an Institution with a Difference*

Aim: To identify the ways to build a ***"Brand"*** for **RNSIT**.

- What are all the ***factors*** that are ***involved*** in building a **Brand** for **RNSIT**?
- What are all the ***factors*** that can ***support*** to build a **Brand** for **RNSIT**?
- What are all the basic ***Building Blocks*** of **Brand Building** for **RNSIT**?

1. Introduction:

Environmental changes such as privatization, decentralization, internationalization and increased competition have an effect on higher educational Institutions. Branding of education is gaining momentum with increasing number of private Institutions, change in people's attitude towards education and changing scope for the different courses being offered. Education is a service, thus it is an experiential and intangible in nature. So, branding in education has to be based on the "experience" and employability" aspect. Brand and academic quality of an Institution of higher education are interrelated criteria to attract the right talent both as faculty members as well as the students. Brand building is an integral aspect of personal and Institutional development. It not only increases the voice and consumer awareness of a brand, but it also gives it an identity and worth. In the following sections, we define brand building and the factors that affect and support it especially for RNSIT. This is an outcome of the meeting of HODs and Professors with the Director and Principal on the topic "**Brand Building for RNSIT**".

2. What Is Brand Building?

Brand building is a ***process of creating value to all of our Consumers***. It encompasses all things that our consumers know, feel, and experience about our Institution in its entirety.

Brands are a signal of quality. In particular, higher education brands may be used to send a strong signal to potential students about the quality and credibility of the institution. Potential students may then use these cues to assess the attractiveness of a number of Institutions. A good brand should not only resonate with external audiences (thereby polishing the Institution's image), but should also speak to internal audiences (i.e. faculty, staff, students, donors, etc.) and instill pride in the Institution.

Factors that have direct affects on Branding:

- The behavior of our Students and Staff members (Attitude)
- Student service levels and facilities (Hostel, Library, Sports, Health., etc.,)
- The state of the buildings and facilities on campus (Infrastructure)
- The research output by our academics
- The advertising efforts of different sections of the Institution, as well as the institution as a whole
- Events and exhibitions staged by different departments (these may include conferences, student competitions, community outreach programmes, etc.)

3. **Some of the key steps to successfully brand our RNSIT**:

- ❖ Having a creative **logo** and **tag line** that lets our RNSIT to occupy the minds of our customers.
- ❖ Focusing on **public relations** that creates a sense of belonging through engagement.
  - ➢ Staff, faculty, administrators and students all play a key role in delivering an Institution's brand promise.
  - ➢ Engagement through our web site, social media ,video, local cable TV/media, Open house etc.,
- ❖ Building a brand promise based on academic offerings, student experience, or an Institution's prestige.
- ❖ Developing brand strategies that reflect the emotional and psychological dynamics of our Institution as a whole. (alumni, staff culture, student experience, recruitment efforts, instructor reputation, faculty engagement, and community relations).
- ❖ Building an emotional brand experience that creates loyalty (High retention rate)

4. Factors that ***support*** to build a **Brand** for **RNSIT**

- Having a Brand Shop within the campus (Store that contains all the most frequently used items like Pen/Pencil, Notebook, Blue book, Bag, T-shirt, Scribbling pads etc., with the Brand Name RNSIT)
- Display about profile of the Institution with the achievements at prominent places (viz Airport, Vivanta Taj hotels, RNS motors, RNS important projects etc.,) through posters or social media , or website
- Display of Quality Policy/Slogan everywhere within the campus and in all our advertisements, events(conferences/seminars etc.,) , and presentations
- Conduction of one day Induction Training for incoming Students and Faculty , giving an overview of RNS group of Companies, RNS Infrastructure, RNS Services, RNS Quality policies, RNS Achievements, RNSIT achievements, RNSIT best practices, RNSIT policies, RNSIT services/offerings, RNSIT expectations, RNSIT Discipline related issues and follow-ups etc.,
- Conduction of meetings with all our stake holders (Students, faculty, Parents, Recruiters/Companies) on regular basis for obtaining feedback about our services and to use this in improving our performance
- Conduction of Conferences/Seminars/Symposiums/Inter-Collegiate Events/workshops etc., on regular basis
- Collaboration with Industries, Universities, Agencies etc.,
- Encouraging our Students to get admissions for their higher studies at world class or internationally renowned Institutions like National University Singapore(NUS), IISc, IITs, and Universities abroad
- Continuous improvement in providing basic facilities and Infrastructure of repute
- **Providing quality ID cards for Students and Staff, signboards, quality bluebooks, etc.,**

- Knowing our nearest Competitors' strengths and weaknesses, working on them
- Frequent workshops for attitude building leading to Institution ownership
- Adopting nearest BMTC Bus stops, Public Schools and Parks
- Recognizing the Rank and Distinction getters
- Encouraging rigorously the Industry-Institute Interactions leading to get internships for students
- Bringing loyalty by a way of willingness to accept and excel
- Regular interactions with our proud Alumni and recognizing the distinguished Alumni
- Providing visiting cards to all our faculty members
- **Having display about RNS accomplishments on compound walls of RNSIT and at other prominent places wherever necessary**

5. Basic Building Blocks of Brand Building for RNSIT

- Quality in Teaching (Teachers)
- Quality in Input (Students)
- Quality in Research and Consultancy Services
- Quality in Infrastructure and basic facilities (Library, Laboratories, Classrooms, Seminar halls, Staff rooms, Stores, Hostel, Transportation etc.,)

6. Conclusion

The power of a brand lies in the minds of our students' , Faculties' , Parents' and Companies' perceptions: what they have learned, heard, felt or seen as a result of their experience overtime. Ultimately our ***students, faculties, parents and the companies*** are the brand ambassadors who determine what our brand means. Hence taking care of all our stake holders matters a lot in branding RNSIT.

RNS Institute of Technology

VISION

Building RNSIT into a World - Class Institution

MISSION

RNSIT will continuously **strive to impart high quality education** in Engineering, Technology and Management with a difference, enabling students to excel in their career by

1. **Attracting quality Students** and **preparing them with a strong foundation in fundamentals** so as *to achieve distinctions in various walks of life* leading to outstanding contributions
2. **Imparting value based, need based, choice based** and **skill based professional education** to the aspiring youth and *carving them into disciplined, World class Professionals* with *social responsibility*
3. **Promoting excellence in Teaching, Research and Consultancy** that galvanizes academic consciousness among Faculty and Students
4. **Exposing Students to emerging frontiers of knowledge in various domains** and make them suitable for Industry, Entrepreneurship, Higher studies, and Research & Development
5. **Providing freedom of action and choice** for all the Stake holders with *better visibility*

Strategic Plan

To be elevated to the status of an "Autonomous Institution" by 2020 and "Deemed to be University" by 2025

Future Plans

- Two plans for the Institution
  - **Immediate Plan**
  - **Five Year Plan**.

Immediate plan:

- NBA/NAAC accreditation for all undergraduate and postgraduate programmes
  - ✓ Previously, UG programmes such as CSE, ISE, ECE, IT departments got accredited by NBA for about three years (2011 - 2014) and now preparing for re-accreditation.
  - ✓ UG programmes: EEE, Mechanical and PG programmes: MBA, MCA and M.Tech have to be considered for accreditation.
- Set up Strategic Educational and Professional goals with specific **Objectives** for improving the **QUALITY** of workplace
  - ✓ Enhancement of the quality of our incoming students, staff and all stakeholders by recognizing and developing competencies
    - Increase the **Quality of Input** and/or enrollment/intake: 120 to 180 in CSE and ISE, 60 to 120 in Civil Engg.,
    - Better Teaching Staff - Implement the policies applicable to Staff in full
  - ✓ Improve the academic ambience by reshaping the outlook of existing infrastructure
    - Equip laboratories and workshops with the modern and latest equipments and provide all modern amenities and teaching aids (charts etc.,) at academic areas such as library, class rooms, seminar rooms etc.,
- Expansion of **Office** (Administrative) Staff
  - ✓ Annual Intake has now crossed 1000
- Strengthening the Placement activities
- Strengthening the R&D activities and Consultancy Services
  - ✓ Increase the number of interdisciplinary research activities within the Institution and with other Institutions/R&D Organizations
  - ✓ Fetch Research grants and Strengthen the existing laboratories with active involvement and participation of the industry
- Improvements in Infrastructure
  - ✓ To have fully furnished Conference Halls with varied seating capacity: 300, 600, 900 and an auditorium of 1500 seating capacity with facilities for indoor games
  - ✓ To have separate **Administration** and **Library** Block

Five year plan:

- The objective of the **Five year plan** ***'RNSIT by 2020' is to provide the strategic framework for RNSIT over the next five years.***
  - Upgrading the Institution to the status of a modern and well equipped Institution
  - Increasing the visibility of RNSIT locally, regionally and nationally
  - Continuous improvement in all aspects of the undergraduate and postgraduate programmes.
  - To have a greater range of degree courses and a close liaison with industries

Preamble

- The work of the RNSIT flows from these plans and we will be working closely to ensure that the Institution provides national leadership in education and research in its fields of endeavor.
- These plans have to be executed in phases to provide technical education in the basic and specialized fields in the time to come.

Students

- As we strive to produce the highest quality engineering graduates, we must also work to improve the quality of our incoming students. It is very important to attract high-quality candidates for RNSIT.

Faculty

- RNSIT is committed to recruit highly qualified and best suited faculty for imparting education to its students. Also, committed to retain high quality faculty that have proven success and/or considerable potential for developing high impact research programs supported by external funds

Facilities

Library

- Currently, the library is catering the needs of existing courses.
- Planned
  - to have Digital library and strengthen Departmental libraries
  - to provide on-line accessibility to the various libraries of repute in India and abroad

Training & Placement

- A central placement cell has been established for arranging the training and placement activities. The cell is in constant touch with the industrial houses and is entrusted with the responsibility of arranging on and off-campus interviews for students with the executives of the industry and projecting the students by highlighting their achievements and potential for delivering goods as per the requirements of the industry.

Activities

- RNSIT provides opportunities and encourage its students to participate in the extracurricular activities such as NCC, NSS, youth welfare and cultural programmes, debates, tech fests, sports etc. Their interaction with the other students of the University in such programmes is bound to contribute towards their overall personality development.
- Several clubs dealing with various activities such as Technical, Cultural, and Literary etc. have been formed by the students so as to bolster a holistic development of the student's personality.

Extension Series Lectures, Workshops/Conferences/STTPs

- A constant active interaction with the industry has to be promoted by holding regular extension lectures from technical experts from the industrial houses and the frequent visits of the students to the industry, assigning the field/project work to the students and organizing workshops and seminars on various specific themes.

Research and Development Centers

- The research centers and programs in the Institution foster collaborative, cutting-edge research that transcends traditional departmental boundaries.
- We need to cultivate existing centers, identify promising research areas, and promote the activities necessary to win research grants.

Mentor students and provide experiences for future career paths

- If we want to produce students who will excel in their career development, we must increase faculty mentoring of undergraduate students with respect to research, career development, professional opportunities, and responsibilities.
- We have to educate students about graduate and professional practice.
- We have to expand opportunities for experience-based learning, both intramural research/design, etc. and extramural co-op programs and internships. These activities can have major benefits not only for the students involved, but also for recruiting, improved interaction with industry, and increased impact on the engineering community.

