

Internal Quality Assurance Cell

1. Guidelines for E- content Development

E-Content & E-Materials can be prepared following online platforms

- Power Point, Documents, Website, Blogs, Videos, Screen Recording Tools, Audios, and Subject Oriented Games etc.,

E-Content

- Minimum 2 E-content (NPTEL/ SWAYAM) should be prepared by the Department
- Minimum duration of the E-content 10 – 15 minutes.
- Faculty creates the E-content with full preparation on their topics.
- E-content materials should be MP4 format.

E-Materials

- All the faculties should be involved to preparation of E-materials in the department.
- Each faculty need to be prepared at least 1 E-material per semester.
- Minimum 10 E-materials should be prepared by the department and it is may be PDF or PPT.
- E-Content & E-Materials will be uploaded to our college website.

2. Internship/Field work/Field Project

- Incorporated in UG & PG course profile (Sem II, IV & VI)
- 30 Hrs training programme in Industries / Research Institutes / Laboratories / Rural Field / any other concern related to any discipline for all UG, PG Students in every Academic Year.
- Departments to submit a List of Suitable Industries and Laboratories in their Discipline to Dean A office.
- Concern class Teachers are Responsible to Organize and monitor the Internship.
- Students can undergo the Internship in First Year, Second Year, and Third Year.

- 30Hrs has to be completed by the Students before the end of the Year.
- 1 credit can be awarded under Extra Credit Earning Provision.
- Report of the Training Programme to be submitted.
- Power Point Presentation and Viva Voce to be conducted with the External Expert.
- Assessment by the internal and external expert.

1. Report	– 20
2. Presentation	– 20
3. Viva voce	– 10
Total	– 50

3. Rural outreach Programme

- For UG Students under Extra Credit Earning Provision.
- Student has to complete 30 Hrs of ROP before the end of V semester.
- ROP can be based on entrepreneurship, health camp and others for the benefits of the Villagers.
- Report of activities and Output to be submitted
- Viva-voce will be conducted with External Experts
- Assessment by the internal and external expert.

1. Report	– 20
2. Presentation	– 20
3. Viva voce	– 10
Total	– 50

4. Provision for Re-totaling, Re-valuation and Photocopies of answer scripts to all PG Programmes (with effect from ESE April 2021-This replaces the guidelines given in AC Booklet-IV)

To ensure the transparency in end semester examinations PG students can apply for Re-totaling, Re-valuation and Photocopies of answer scripts. Last date to apply for re-totaling / photo copies / re-valuation.

- Seven working days from the date of publication of result.
- The Photocopies of answer, to be issued to the students within 7 working days after the receipt of application from the students.

- If the student desires to go for revaluation after verifying the photocopies of answer scripts, it is to be applied within next 7 working days after receiving photocopies.

5. PG Valuation (with effect from ESE April 2021-This replaces the guidelines given in AC Booklet