Visibility of the Institution

- The Institution shall improve its visibility and impact with alumni, public, government, industry, and the science and engineering community
    - This effort should be focused on a broad range of groups that have a vested interest in the success of the Institution such as alumni, public, and Govt.
    - In addition, it is necessary to raise the awareness and the impact among potential supporters in industry and government and further raise the reputation of the Institution for excellence within the science and engineering community.
    - The primary aim of these activities is to attract higher quality students at both the undergraduate and graduate levels and to improve the Institution’s ability to attract and retain outstanding faculty.

- To this end, each department shall establish and utilize an **external advisory board** and increase the involvement and active participation of their alumni.

- An increased awareness of the academic excellence in the Institution on the national level may lead to a rise in the international prominence of our programmes.
  - Focus on students and faculty initiatives towards their outstanding achievements. Recognize and reward them.(Excellence awards for Teachers and Students)
- The Engineering Outreach Program shall be introduced to enhance the Institution's reputation in the community.

STRATEGIC PLAN - 2020

- **Infrastructure planning**
  - **Admin Block**
    - Chairman's room, Trustees room, Board room, Director's room, Principal's room, Vice-Principal's room, Registrar's room, Office/administration rooms/ Counters
  - **Library Block**
  - **Auditorium**
  - **Additional Hostels for Boys and Girls**
  - **Guest house/rooms for at least 24 guests**
- **Financial planning**
  - Library
  - Student activities
  - Faculty activities
  - Departmental
  - Sports
  - Transportation
  - Infrastructure
  - Miscellaneous
- **New programme/Courses**
  - **Under Graduate**
  - **Post Graduate**

Strategic Goals with Specific Objectives to Achieve by 2020

GOAL 1: *Enhancement of the quality of our graduates.*

One of our primary products is the graduates we produce. Our goal is to provide educational opportunities that adequately prepare our graduates for professional practices. Graduates are expected to be innovative, creative and should rank among the top engineering graduates in the nation.

To achieve this goal, we will:

- Increase passing rates , confidence level and research opportunities
- Improve Skill set
- Outreach to honor students
- Change in Admission criteria and impaction

Teamwork will become part of the culture in RNSIT

GOAL 2: *Helping the students, faculty, and staff reach their educational and professional goals through experiences beyond the classroom.*

We believe that a significant portion of educational opportunities afforded to students at RNSIT can be found in experiences that occur beyond the four walls of a classroom. The wise and empathetic advising is critically important for both students and staff. This requires interactions with a knowledgeable and experienced people in the field.

To achieve this goal, we will:

- Increase participation of students in pre-professional experiences, including internships, academic research, national professional organizations, national engineering and design competitions, and service-learning projects.
- Provide effective curricular, professional, and Institution life advising to all students through a combination of peers, professional advisors, and faculty.
- Increase participation of faculty, staff, and graduate students in professional development activities, research and entrepreneurship skills.
- Identify and develop strategies to assist staff in their professional and career development

GOAL 3: *Improving the quality of the workplace for all stakeholders by recognizing and developing competencies.*

The primary asset of the Institution is the quality of its faculty, staff, and students. We are committed to create an environment where our faculty, staff, and students can work most effectively.

To achieve this goal, we will:

- Increase the diversity of our faculty
- Implement a variety of faculty, staff, and student awards to recognize achievements and commitments to the Institution's mission and culture.

GOAL 4: *Identify space needs and available space in existing buildings, and propose solutions.*

- Additional faculty rooms
- Additional laboratory space to support projects and special student projects, particularly those that require fabricating objects out of metal, wood, composites, concrete, and other materials
- Additional laboratory space to support new and upgraded instructional and research capabilities

Distinctions/Differences

- The primary goal is to continuously improve all aspects of the undergraduate programme. In doing so we wish to develop and maintain programs that distinguish us from our regional and national competitors, improve teaching and learning in the Institution, enrich the undergraduate programme and assure an excellent work environment.
  The undergraduate programs shall be distinguished by
    - a low student-faculty ratio
    - a philosophy that promotes excellent access to faculty and opportunities for one-to-one learning, and
    - Well-equipped laboratories that enable students to gain hands-on experience.
    - adding value and innovation to engineering projects and collaborations,
    - identifying and addressing significant problems and opportunities,
    - learning and broadening professionally and as global citizens throughout life
    - engaging with critical stakeholders, high performance teams, and knowledge networks,
    - celebrating diversity and respecting differences in ideas, people and cultures
    - leading from a global perspective and commitment to a sustainable future

Expected Attributes of RNSIT ENGINEER

- ***ABILITIES:***
  - Leadership, Teamwork, Communication, Decision making
  - Work effectively in diverse and multicultural environments
  - Work effectively in the global engineering profession
  - Synthesize engineering, business and societal perspectives
- ***KNOWLEDGE AREAS:***
  - Science and maths, Engineering fundamentals, Analytical skills
  - Open-ended design and problem solving skills
  - Multidisciplinary within and beyond engineering
  - Integration of analytical, problem solving and design skills
- ***QUALITIES:***
  - Innovative, Strong work ethic
  - Ethically responsible in a global, social, intellectual and technological context
  - Adaptable in a changing environment
  - Entrepreneurial, Curious and persistent continuous learners

Advisory Board

To advise the Director/Principal on:

- Strategic plans for the Institution as a whole, including research and education priorities, projects and programs, and the resource allocation that would best support them.
- Personnel and infrastructure planning and Implementation within the Institution
- Develop and implement policies, procedures, strategies and resources that will encourage and support research activities within the Institution.
- Identify future directions in research and the emerging research profile of the Institution and ensure that research strengths inform the educational programs.
- Establish priorities for large-scale investments in existing research and in new directions for research and establish time-frames for investment.
- Implement Institution policies in relation to undergraduate and graduate programs including admission, enrolment, academic performance, assessment, results, prizes, scholarships and other related statutory matters.
- Identify future directions in education and ensure that educational programs are aligned with research strengths.
- Develop other educational programs including, but not limited to, outreach programs, market-driven programs and cross-campus collaboration programs.

Conclusion

The RNSIT plan is bold and assertive, committing us to lead in engineering education; deepen our research capabilities and grow creative discovery; inspire action and innovation by our faculty, staff, students, and alumni; and focus on quality and flexibility while managing change. This cannot be done alone, but must be done in collaboration with others across our Institution and with our academic, institutional, industrial, and government partners; and our friends worldwide.

"Going from Good to Great"!!!!!!

IQAC

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RNS INSTITUTE OF TECHNOLOGY

(**AICTE** Approved, **VTU** Affiliated and **NAAC 'A'** Accredited)
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Channasandra, Dr. Vishnuvardhan Road, Bengaluru - 560 098

Minutes of IQAC held on Friday, 12th January, 2018 at 11.00 a.m.

AGENDA 1: Preparedness for even semester classes commencing from February 2018

Principal took stock of preparedness of the faculty in terms of lesson plan, subject notes, Assignment questions from every HoDs. He Insisted that Faculty must show the Hand written notes to him immediately after Vacation.

AGENDA 2: NBA Tier II Prequalifier Proforma and our eligibility for NBA Accreditation

It was decided to apply for NBA. Department of CSE, ISE, ECE, EIE, EEE are eligible to apply. They were asked to fill pre qualifier , before 23rd of this month.

AGENDA 3: Inviting Research Supervisors to campus for improving academic interface

It was decided to Invite or Involve Research supervisors of faculty members pursuing Ph.D from other Institutions in academic initiatives like project open house, technical talks etc

AGENDA 4: Revamping evaluation parameters of Academic Audit

Principal and Director asked HoDs to share their ideas related to the parameters of Academic Audit. It was also decided that the Q&A section should be at the en. The question posed will be shared with faculty so that they may find the answers and submit within 2 weeks.

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A meeting of IQAC is arranged to be held on Friday, 2nd February 2018 at 11.30 a. m. in the Board Room :

AGENDA 1:Requirement for the ensuing Semester
Principal asked HoDs about the Lab requirements, Book requirement, faculty requirement for the smooth conduction of even semester

AGENDA 2:Calendar of Events
Dr S Sumathi was asked to prepare the calendar of events as per the decision by all members

AGENDA 3:Orientation Program
Principal instead that the Orientation program has to be conducted as usual and if possible with external speaker

AGENDA 4 : Report of academic activities of the department during vacation by HODs
HoDs briefed about the activities carried out in their department during vacation

AGENDA 5 :CoE facility Creation
All departments are asked to bringout with proporsal to create CoE in their respective field.

Faculty contribution – NBA perspective (Presentation by Dr. G T Raju, Dean)
Dr. G. T Raju gave a presentation of Criterioa 5 of NBA self assessment report

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AGENDA 1: Finalization of Dates

Project Open House – 14th May 2018
Farewell t5o outgoing Students – 19th May 2018
Job Mela @RNSIT - 21st May 2018

AGENDA 2:. "UG Internship" – how to make it effective and workable

It was decided to have company representatives to brief about the content delivered to students

AGENDA 3: "Subject Viva" for M. Tech students

It was decided to have subject viva along with test for M.Tech students.

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Minutes of IQAC held on Wednesday February 6th, 2019 at 11.00 a.m.

AGENDA 1: Status of Ongoing Classes

Principal took stock of ongoing Classes from All HoDs. He Instructed HoDs to take feedback from students, regarding portion coverage by Individual Faculty.

AGENDA 2: Discipline related issues

Director and Principal Instructed HoDs, to monitor and impose discipline related to dress code among faculty and students. Everyone is expected to report to college in time. It was also decided to restrict the usage of mobile phones only in faculty cabin and not in corridors

AGENDA 3: Status of submission of AQ AR to NAAC

Dr Andhe Pallavi was asked to brief about the status oa AQAR to be submitted to NAAC

AGENDA 4: Quality work - Motivation

HoDs were instructed to maintain quality of academic works such as setting of Test question papers, preparation of Assignments as per VTU standards

Agenda 5: Calendar of Events for the ensuing semester

Dr S Sumathi proposed Calender of Events . After deliberations Test dates were finalized for All students

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Minutes of IQAC held on Monday 11th March, 2019 at 11.30 a.m.

AGENDA 1: Outcome of Visiting Industry supported Labs @NHCE

HodDs of CSE, ISE, ECE and EIE were sent to New Horizon college of Engineering, to know about the Industry supported lab set up by different departments at NHCE. All four HoDs shared their findings in the meeting. They were asked to explore the possibilities of setting up similar labs at our Institute.

AGENDA 2: Registration of students for even sem 2019

To monitor the students , and to ensure students report to classes in time, It was decided to have registration for students. Failing to report to Classes within t3 days of starting of classes will attract academic punishment

AGENDA 3: Selection of final year UG Innovative Projects for financial assistance from VTU

A committee was constituted with Director, Principal and dean Academics along with hoDs to select the projects for financial assistance from each department. Hods were asked to shortlist 3/4 best projects of their department and the students along with Guide need to present their project in front of the committee. Committee will select 2 best projects from each department.

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Minutes of IQAC held on Monday, April 22, 2019 at 02.00 p.m.

- **AGENDA 1: Expressing happiness on our students getting 20 University Ranks**

  Director and Principal expressed their happiness about our students bagging 20 VTU ranks. They also appreciated departments for getting Ranks. Those departments who have not got the Rank were asked to find out the reason and work towards achieving it

- **AGENDA 2: FDP**

  TEQIP 1.3 Sponsored FDP on "IoT Applications frontend and Backend Co-Design" during April 29- 30, 2019 jointly organized by EC/EI/EE Depts
  Dr. Pallavi, HoD EIE briefed about the preparations and readiness to execute the program.

- **AGENDA 3: NSS Activities**

  Prof. Mallikarjuna , and Mrs. Shobha Prasad Highlighted about the activities Planned under NSS scheme.

- **AGENDA 4: Placement activities**

  Prof Somashekar, presented the statistics about the number of offers and number of students placed, department wise. He also wanted the support and cooperation from depertments in ensuring discipline during placement activities

- **AGENDA 5: Original and RV Results of odd semester exams**

  Hods presented Result analysis of their department. It was advised to conduct / help the students to clear the subjects in which they have failed by conducting , special classes to them.

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Minutes of IQAC held on Monday, June 24, 2019 at 02.15 p.m.

AGENDA 1: Taking stock of proposals submitted to funding agencies

Principal asked HoDs to brief about the project proposals, submitted departments. It was decided to have detailed presentation of every proposal in front Director Princiapl and HoDs.

AGENDA 2: Requirements for First Year classes - Lab, Manuals, Registration form, Induction Programme

Principal took stock of requirements for upcoming first year Classes. He all asked HoDs to go through the Lab manuals prepared in the department before giving for printing. Dr. G. T Raju was given the responsibility of conducting orientation Program for First year Students.

AGENDA 3: Apertura, Prospectus and Brochure

He took stock of readiness of Prospectus to be distributed to first year students.

Dr S. Sumathi, HoD EEE Highlighted about the preparations of College Magazine, " Apertura" . She was asked to call for quotations from vendors for printing the same.

AGENDA 4: Orientation Programme

Principal took stock of the orientation program conducted by departments for higher semester students.

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Minutes of IQAC held on Friday, September 27, 2019 at 02.15 p.m.

AGENDA 1: Report on ED Conclave and MyMike – Dr. Bhojanna

Dr U Bhojanna, briefed about ED Conclave and My mike (box full of untold stories) Event organized by MBA deparment.

AGENDA 2: Report on action initiated on the Academic Audit for claiming 3, non-compound increments after Ph. D

Faculty members will be considered for non compounded Increment only after presentation about their Ph.D work . Faculty members weill be given time slots during IA test

AGENDA 3: Improvement in results of Diploma Students

It was observed that the results of diploma students in general were less. Hence departments were asked to conduct Classes separately to build confidence in them and coach them for Exam

AGENDA 4: NPTEL Courses.

Principal Insisted that faculty members must enroll for NPTEL courses and get Certification . This will help them to enhance their Knowledge

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IQAC Meeting

Date: May 3, 2020	Chaired by: Dr. M K Venkatesha
Meeting mode: Online	Minutes prepared by: Dr. Andhe Pallavi
Attendance: All members in online mode	

Agenda: Emergency meeting to discuss implementation of COVID guidelines and teaching-learning process guidelines post lockdown.

Minutes of meeting:

1. Continue taking online classes and complete the portion by May 31.
2. Conduct online tests as scheduled
3. Complete all the requirements/experiments of the labs. Wherever necessary, create demo video of the experiments and post it to students.
4. Cleaning and housekeeping employees will report to duty from tomorrow 4-5-2020 and take care of the cleanliness of the campus.
5. 1/3 of non-teaching staff and HODs will report to duty from Thursday 7-5-2020.
6. 1st part of 1/3 of teaching staff will report to duty from Monday 11-5-2020, and 2nd part of 1/3 will be reporting on Tuesday 12-5-2020 and the last part of 1/3 will be reporting from 13-5-2020 and the cycle repeats from Thursday. meaning those who come on Monday will be coming on Thursday and those will be coming on Tuesday will be coming on Friday and Wednesday people will be on Saturday. similarly for non-teaching also.
7. HODs will be coming on alternate days
8. Precautionary measures on COVID'19 as per the guidelines of Govt and VTU will be taken at our campus
9. 8th sem exams may be in June 2nd week. Required to complete project demonstrations online and students should be ready with their project reports. wherever necessary, students can use secondary or synthetic data for their project works.
10. Staff/faculty members who are not in Bengaluru have to make arrangements for the pass and see that you reach Bengaluru by Sunday and will be reporting to duty. you can show the VTU circular for availing pass along with other details of yours.
11. Every member who has travelled needs to fill in the details as per the proforma given by the VTU.
12. All faculty/staff members requested to follow strictly the guidelines of Govt and VTU in respect of COVID'19, maintaining social distance, wearing mask, use of sanitizer, etc.
13. Authorized Pass for faculty/staff will be arranged from the college.
14. All of you requested to download Arogya sethu app.
15. Daily, we may work for half a day till May 31st.

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Minutes of IQAC held on 30-09-2020

AGENDA 1: IBM Certification

Dr. Bhojanna, HoD, MBA, informed that 11 faculty members of the department have completed IBM Business Analytics certification program and 8 faculty members have completed IBM Predictive Analytics. The Principal informed the Department to take up corporate training.

AGENDA 2: Analysis of Results, RV, CoB / CoC

Principal took stock of results of final year from all Heads of Department. He also instructed to inform and help interested students to apply for RV. He also requested HoDs to bring to his notice the withheld cases, if any. He appealed to HoDs to ensure at least 90% results in SEE.

AGENDA 3: Online classes

As per the information provided by Heads of Department it was understood that, Online classes are going on smoothly in all departments. Every faculty has completed 1 or 1.5 modules. Attendances of all students are monitored. Good to note that % of attendance has increased during this semester.

AGENDA 4: Scheduling of tests

After discussions the following decisions were taken.
First CIE test will be conducted from 7-10-2020 to 9-10-2020, with 2 tests per day.
Test question pattern is as per final exam pattern with internal choice. Test will be proctored online.

AGENDA 5: Patents, Projects, Publications, Best Thesis Awards

Principal advised Faculty to publish papers in referred Journals. He instructed CSE HoD, to send Ph. D thesis of recent Ph. D awardees to BITES for Best Thesis award. He also told that Ph. D holders must apply for funded projects. Principal appreciated the active involvement of Prof. Dinesh Anvekar of ECE Department in filing patents.

AGENDA 6 IEEE, CSI, IETE, ISOI Activities

The Professional body activities must be arranged frequently, at least one event per week.

AGENDA 7: AICTE Activities Points / Internship

It was decided to carry out AICTE activity point/internship, after students report to college, in person.

AGENDA 8: Readiness for NBA, Presentation and Mock Inspection

It was decided to upload NBA compliance report during first week of November, 2020, by all 5 accredited Departments. Other Departments were requested to keep their documents ready for submission to NBA at a later date.

Department Inspection, for mechanical department is scheduled on 1.10.2020

AGENDA 9: Training and placement Activities

Prof. Somashekaran, informed members, that till date 6 drives were conducted for 2021 batch students and total offers received is 22 with 21 internships (which includes 7 Mechanical students). Placement officer was informed to operate through placement coordinators of the Department to ensure error free registration by students.

AGENDA 10: General remarks

Principal asked HoDs to appoint, coordinators/ class teachers to monitor faculty mapping and IA marks entry in VTU portals. Principal also requested for conducting C++, Python classes for non IT Students as this would improve their competence level enabling them to do well in the interviews.

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Minutes of IQAC held on 8.10.2020

Meeting of HoDs' of CSE, ISE, ECE, EIE, EEE and NBA coordinators of the department, was convened at 2.15 p. m. on 8-10-2020 to take stock of NBA compliance report.

AGENDA 1: Scheme of study of different batches
Principal asked HoDs to go through the university circular related to Scheme of study, to be adhered to by students admitted under various schemes.
He asked the departments to prepare a document containing the list of students of a particular scheme, and the subjects they need to study in the current semester. This practice is to ensure error free mapping of subject and faculty in VTU – IA marks entry portal.
Principal instructed HoDs to conduct short tutorial to all faculty member regarding the above subject.

AGENDA 2: Change of Branch (COB) and Change of college (COC)
HoDs were instructed to constantly lookout for VTU portals to check whether university has enabled application forms for COB and COC.

AGENDA 3: Registration to B. E (Honours)
Principal asked departments to encourage meritorious, eligible students through mentors/class teachers to register their names for B.E (Honours).

AGENDA 4: Presentation of NBA compliance report
Dr Pallavi, Dean & HoD, EIE presented NBA Compliance report. During presentations various doubts were raised by different members and clarified after detailed discussions.
It was also decided to have presentation of NBA compliance report of ECE and CSE departments on 13-10-2020 at 2.00 p.m., followed by that of ISE and EEE departments on 14-10-2020 at 2.00 p. m.

The meeting ended with vote of thanks.

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Minutes of IQAC held on 17.11.2020 at 12.15 p. m.

AGENDA 1: Change of Branch (CoB)

20 students of II year, got branch change. 3 students were allotted to ISE branch, 16 students to ECE Branch and 1 student to Mechanical branch. It was decided to have a separate class for Branch change students in ECE department to complete the portions in all subjects. Since the number of students got admitted to ISE and Mechanical through branch change is less, department will take care of portion coverage of those students.

AGENDA 2: Feedback from students regarding attending offline classes

Principal took stock of number of students opted for offline classes in every department. Since number of students opted for offline theory classes was less, it was decided to continue with online mode of teaching for all theory subjects, till further intimation.
The Number students opted for Lab classes were considerable in few departments, it was decided to carry our Offline lab classes, for the opted students. It was also decided to have Lab internals, as well
Students reporting for offline classes, must produce COVID-19 Test report at the time of reporting to college.

AGENDA 3: Status of Online classes, Portions covered

Principal took stock of number of classes handled and Portion coverage status from all HoDs. He also instructed HoDs to send a report containing number of classes handled and portion coverage by every Faculty member.

AGENDA 4: Scheduling of Test/Registration

It was decided to conduct Second IA test in online mode, during Nov 30 –Dec 2, 2020

AGENDA 5: Activities by Departments since the last meeting

Every HoD highlighted both academic and non-academic activities conducted in their respective department, since previous HoDs meeting.

AGENDA 6: Readiness for NBA compliance submission

Principal informed that, he is yet to receive reply from NBA, to upload Compliance report. He also asked Dr. Andhe Pallavi,Dean & HoD EIE dept, to send a reminder to NBA on 23rd Nov, 2020.
It was also decided to have review meeting and Compliance report presentation of accredited departments during last week of November 2020.

AGENDA 7: Training & Placement activities

Prof. Somashekar, CLO, informed department wise offers and the number of students placed. As on this day 2021 batch students have recivea a total of 224 placement offers and 42 Internships. Total number of Students Placed is 158.

He also highlighted that 12 students are shortlisted for second level of Interview with M/s Amazon.

3 students of 2022 batch and one student from 2023 batch got Adobe Women Diversity Internship.

The meeting ended with vote of thanks.

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Minutes of Meeting of IQAC held on February 04, 2021 at 11.15 a.m.

Principal welcomed HoDs for the meeting. Principal thanked the Management for restorations of full salary w.e.f. 1.1.2021. He also mentioned the magnanimity of the management in rolling back arrears of salary in 7 equal instalments w.e.f. 1.1.2021 and asked every staff member to rededicate themselves for the betterment of RNSIT. He also Instructed that we must aim for 100% placement and 100% results for students. HoDs were instructed to meet first year students of their departments and other departments where their course is taught, to get the feedback.

AGENDA 1: Status of ongoing Classes / Tests

Every Department HoD, highlighted about the status of on going first year classes and III semester Diploma classes. HoDs also highlighted about the conduction of third test, for students of 3rd and 5th semesters.

AGENDA 2: AICTE Activity Points

In order to fulfill the requirement of AICTE activity points, it was decided to arrange activities for first year and Third year students during even semester vacation.

AGENDA 3: VTU RPS proposals

Principal told every department to prepare Project proposals to be sent to VTU. One research / project proposal from, each of the clusters (MBA, CS/IS/MCA, ECE/EEE/EIE, MECH/CIV) will be sent to VTU.

AGENDA 4: Open Electives

Open Electives offered by each department were updated by HoDs. Principal instructed that faculty in charge of the subject must take care of all students and their requirements related to academics.

AGENDA 5: Inauguration of First year MCA, M.Tech and MBA classes

HoDs of CS, ECE and MCA have agreed to discuss the date of Inaugural program for M.Tech and MCA students. Inauguration of all first year PG classes is scheduled on Feb 18, 2021.

AGENDA 6: Preparation of program files and Mock NBA inspection

Principal congratulated HoD and Staff of CS, IS, ECE, EIE and EEE department for uploading NBA Compliance report. It was decided to have MOCK NBA inspection of these departments starting from 17/2/2021.

AGENDA 7: Placement statistics

Placement Officer, Mr. Yogeesh Bhat, gave the placement Data of 2021 batch. As on this date there are 526 offers and 63 Internships. Number of students placed are 284. It was decided to have training program for Nonplaced students during 7th semester Holidays.

The meeting ended with vote of thanks.

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To: All HODs

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Minutes of IQAC held on Saturday, February 13, 2021 at 11.00 a.m.

AGENDA 1: Support for ongoing VTU Exams

Principal welcomed HoDs for the meeting. Principal instructed that Faculty members must be available in campus on the previous day of their subject exam, for clarifying any doubts.

AGENDA 2: Correction of Blue Books

Teachers handling First year classes are instructed to complete first test valuation on or before 17 Feb, 2020. Special test may be given to students who were absent for the test.

AGENDA 3: Status of VTU RPS

The presentation of Project proposals to be submitted to VTU-RPS scheme, is scheduled on 25.2.2020 and 24.2.2020. at board room. Four Projects will be shortlisted for submission to VTU.

AGENDA 4: Entry of CIE Marks

Entry of CIE marks in VTU portals have to be taken care by HoDs. HoDs informed principal that mapping of teachers to subjects was completed.

AGENDA 5: Feedback of ongoing 1st year classes

Principal took stock of ongoing first year classes. He instructed HoDs, to Visit all Classes where their department subject is taught, build confidence in them.

AGENDA 6: Formal Inauguration of PG Classes

HoD, CSE invited all HoDs to Inaugural function of PG first year classes. Principal took stock of arrangements made for the same

AGENDA 7: Scheduling of Mock NBA inspection

It is decided to have Mock NBA visit to all departments, by a team consisting of all other HoDs and Principal

AGENDA 8: Activities of women cell

Principal asked Women cell members to arrange at least 3 programs every semester. He also suggested to invite Senior IPS officer D Roopa Moudgil, for one of the functions of Women cell

AGENDA 9:NBA awareness webinar on 16/02/2021

It was decided that all HoDs and coordinators from 5 accredited departments to attend the awareness program

AGENDA 11: Requirement for ensuing semester

Principal asked HoDs for any Books requirement for ensuing semester.

The meeting ended with vote of thanks.

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Minutes of IQAC held on Wednesday, March 3, 2021 at 11.45 a.m.

AGENDA 1: Deputing Faculty for valuation

Principal welcomed HoDs for the meeting. Principal instructed, that all faculty members who receive intimation from valuation center must go to valuation center and carryout valuation after completing regular classes.

AGENDA 2: AICTE-IDEATION Lab

Institution applied for IDEATION Lab with Principal Dr M.K Venkatesha and Dr. Saleem as co-ordinators. Dr. Andhe Pallavi, Dr. Dinesh Anvekar and Dr. Saleem will be participating in the second round of processing scheduled on 08.03.2021

AGENDA 3: Report on the mock NBA inspection and the action taken

HoDs of ECE, EEE,EIE,CS&IS highlighted their observation regarding the Program Specific files of other departments, which they verified. All HoDs agreed to update the existing files based on the comments given by other HoDs. It was decided to have another inspection by HoDs, once the files are updated. Principal has asked a report

AGENDA 4: VTU RPS Proposals

Principal appreciated the efforts and involvement shown by all departments in preparing the proposals. He informed the members that 4 proposals will be sent to VTU

AGENDA 5: Proposal for DST

Other proposals may be sent to other funding schemes including SERB of DST.

AGENDA 6: Classes for III Semester students

Principal took stock of the status of ongoing classes of 3rd semester

AGENDA 7: RNS Gold Medals Awards Ceremony on 20.03.2021

It was decided to have RNS gold medal distribution function on 20.03.2021 between 10.00am to 11.30am at RNS Auditoriam. HoDs were instructed to inform the branch topper of 2015-2019 batch. The function will be followed by High-Tea.

AGENDA 8: Placement and Training activities

It was decided to start Technical and Non Technical training for VI semester students from 15.03.2021. The placement activities are scheduled for 4Hrs every day during morning session. Departments shall conduct Lab/Mini Projects during afternoon session. HoDs were instructed to inform the same to students.

Principal

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Minutes of IQAC held on Friday, March 19, 2021 at 11.00 a. m.

AGENDA 1: Introducing our Registrar, Mr. Ranganath to HoDs and placing our gratitude on record to our former Registrar Mr. Ganapati Yaji.

Principal, Welcomed the gathering. HE Introduced all HoDs and members present in the meeting to Mr. Ranganath, newly joined Registrar. Registrar Mr. Ranganath, introduced himself to all. Principal highlighted the contributions made by former Registrar, Mr. Ganapathy M Yaji, and thanked him for his services to RNSIT.

AGENDA 2: III Semester Exams, IA Marks, Attendance, Support

Principal enquired about the readiness of the III semester IA marks to be sent to University. It was decided that, faculty members who taught III semester students will be available on previous day of the Exam and also on the day of exam to clarify the doubts of the students.

AGENDA 3: Ongoing Training Classes

Chief liaison officer Mr. Somashekaran, briefed about the technical and non technical training that is going on for 6th semester students. He informed that with the cooperation of Departments, few minor issues with computer requirements were solved.
He also informed that both vendors of placement training (Seventh Sense and FACE) have agreed to provide Practice Platform for Continuous up skilling to all students throughout the training period.
Principal instructed HoDs to take feedback about the training program from students.
On enquiry about the pre assessment test results, placement officer told that, test results are yet to be announced for EEE students.

AGENDA 4: Any other matter with the permission of the Chair

HoDs requested for Additional Wi-Fi Points in the Campus, for training activities and also for online classes.

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Minutes of **IQAC** held on Wednesday, April 7, 2021 at 11.30 a.m.

AGENDA 1: Sharing of MyMike success story – Dr. U Bhojanna

Dr. U Bhojanna, HoD, MBA briefed about MyMike Sessions. He highlighted that 14 speakers from different walks of life participated in the event. The program had 1783 registrations from 135 colleges. Minister Sri. Ashok graced the occasion by his presence on Day 2.

AGENDA 2: Congratulating rank students

Principal expressed his happiness about our students fetching 19 VTU Ranks in the 20th Annual Convocation of VTU. He appreciated Dr. L Suresh HoD, ISE for facilitating the Rank Holders of ISE Department. He instructed other department to facilitate rank holders of their respective Branch, within a week.

AGENDA 3: Practical Exams for III Semester Students

Principal took stock of the preparedness of 3rd semester Practical Exams and commencing from 08.04.2021.

AGENDA 4: Taking stock of Classes

HoDs highlighted the state of ongoing classes and special labs arranged for First year Students.

AGENDA 5: Requirements for the ensuing Semester

In this regard many department HoDs requested for Racks for keeping the Blue Books. HoDs also asked for permission to the Servicing/Scrapping old Equipments. Principal asked HoDs to go ahead after providing proper justification.

AGENDA 6: Placement Statistics, Training – Dr. Mamatha G / Prof. S N Sridhara

Prof. Sridhar, ECE Department, highlighted about the Training activities. He told that the performance of students in the assessment test is not satisfactory. Most of the students have scored less than 50% marks. He also said that 2Hrs/Week has to be allotted for Placement training during Regular Classes for 6th sem students.

He also said that 2 days of company specific training, will be provided during placements, without affecting Academics. Assessment test by BIZOTIC planned for all students. HoDs asked for results of placement tests.

AGENDA 7: Any other matter with the permission of the Chair

HoD, ISE, suggested special training to toppers of each branch in coding, so that they may be placed in core IT companies.

HoD, Civil told about the survey camp conducted in the department and the Alpha Drone company, who demonstrated Drone survey to students.

HoD, EIE arranged a special training program on a mobile App ANOKHI, by the manufacturer on 8.4.2021, at 10.a.m. It was decided to depute two teaching and two non teaching staff from each department.

Convenor: Dr. M K Venkatesha,
Principal

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Minutes of **IQAC** held on Wednesday, July 14, 2021 at 10.15 a.m.

AGENDA 1: NBA Accreditation

Principal Informed that NBA accreditation status is extended till 30th June 2021 for all 5 accredited Programs. HoD of accredited branches are instructed to keep the SAR updated and ready.

AGENDA2: LIC Inspection

LIC Inspection of the Institute by VTU is expected shortly in online mode. Hence all documents are to be scanned & kept ready for inspection. Departments are informed to display the photos of students who have enrolled for B.E Honours and other relevant Information on department Notice boards.

AGENDA 3: Vaccination Drive @ RNSIT

Vaccination drives were conducted at our campus. First three drives were for the faculty, staff and students of RNSIT. The last drive was open for public also.
Principal asked the HODs to inform about the vaccination status of our students till 17th. As per the guidelines given by university atleast 80% of students must be vaccinated before the exams and 100% of staff must be vaccinated.

AGENDA 4: CCUBE21 preparedness:

HODs of ECE,EIE and EEE were asked to update about the preparations of CCUBE. IEEE MCE has approved the conference. It was decided to extend the paper submission deadline to 16th August 2021.

AGENDA 5: Reflection on National Conference held

In view to the National Conference jointly conducted by CS, IS, AI&ML and MCA department on 08.07.2021, HoD's of involved departments highlighted about the conference process including the areas of improvement. Totally 136 papers were shortlisted for presentation and 89 papers were presented in 11 sessions spread across the day. Three best papers were selected from the presented papers and , Conference preceding was also released.

Department of ECE organised a National conference on 06.07.2021. Dr. Vipula Singh HoD, ECE presented the following Facts regarding the conference. Totally 115 papers were presented in 14 sessions, 7 sessions were scheduled during morning slots and 7 sessions afternoon slots. Out of 115 papers 55 papers are from other institutions. 5 best paper awards were constituted. Conference preceedings will be released shortly.

AGENDA 6: Reporting of number of PG Classes held by Faculty and Portions covered, IA Marks Entry

Principal took stock of PG ECE, MCA, MBA departments. HOD CSE, expressed that they could not enter IA marks due to technical issues in VTU portals.

AGENDA 7: Review of 1 semester UG Classes.

Principal insisted to review the ongoing I semester revision classes and asked everyone to ensure that the pass percentage of I semesters must be more than 95%.

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Minutes of IQAC held on Tuesday, July 27, 2021 at 11.30 a.m.

AGENDA 1: LIC Inspection

Principal briefed about the LIC Inspection process that took place on 26/7/2021, and the comments given by the team. He expressed that the committee was happy about the salary component, other initiatives and processes followed at RNSIT. Committee was OK with compliance report submitted with respect to previous LIC visit.

AGENDA 2: Evaluation of KSCST Projects

HoDs briefed about the preparedness of Students for the KSCST funded project presentation scheduled to start from 29th of August.

AGENDA 3: Status of CCUBE 21

HoDs of ECE, EIE and EEE were asked to brief about the preparedness of CCUBE conference. HoDs updated that the last data of submission of papers is extended to 30th September requested other HoDs to publicize our event and present research papers. IEEE MCE has also given permission for the extension of papers submission deadline.

AGENDA 4: III Internals

It was decided to schedule 3rd IA test forth and sixth semester students during 3 – 5 , August 2021.

AGENDA 5: Compilation of RV results

Revaluation results are announced by VTU for 3rd and 5th semester. HoDs highlighted the increase in the pass percentage of their department to the members.

AGENDA 6: Academic Audit

It was decided to take up Academic Audit shortly. The modalities are to be discussed.

AGENDA 7: SAR Updation

It was decided that the SAR report by departments of CSE, ISE, ECE, EIE & EEE has to be completed on or before 19th August 2021.

Principal

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Minutes of Meeting of IQAC held on Thursday, April 27, 2022

Principal asked HoD Mechanical to bring about the skill development activity (check Glider Making) conducted for I year students.
HoD, Mechanical Engineering appreciated, the cooperation extended by the faculty of Mechanical and other branches in executing the event.
He also informed about the competition conducted at the end of the event. The first prize was bagged by team of Mechanical Engineering. Students who could flew the glider for 104 feet and the second place was bagged by ISE students. To encourage the students, one prize is given to every branch. He also told that the participation certificate, Prize, certificate and volunteer certificates are getting ready and will be distributed to students through respective department.

AGENDA 1: Candid Feedback from HoDs on the mock NBA inspection:
All HoDs briefed about the comments given by other HoDs of Mock NBA Team. Principal asked Dr. Pallavi, Dean, to prepare the schedule for next mock visit during May 9^{th} / 10^{th} .

AGENDA 2: Design & Innovative Clinic @CMIT:
Principal has asked HoD, EEE to coordinate the process of sending students for the above event to be held during 6^{th} to 8^{th} June 2022. It was decided that every department HoD to identify students from their department to participate in the above event. HoD, EEE also informed the members that the registration for the above event is yet to start.

AGENDA 3: On going Classes and Placement Training:
It was also decided to schedule IA test for 6^{th} semester as given below.
First IA Test – During May, 9-11, 2022 (in order to facilitate 6^{th} sem students, its preferable to have first test during May, 12-15, 2022)
Second IA Test – During June, 9-11, 2022
Third IA Test – During July, 7-9, 2022.

AGENDA 4: Portions covered for VIII Sem Students:

Principal took the stock of portions coverage of ongoing 8th semester and 6th semester classes. In case of 8th semester almost every department the coverage is between $1\frac{1}{4}$ modules to 2 modules.

AGENDA 5: Status of VIII semester project evaluation, list of projects - 2/dept to be submitted to VTU :

Principal asked Hods to select two best projects of their departments, to be submitted to VTU for financial assistance. He also advised everyone to collect the bills at the earliest.

AGENDA 6: ATAL FDP proposals

Principal informed the member that the last date for applying ATAL FDP is extended up to May 9th. He informed that already 3 Applications are submitted by ECE, CSE and ISE department. He asked other departments to submit more applications.

AGENDA 7: 3-day FDP by MED

Principal asked HoD Mechanical to brief above the FDP conducted by Mechanical Department on "Recent Trends in Thermal Engineering". Mechanical HoD informed that till now there were more than 60 registration and Dr. G N Kumar, Asso. Prof. from NITK , Surathkal will be the chief guest. The program is conducted in online mode using Microsoft Teams platform.

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Minutes of Meeting of IQAC held on Thursday, March 29, 2022

AGENDA 1: Portions covered and CIE for First Sem Students:
Principal took stock of portion coverage of 1st year classes from all HODs. He also instructed that the result of each subject should be above 95%. It was also decided to have 3rd internal test for 1st year students during April, 7 - 9, 2022.

Principal asked every HOD to explain the procedure followed by each department in conducting CIE. He advised, HODs to review all question papers. He also informed that model question paper of first year subjects are available in VTU website.

AGENDA 2: Commencement of VI and VIII Sem classes:
In alignment with academic calendar of VTU VI & VIII semester classes will Commence from 04/04/2022. The last working day for VIII Sem is June 30, 2022. Principal also discussed about scheduling of VI Sem classes along with placement activities.

AGENDA 3: CoE and Schedule of test dates for VIII Sem Students:
It was decided to have test for final year students as per the schedule given below

I[st] test	30/04/2022
II[nd] test	27/05/2022
III[rd] test	27/06/2022

Project open house will be conducted on 18/06/2022 and the farewell function for final year students will be arranged on 25/06/2022.

AGENDA 4: Internship details as desired by VTU Registrar:
Principal took stock of number of students of final year who have not completed internship

AGENDA 5: OTAS :
It was decided to have teacher's appraisal by 1st year students on 11th April 2022.

AGENDA 6: Classes and Improvement Test for III Sem regular students:

All HoDs informed that the portions are over for Diploma and Regular students of III semester. The 3rd test for Diploma students are scheduled during 4th - 9th of April 2022, which will also be considered as improvement test for III semester regular students.

AGENDA 7: Skill Development Activities:

It was decided to have SDA for all first year students on 10/04/2022.The activity will be making of Gliders & the event will be coordinated by Mechanical department. Mechanical HOD highlighted about the preparations & requested other HODs to provide coordinators from their department.

The next Skill Development Activities "Out Bound Activities" will be co-ordinated by HOD CSE & it was planned to have it during the first week of 2nd semester classes.

Convenor: Dr. M K Venkatesha,
Principal

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Minutes of Meeting of IQAC held on Thursday, March 17, 2022

AGENDA 1: CIE for I years Students:

II IA test during March, 21-23, 2022

III IA test is during 7- 9, April, 7- 9, 2022.

Lab Internal will be conducted during regular class hours.

AGENDA 2: CIE for Lateral Entry Students and Improvement Test for III Sem regular students:

It was decided to have 3rd test for lateral entry students from 04.04.2022 to 09.04.2022. The test will be for 2 hours duration from 2.00pm to 4.00pm. Portions for the test will be, minimum of 3 modules (2 modules covered for 3rd test and one additional module).

AGENDA 3: Discrepancy in syllabus of even semester subjects:

Principal asked all HoD about subject allotment of upcoming semesters. He also informed that Department of EEE, brought out the discrepancy found in the syllabus related to mismatch of contents and prescribed text book in PSOC course. He requested every faculty to look into the syllabus and bring to his notice, about discripencies if any.

AGENDA 4: Placement Training Schedule:

It was decided to have Placement Training along with regular classes, starting from 04.04.2022 till April end. Every week Monday to Thursday are allotted regular classes. Every week Friday to Sunday is allotted for placement training program.

AGENDA 5: Skill Development Activities:

It was decided to take up SDP for first year students during March 26 – 27, 2022. One day program will be conducted for Physical Cycle students and one day for Chemistry Cycle students.

Dr. Mukesh Patil along with his team will be handling the sessions with half a day of training, followed by hands on. The training will take place in MBA block seminar hall and placement seminar hall. Hands on will be conducted in Open Auditorium and Mech Block quadrangle.

AGENDA 6: Status of NAAC AQAR

Dr. Pallavi requested few missing data from each department. She requested data related to membership, Internship details from every department.

She also informed all members that most of the data were collected through Non Teaching faculty from every department.

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(**UG programs** – CSE, ECE, ISE, EIE and EEE have been **Accredited** by **NBA**
for the *Academic Years 2018-19, 2019-20, 2020-21 and2021-22*)
Channasandra, Dr. Vishnuvardhan Road, Bengaluru - 560 098

Minutes of Meeting of IQAC held on Tuesday, February 25, 2022

AGENDA 1: Inauguration of PG Classes:

Principal asked vHoD of MBA and MCA to arrange for Inaugural Program for MBA, MCA and M.Tech I year students on 03/03/2022. He also asked HoDs, to include plantation of Tree saplings in every event carried out at RNSIT.

AGENDA 2: Valuation of Blue Books:

Principal took stock of the status of valuation of III semester and I semester CIE Tests. He also instructed, HoD, EEE to ensure posting of students performance to parents by all department through SMS.

AGENDA 3: Internship and Placement Activities of Department.

Department of CSE and ISE have planned to schedule Internship program from 17.03.2022 to 26.03.2022 (BDI). Principal told that other department may plan either to do internship or revision of Labs for their branch students.

AGENDA 5: Internal Test for III Sem Students

It was decided to conduct CIE Test for 3 rd semester students as follows:

3 rd sem Regular students – Third Test –March, 14 -16, 2022.

3 rd sem Diploma students – Second Test March, 3 - 5, 2022.

3 rd sem Diploma students – Third Test –March, 21 – 23, 2022.

HoD, EEE was asked to make a common time table for above tests.

PRINCIPAL
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INTERNALQUALITYASSURANCECELL

Minutes of the Meeting held on 24.8.17

Agenda:

1. Result analysis
2. Skill set enhancement programmes for students/faculty
3. FDPs in all departments
4. Faculty appraisal
5. Placement related

The following points were discussed in the meeting:

- Principal formally welcomed all the members and appraised about the agenda points
- HODs of each department presented the result analysis of their department and also made the comparative result analysis with respect to nearby competitive institutions and at university level.
- Director advised all HODs to have the corrective measures to improve the results and standing of our Institution at university
- Placement Officer gave the feedback from the employers about the skill demands from industries, accordingly, Director and Principal told all HODS to organize various skill enhancement programmes for students so as to prepare them for industry needs.
- It was proposed to organize at least one FDP in every department per semester to enhance the subject knowledge of our teachers focusing on recent trends in the respective disciplines
- It was resolved to make a thorough analysis on the feedback from students on teachers and prepare an action plan for the same
- It was proposed to streamline and strengthen the activities of placement cell so as to prepare the students industry ready.
- Director insisted on upholding the quality in all the activities of the institution in order to increase the visibility of the Institution.
- Meeting was concluded with remarks by Principal.

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24.8.2017

Members of IQAC:

Patron	Dr. H N Shivashankar	
Member from BOM		
Chairperson	Dr. M K Venkatesha	
Senior Administrative Officers		
Registrar	Mr. GanapathiYaji	
Dean of Engineering	Dr. G T Raju	
Dean, Quality Assurance	Dr. U Bhojanna	
HOD of ECE	Dr. Vipula Singh	
HOD of ISE	Dr. M V Sudhamani	
HOD of ME	Dr. Srinivasan S	
HOD of CV	Dr. Pratap Kumar	
HOD of EIE	Dr. Andhe Pallavi	
HOD of EEE	Dr. Sumathi	
HOD of MCA	Dr. N P Kavya	
HOD of Phy	Dr. Pandurangappa	
HOD of Chem	Dr. Jeeavanand	
HOD of Maths	Dr. Suresh	
External Member		
Nominee from Alumni	Shalini M.S	
IQAC Coordinator		

IQAC Coordinator **Chairperson** **Patron**

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INTERNALQUALITYASSURANCECELL

Minutes of the Meeting held on 12.12.17

Agenda:

1. Academic Audit Proforma Preparation and Guidelines for Evaluation
2. Streamlining Faculty recruitment process
3. Preliminary Screening of PhD thesis
4. Technical talk on PhD work
5. Research Council

The following points were discussed in the meeting:

- Principal formally welcomed all the members and appraised about the agenda points
- HODs of each department were asked to give suggestions on preparation of academic audit proforma and guidelines for evaluation
- Director advised all HODs to be stricter with respect to auditing process and appraise about auditing process to faculty on its pros and cons.
- Director and Principal told all HODS to follow uniform policies in faculty recruitment process like, to have screening test called Technical Ability Test (TAT) and technical presentation at department level involving senior professors of the department and professors from other departments, final technical and HR round at board room.
- It was proposed to have preliminary screening of all PhD thesis from our college R&D centres before they are submitted to university, to ensure quality contents and technicality of the thesis.
- It was resolved to make a presentation of PhD topic of our teachers immediately after the defence so that all our teachers will get benefit on how to write the thesis, carryout the research work, quality of presentation etc.,
- It was proposed to streamline and strengthen the research activities under research council.
- Director insisted on the importance of academic audit process and quality of PhD work and Research Council in order to strengthen the Institution.
- Meeting was concluded with remarks by Principal.

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12.12.2017

Members of IQAC:

Patron	Dr. H N Shivashankar	
Member from BOM		
Chairperson	Dr. M K Venkatesha	
Senior Administrative Officers		
Registrar	Mr. GanapathiYaji	
Dean of Engineering	Dr. G T Raju	
Dean, Quality Assurance	Dr. U Bhojanna	
HOD of ECE	Dr. Vipula Singh	
HOD of ISE	Dr. M V Sudhamani	
HOD of ME	Dr. Srinivasan S	
HOD of CV	Dr. Pratap Kumar	
HOD of EIE	Dr. Andhe Pallavi	
HOD of EEE	Dr. Sumathi	
HOD of MCA	Dr. N P Kavya	
HOD of Phy	Dr. Pandurangappa	
HOD of Chem	Dr. Jeeavanand	
HOD of Maths	Dr. Suresh	
External Member		
Nominee from Alumni	Sneha G Chachadi	
IQAC Coordinator		

IQAC Coordinator **Chairperson** **Patron**

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INTERNALQUALITYASSURANCECELL

Minutes of the Meeting held on 25.6.18

Agenda:

1. Review on Actions of previous meeting
2. Centre of Excellences
3. Strengthening EDC
4. Certification Programs for students

The following points were discussed in the meeting:

- Principal formally welcomed all the members and appraised about the agenda points
- HODs of each department were asked to present and explain the actions initiated and executed on various activities discussed in previous meeting
- Director advised all HODs to follow up the best practices and the need for establishment of Center of Excellences in each department or cluster wise
- Chairman of EDC appraised about the activities planned for strengthening EDC.
- Director and Principal told all HODS to organize certification programs for students in order to enable them for better placement.
- It was proposed to streamline and strengthen the EDC activities
- Director insisted on the importance of EDC and COEs in order to build up the Institution.
- Meeting was concluded with remarks by Principal.

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25.6.18

Members of IQAC:

Patron	Dr. H N Shivashankar	
Member from BOM		
Chairperson	Dr. M K Venkatesha	
Senior Administrative Officers		
Registrar	Mr. GanapathiYaji	
Dean of Engineering	Dr. G T Raju	
Dean, Quality Assurance	Dr. U Bhojanna	
HOD of ECE	Dr. Vipula Singh	
HOD of ISE	Dr. M V Sudhamani	
HOD of ME	Dr. Srinivasan S	
HOD of CV	Dr. Pratap Kumar	
HOD of EIE	Dr. Andhe Pallavi	
HOD of EEE	Dr. Sumathi	
HOD of MCA	Dr. N P Kavya	
HOD of Phy	Dr. Pandurangappa	
HOD of Chem	Dr. Jeeavanand	
HOD of Maths	Dr. Suresh	
External Member		
Nominee from Alumni	Ganesh Jernally	
IQAC Coordinator		

IQAC Coordinator **Chairperson** **Patron**

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INTERNALQUALITYASSURANCECELL

Minutes of the Meeting held on 28.12.18

Agenda:

1. Alumni Association activities
2. Publications by faculty members and Students
3. SWOT Analysis.

The following points were discussed in the meeting:

- Principal formally welcomed all the members and appraised about the agenda points
- HODs of each department were asked to present and explain the actions initiated and executed on various activities related to Alumni
- Director advised all HODs to instruct faculty members for making good number of quality publications in reputed journals
- Director and Principal told all HODS to perform SWOT analysis on their departments
- Director insisted on the importance of publications in moving towards excellence
- Meeting was concluded with remarks by Principal.

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28-12-18

Members of IQAC:

Patron	Dr. H N Shivashankar	
Member from BOM		
Chairperson	Dr. M K Venkatesha	
Senior Administrative Officers		
Registrar	Mr. GanapathiYaji	
Dean of Engineering	Dr. G T Raju	
Dean, Quality Assurance	Dr. U Bhojanna	
HOD of ECE	Dr. Vipula Singh	
HOD of ISE	Dr. M V Sudhamani	
HOD of ME	Dr. Srinivasan S	
HOD of CV	Dr. Pratap Kumar	
HOD of EIE	Dr. Andhe Pallavi	
HOD of EEE	Dr. Sumathi	
HOD of MCA	Dr. N P Kavya	
HOD of Phy	Dr. Pandurangappa	
HOD of Chem	Dr. Jeeavanand	
HOD of Maths	Dr. Suresh	
External Member		
Nominee from Alumni	Vinaya kumar	
IQAC Coordinator		

IQAC Coordinator **Chairperson** **Patron**

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RNS INSTITUTE OF TECHNOLOGY
CHANNASANDRA. R.R. NAGAR BANGALORE -98

RNSIT EMPLOYEES (TEACHING &NON-TEACHING) CONDUCT REGULATIONS & PROCEDURE

PART – I
Introduction, Meaning , Causes & Types of Indiscipline

Maintenance Of Discipline At Workplace- GENERAL

Maintaining discipline in the workplace is the duty and right of the employer. He /She draws up the rules on the 'workplace conduct' and makes sure that discipline is maintained.

An employee who deliberately breaches a rule of workplace discipline is guilty of misconduct. If this is serious enough, it may lead the employer to terminate the employment relationship between the parties; the employer dismisses the employee.

Obedience to authority in a workplace is not slavery. It is not violative of one's natural rights. *It is essential for the prosperity of the organization as well as that of its employees. When in a situation severe misconduct / indiscipline, a punishment of termination is awarded for unacceptable behavior/deeds, with no extenuating(forgivable/excusable) circumstance established, it cannot be said to be not justified. It cannot certainly be termed unduly harsh or disproportionate.*

What is Indiscipline in an organization (MEANING) ?

At times indiscipline and misconduct have been more or less used as synonym.
An act of indiscipline or misconduct is the deviation or by passing of the established rules which should be followed without any discretion. It is an act or a conduct which is prejudicial to the interests of the employer or which is likely to impair his/her reputation or create unrest among other employees.

Misconduct

"Though this expression is not capable of precise definition, its reflection receives its connotation from the context, the delinquency in its performance and its effect on the discipline and the nature of duty. ***It may involve moral turpitude, it must be improper and wrong behavior; unlawful behavior, willful in character; forbidden act, a transgression of established and definite rule of action or code of conduct*** *but not mere error of judgment, carelessness or negligence in performance of duty; Its ambit has to be* ***construed with reference to the subject matter and the context.****"*

MISCONDUCT is inconsistent with the fulfillment of the express or implied conditions of service or, is directly linked with the general relationship of employer and employee or, has a material bearing on the smooth and efficient working of the institution. If the answer of these criterion is in affirmative, the act in question would amount to an act of misconduct.

Indiscipline *means disorderliness, insubordination and not following the rules and regulations of an organisation.*

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'A' & 'B' broadly explains as to what constitutes ***'MISCONDUCT' leading to Indiscipline. The decision on Misconduct can be based on these explanation/interpretation.***

A. *In every general term, an act or conduct of an employee, which is*

1) Prejudicial or likely to be prejudicial to the interest of the employer as also that of the other employees;

2) Inconsistent or incompatible with the normal norms of discharge of his /her duty;

3) Such that it makes it unsafe and undesirable for the employer to retain him in service;

4) Such that the employer cannot rely on his/her faithfulness; or

5) Such that it amounts to insubordination to such a degree as to be incompatible with the employer – employee relationship;

B *Following ACTS and OMISSIONS as misconduct/s for which the delinquent employee can be punished.*

1). ***Willful insubordination or disobedience,*** *whether or not a combination with another, of any lawful and reasonable order of a superior.*

2). Going on an ***illegal strike or abetting, inciting,*** *instigating or action in furtherance thereof.*

3). ***Willful slowing down in performance of work,*** *or abetment or instigation thereof;*

*4).****Theft (including data), fraud or dishonesty*** *in connection with the employer's business or assets, investments,property or the theft of property of another employee within the premises of the establishment.;*

5). Taking or giving bribes or any illegal gratification;

6). ***Habitual absence without ' leave sanction',*** *or absence without leave for more than ten consecutive days or overstaying the sanctioned leave without sufficient grounds or satisfactory explanation;*

7). ***Late attendance*** *on not less than three occasions within a month;*

8). ***Habitual breach of any standing order*** *or any law applicable to the establishment of any rules made there under;*

9). Engaging in trade within the premises of the establishment;

10). ***Drunkenness, riotous, disorderly or indecent behaviour*** *on the premises of the establishment;*

11). ***Habitual neglect of work,*** *or gross or habitual negligence;*

12). Habitual breach of any rules or instructions for the maintenance and running of any department, or the maintenance of the cleanliness of any portion of the establishment;

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13). **Willful damage to any property** of the establishment;

14). Holding meetings inside the premises of the establishment which is expressly detrimental to the interest of Institution and unconnected with the duty/service.

15). **Disclosing to any unauthorized person any information** in regard to the process of the establishment which may come into the possession of the employee in the course of his /her work;

16). **Refusal to accept a charge-sheet or other communication served** in accordance with these and other service rules/guidelines/circulars/letters/office notes/office memos or official communication etc.

17). Unauthorized possession of any lethal weapon / harmful materials in the establishment.

(**"Habitual":** No act of misconduct, which is committed on less than three occasions within a space of one calendar year, shall be treated as habitual.)

C. DUTIES AND RESPONSIBILITIES AND FUNCTIONAL CODE OF CONDUCT OF MEMBERS OF FACULTY.

ANNEXURE-II

Discharging the obligation towards 'Duties and Responsibilities' contained in ANNEXURE-B are part and parcel of the SERVICE RULES. It evaluates functional efficiency and appraises the performance and therefore falls within the purview of 'DISCIPLINE & FUNCTIONAL CODE OF CONDUCT'.
In other words, Deficiency, Deviation, Negligence and Casual approach towards discharging their DUTIES AND RESPONSIBILITIES as a faculty on the one hand and non-adherence to Code of Conduct on the other shall amount to indiscipline attracting action. Hence, the stipulated "DUTIES AND RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY" is a part of Service Rules and Regulations. If faculty falls below minimum acceptable measure of performance under different parameters, the disciplinary measures take its own course.

The Annexure-II on " DUTIES AND RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY " contains following classifications.

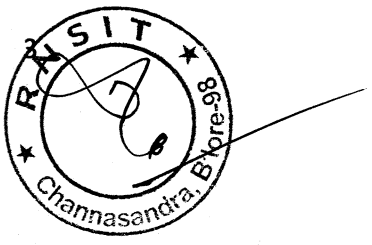
1. Teaching & Learning
2. RESEARCH AND DEVELOPMENT,
3. CONSULTANCY AND EXTENSION ACTIVITIES,
4. Involvement in Development Activities
5. Academic Audit.

Types of Disciplinary Problems.

Disciplinary problems may be classified on the basis of the severity of the consequences. They are generally divided into FOLLOWING categories. They are:

1. Minor Infractions (synonyms: infringement, contravention, breach, violation, transgression)

Minor infractions refer to those acts which do little or no harm or which, when viewed in isolation result in very few serious consequences, but which may become serious if they are accumulated. For example, negligence, failure to be present when needed, carelessness, minor violation of the rules; etc.



2. Major Infractions

These are acts which substantially interfere with the orderly operations of an organization. These acts create apparently serious consequences which any reasonable man shall agree. Refusal to carry out the instructions, cheating, stealing or violating safety rules are some of the examples of major infractions.

3. Intolerable Offenses

These are offenses of such illegal or drastic nature that they severely strain or endanger employment relationship. They are full of threat and menace to most people. Use of weapons, theft, fighting which result in serious harm to others, etc., are notable examples of this type.

4. Shortcomings in discharge of Duties and Responsibilities and non-adherence of Code of Conduct by Teaching Faculty.

***Discharging the obligation towards 'Duties and Responsibilities' contained in ANNEXURE-B** are part and parcel of the SERVICE RULES. It evaluates functional efficiency and appraises the performance and therefore falls within the purview of 'DISCIPLINE & FUNCTIONAL CODE OF CONDUCT'.*

Deficiency, negligence and casual approach towards discharging their 'DUTIES AND RESPONSIBILITIES' as a faculty amount to their dearth of efficiency leading to ineligibility

5. Instructions given in internal note, circulars, guidelines by the Institute and AICTE/VTU/DTE/GOVT.

The rules and regulations written / unwritten hitherto practiced and those instructions which are referred to in various Guidelines, Internal Note/Memo and circulars issued from time to time and instructions issued by AICTE/VTU/HIGHER EDUCATION DEPT/DTE on staff matters/service regulations are forming part of "Conduct & Discipline" codes . Some of rules and practices are listed in 'ADDENDUM' i.e. ***ANNEXURE-I.***

2	*Non performance of Work*	*Insubordination or 3Disobedience*	*Dishonesty and Fraud*
3	*Negligence of Duty*	*Riotous and disorderly behavior*	*Disloyalty*
4	*Absence without leave*	*Damage to property and reputation*	*Corruption*
5	*Engaging in work similar to that of Employer*	--	*Moral Turpitude*
6	*Late attendance*	--	--
7	*Strikes*	--	--
8	*Gherao*	--	--

It should bear in mind the principle of proportionality between the gravity of the offence and the stringency of the punishment

Use of Abusive language

This Court stated "punishment of dismissal for using abusive language cannot be held to be disproportionate".

Unauthorized absence

"It is now well-settled that principles of law that the High Court or the Tribunal in exercise of its power of judicial review would not normally interfere with the quantum of punishment. Doctrine of proportionality can be invoked only under certain situations. It is now well-settled that the High Court shall be very slow in interfering with the quantum of punishment, unless it is found to be shocking to one's conscience."

Exhaustive "Narrative/Details" given above has to be considered as the fundamental guidelines for implementing / enforcing DISCIPLINE AND GOOD CONDUCT in to the System among all Teaching, non-teaching and other staff.
The management reserves the right to change, amend, add, delete , modify any or all the instructions/guidelines given here above at its absolute discretion as and when found necessary to ensure Good Conduct, and maintain discipline in the Institute.
The guidelines come into effect from 01/04/2019

Registrar *Principal* *Director*

Approved.

Chairman .
Date:

R.N.S.I.T. Channasandra, Bangalore-560 098

ADDENDUM

ANNEXURE - I

DISCIPLINE - GENERAL

1. Every employee shall at all times take suitable steps to ensure and protect the interest of RNSIT and discharge his / her duties with utmost integrity , diligence and devotion.
2. Every employee shall conduct himself/herself with utmost dignity , respect , moral standards and courtesy and imbibe good mannerism all through.
3. Every employee shall maintain punctuality and discharge his/her duties diligently and to the satisfaction of his superiors.
4. Every employee shall be punctual mark his/her attendance promptly .
5. All employees are required to keep abreast / conversant with all the rules and procedures of the Institute and keep updated from time to time as and when new guidelines are issued. No excuses of any nature shall be accepted when it comes to the DISCIPLINE AND CONDUCT.
6. Every employee is bound to maintain strict confidentiality of all important matters / discussions/ reports / orders /communications/ financial status etc. which may harm the interest of the Institute if leaked to outsiders / unconnected persons .
7. No employee shall seek, solicit or accept any outside employment whether honorary or otherwise , part-time or full time without proper written permission from the competent Authority.
8. No employee shall directly or indirectly engage in any trade, business or Commission Agency or any profitable engagement which may disturb his duties in the Institute.
9. Leave Rules which are already circulated should be strictly adhered to. The authority vested with sanctioning of Leave should judiciously exercise their authority so that the Institute's work is not jeopardized.
10. Using of any type of banned materials ,tobacco, drugs , intoxicants shall be considered as serious offense and dealt with accordingly.
11. Committing offense or act of abetment to commit offence shall amount indiscipline attracting highest punishment .
12. Damaging the property of the Institute either directly or encouraging others to do is also falling within purview of disciplinary action.
13. It is obligatory on the part of all employees to safe guard the property of the Institute and stop others from causing loss to the Institute either financially or otherwise.
14. Moral Turpitude amounts to serious issue of Conduct / Discipline and deserves the highest punishment.
15. The Institute expects that all employees uphold the Respect and Reverence of the Institute and shall not tolerate anything that brings disrespect to the Institute or its Management.

For R.N.S. Institute of Technology

Director Managing Trustee

R.N.S.I.T. Channasandra, Bangalore-560 098

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R R NAGAR. CHANNASANDRA. BANGALORE – 98

ADDENDUM

ANNEXURE - II
Date: 26.03.2019

DUTIES AND RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY

As faculty members of RNSIT , each one of them is responsible for contribution and sustenance of standards of the Institution.

While the individual member is accountable for his/her action, as the member of the faculty community all are collectively accountable for upholding highest standards of behavior and for adherence to all rules, regulations and code of conduct.

Code of Conduct *(connected with the discharge of their Duties)*

Scope*: These rules and regulations applies to all full time faculty members, visiting faculty members , faculty members on contract/part time employment, research scholars attached with teaching assignments.*

Adherence to these rules and regulations and code of conduct is mandatory for all faculty members. Also each of them is responsible for bringing forth the suspected infringement of any of the provisions under the rules to the knowledge of competent authority of the Institute. Raising such alarm will be considered as SERVICE to the institute and in no way will jeopardize one's position/employment. If violations are found and confirmed, suitable disciplinary action shall follow upto and including termination from service / employment. If need be legal recourse shall be resorted to against the concerned in restoring DISCIPLINE in the system.

Teaching & Learning

a) Duty related responsibility of faculty

i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department/ Institute for various programs offered. It is expected that equal importance and emphasis is given to BASICS, FUNDAMENTALS & CONCEPTS. Also every faculty should cover 100% syllabus in time. That apart,20% additional knowledge to be imparted covering innovative ideas, logical thinking and reasoning so as to enhance their competitive capability and employability.

ii) Conducting Laboratory courses, tutorials and seminars of the Programmes assigned to him / her in an effective manner, so as to improve practical knowledge and skill of the student with particular emphasis on design, simulation and in conceiving of projects. Each staff member shall guide quality projects and encourage students towards patents and publications.

iii) Making the teaching more effective and interesting to the students using innovative methods and covering the subject comprehensively with the latest development. The use of multi-media teaching aids wherever necessary may be adopted effectively.

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iv) *Conducting the Core /elective course as project based / experimental / activity based learning.*

v) *Making the Laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment / seminar to improve the student's understanding of the subject.*

vi) *Providing proper guidance and supervision of the Project work undertaken by students and development of proper rapport with the Industry/Organization if the Project is Industry related.*

vii) *On the whole, the teaching learning shall be* ***learner centered*** *ensuring learning outcome of different courses.*

b) Course Planning and Material Preparation

i) *The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.*

ii) *He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be kept informed.*

iii) *The faculty member has to design experiments for laboratory classes so as to improve the students creative skills besides properly understanding the physical phenomena or concept.*

c) Examination, evaluation and grading.

i) *A faculty is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also those assigned to him/her by the Head of Dept / Principal / Other Authority designated for the purpose. Bloom's taxonomy is to be followed in line with course outcome.*

ii) *Faculty member should be available to lend his/her service for discussion at the time of examination.*

iii) *A faculty is required to conduct and invigilate any exam/test in the Insitute. Such test / exam may be for the course taught by him/her or for any other course assigned by the HoD / Principal.*

iv) *A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks / grading for his her performance only. Besides, he/she should indicate the mistakes on the script wherever marking is permitted to be made on the script. Answer scripts should be corrected and not just valued.*

d) Maintenance of Records:

i) *Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the HoD/Principal as and when called for or for academic audit.*

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ii) Each faculty member is required to keep a file containing question papers set by him/ her for the course handled, copy of answer sheets of the students after evaluation , for academic audit.

iii) If the faculty member is assigned to be the Class Adviser / Teacher by the HoD, he / she should maintain the list of students under him/her, their parent / local guardian contact address/ phone/ mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Adviser / Teacher shall also maintain cumulative record of attendance for the courses. The Class Adviser / Teacher should also help the HoD in counseling 'poorly performing students' and the follow-up action taken to improve the students' performance.

e) Monitoring of Students' progress.

i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his / her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HoD and the Class Adviser / Teacher so that the information can be sent to the parents / guardians.

ii) A faculty member is required to attend/organize the Class Committee Meeting consisting of colleagues in the class and student representative (if necessary) and should actively participate in the deliberations there to improve the teaching – learning process.

iii) A faculty member may be required to be a faculty advisor to a group of students . He/she should serve as Counselor and mentor for each the student.

iv) A faculty member has to be thorough with the regulations of the academic programme offered by his/her Department and other instructions issued from time to time so that he / she can effectively guide the student.

v) As a Faculty Advisor, the faculty member is required to motivate students in securing Ranks under his/her care.

f) Participation in Academic Developments

i) A faculty member should actively participate in the curriculum preparation for new activities involving research /innovation.

ii) Contribution to the preparation of new areas of study pertaining to his / her specialization & relevant with the Course is also the responsibility of a faculty member.

iii) A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the curriculum, work with centre of excellence to expand the knowledge base so that the employability of students get enhanced.

iv) *In order to be an effective faculty, he/ she is required to to update his / her knowledge by attending faculty development programs, short term courses, professional society meetings , national and international conferences , reading recent technical journal articles and periodicals and going thru the websites of world class universities. They may also enroll in one or more professional societies / Associations.*

v) *Every faculty should use the Library optimally and induce students to use Library effectively.*

g) Punctuality and regularity

i) *The faculty member should strictly adhere to the timings and shall not permit any student to attend the class after the stipulated time specified by the Institute so as to ensure punctuality in attending the class by the students.*

ii) *A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.*

iii) *As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made.*

iv) *A faculty member shall be punctual in attending class and leave the class room after his / her class is over only after the arrival of the faculty for the next period or instruct the students to go to the Laboratory / workshop for practical classes, as the case may be.*

v) *The faculty member shall carry out any other academic related activity that may be assigned to him by the HoD / Principal / Higher Authorities from time to time.*

vi) A faculty member shall refrain from going on Long Leave of Absence, especially when the Semester is in Progress, unless it is an extraordinary situation.

RESEARCH AND DEVELOPMENT

I. Academic research

i) *As research is an inherent component of learning process, every faculty member shall take active efforts to make research contributions in his /her field of specialization.*

ii) *A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working , so that he/she either do it by himself/herself or motivate undergraduate and post graduate scholars or a junior colleague to take up the study under his / her supervision.*

iii) *Senior Faculty members may assume the responsibility of RESEARCH SUPERVISORS. Faculty members who act as research supervisors should spare adequate time for discussion with research scholars and*

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monitor their progress, so that not only the quality of work is improved but also time-overrun can be avoided.

Iv) *As the scope for doing research work from the undergraduate and postgraduate students' project work is wide, active involvement of the faculty member is helpful for the students.*

v) *If the student project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact this will help to develop contact with the Industry.*

vi) *Interdisciplinary and collaborative research is assuming enormous proportions. A faculty should take efforts to identify such areas with the help of researchers in established R&D laboratories for collaborative research purposes.*

vii) Book writing should be one of the requirement of every teacher. A teacher who has a taught a particular subject for more than 5 years need to write a book in that subject and publish through standard publishers.

II, Research publications and books

i)*As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.*

ii) *Faculty members should publish their research output only in SCI or SSCI journals and publications in non-refereed journals will not will not be recognized.*

iii) *Faculty members shall also strive to file patents if their research output is felt new and novel.*

iv)*Depending upon the research content, the faculty member may also present papers in International /National level conferences, but the impact they command compared to publications in refereed journals is considered much less.*

v)*Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books –published by the international / National level publishers with ISBN/ISSN numbers.*

vi)*The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediately index , half-life , etc.*

II. Sponsored and funded research projects.

i)*An important source of financing the professional pursuit to the Institute is sponsored and funded research Projects. Therefore, every faculty member should search the web sites of various funding*

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agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.

ii)The faculty member, who is a Principal Investigator, can also use the services of students and research scholars, wherever possible. Besides, project may also allow employing Project Associates for which funding agencies approvals are necessary.

iii)Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.

iv)Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.

v)The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or a computer software. In order to get recognition not only for the faculty but also for the institution, he/she should take efforts to obtain Patent/ Intellectual Property Right (IPR) so that nobody could copy them.

vi)Cash incentives, as may be decided by the Management, will be given to those faculty members for funded research / projects secured and patents obtained.

CONSULTANCY AND EXTENSION ACTIVITIES

a) Consultancy Projects

i)Executing consultancy works for the state and private organizations is another important source of financial resource to the Institute. A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.

ii)To secure consultancy work, the individual's capacity in solving practical problem in his / her area of specialization besides development of good rapport is very essential . Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.

iii) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of Industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of Industry.

iv) Attending seminars and conferences organized by professional institutions such as confederation of Indian Industries (CII), Federation of Indian Chamber of Commerce & Industry (FICCI) , The Institution of

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Engineers (IEI), the institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of Industry.

b) Extension activities. (People oriented programmes to build rapport with society)

i) *A faculty member should take efforts to organize refresher courses , seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self supporting or sponsored ones.*

ii) *Conduct of continuing education programmes, structured courses to meet specific requirement of the Industry and society is yet another way of augmenting resource for the Institute. A faculty member can organize such programmes either one time or on continual basis year on year.*

iii) *Extension activities could include various community oriented services, preferably using the expertise in the field of Core Engineering, science and technology, and such activities should be addressed the requirements of weaker sections of the society.*

Involvement in Development Activities

a) Laboratory Development & Maintenance.

i) *A faculty is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/ computer software /computer control of machines or processes etc.*

ii) *Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental set up for use by students.*

iii) *As a member of faculty , he / she should ensure that the various machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project works and research related activities.*

iv) *In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of the technical staff of the laboratory, besides arranging for periodical maintenance / repair and recalibration wherever necessary.*

v) *As one in charge of laboratory, he/she has to ensure proper maintenance of stock registers , both consumable and non-consumable , periodical stock verifications and proposal for replacement of over aged/ unserviceable equipment , besides their safe custody. Necessary steps like proposal, sanction, indent, procurement etc. (follow-up action) should be taken up and completed.*

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b) Purchase of items for the laboratory

i) As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HoD and finalize it before inclusion in the overall budget proposal of the Department.

ii) As one in charge of laboratory has to initiate proposals for the purchase of consumable and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.

iii) The faculty member shall follow the detailed guidelines / procedure issued by the Institute with regard to purchase of consumable and non-consumable items both indigenous as well as imported.

c) Co-Curricular activities

i) A faculty member is required to arrange guest lectures, seminar etc. ,to supplement regular lectures and also help in the conduct of faculty development programmes, short term programmes, workshops , open houses , exhibitions organized by the Department or Institute.

ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HoD

iii) A faculty member if nominated as an office-bearer such as Treasurer, Advisor of Professional Society functioning in the Department/Institute he/she shall perform such duties accordingly.

iv) A faculty member is required to help the Professional Societies in Organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g ASME, IEEE etc.) to promote the student chapter of the professional bodies.

v) A faculty member is required to coordinate National / International conferences/seminars/ symposium / workshop.

vi) A faculty member should submit project proposals to the funding agencies for financial ***assistance to conduct seminars, conferences etc.***

d)Extra-curricular activities (Co-administrative activities)

i) A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.

ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.

iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable in nature.

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iv) *A faculty member if required to help the HoD in all administrative matters like distribution of Hall Tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.*

v) *The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/Institute organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals etc.*

vi) *Faculty members are liable to be assigned the responsibility of residential tutor / Deputy Warden of the Hostels run for the benefits of students for a specific period of time and for this services they shall be given perquisites in addition to their salary.*

vii) *All faculty members are expected to oversee the students go to the class on time and are not loitering in the campus.*

viii) *Faculty members should also take part in activities related to NCC, NSC, NSO, Red Cross Society, Alumni Association, etc., as office bearers/organizer and shall discharge the duties assigned*

ix) *Faculty should assist the HoD in preparing the required material for the Governing Council /LIC / NAAC / NBA as and when required*

x) *The faculties are required to keep harmonious relationship with their colleagues and cooperate well with seniors / higher up in the department in particular and all the faculties of RNSIT in general.*

xi) *Any other Activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.*

Academic Audit *: Academic Audit is the ladder for achieving career growth. Hence fulfilling the requirement of it is indispensable and inevitable. This is directly linked to financial benefits that a faculty is going to receive and retain.*

i) Self appraisal report to be submitted under different stipulated parameters.

ii) Every Faculty should undergo Academic Audit which shall be examined and evaluated by the Committee.

Under various parameters reflecting performance, a faculty has to get qualified to receive the financial benefits. The parameters stipulated may change with the time depending on the mission statement of the Institute.

Above mentioned 'DUTIES AND RESPONSIBILITIES' AND 'CODE OF CONDUCT' of teaching faculty comes into effect from 01/04/2019. The changes to the guidelines such as, Addition, deletion, modification, as and when necessary shall be incorporated by issuing necessary NECESSARY INSTRUCTION / NOTE / GUIDELINES ETC.

Recommended for Approval by Chairman.

REGISTRAR ***PRINCIPAL*** ***DIRECTOR.***

CHAIRMAN

For R.N.S. Institute of Technology

Director Managing Trustee

RNS INSTITUTE OF TECHNOLOGY

(**AICTE** Approved, **VTU** Affiliated and **NAAC 'A'** Accredited)
(**UG programs** – CSE, ECE, ISE, EIE and EEE have been **Accredited** by **NBA** for the *Academic Years 2018-19, 2019-20 and 2020-21*)
Channasandra, Dr. Vishnuvardhan Road, Bengaluru - 560 098

No. RNSIT/2018-19/ 1953 **Date: 04.02.2019**

IQAC Composition

Sl. No.	Designation	Member
1	Patron	Dr. H N Shivashankar
2	Member from BOM	
3	Chairperson	Dr. M K Venkatesha
Senior Administrative Officers		
4	Registrar	Mr. GanapathiYaji
5	Vice Principal	Dr. G T Raju
6	Dean of Engineering	Dr. Andhe Pallavi
7	Dean, Quality Assurance	Dr. U Bhojanna
8	HOD of ECE	Dr. Vipula Singh
9	Dean R&D	Dr. M V Sudhamani
10	HOD of ME	Dr. Srinivasan S
11	HOD of CV	Dr. Pratap Kumar
12	HOD of EEE	Dr. Sumathi
13	HOD of MCA	Dr. N P Kavya
14	HOD of Phy	Dr. Pandurangappa
15	HOD of Chem	Dr. Jeeavanand
16	HOD of Maths	Dr. Suresh
17	External Member	
18	Nominee from Alumni	
19	IQAC Coordinator	

IQAC Coordinator **Chairperson** **Patron**

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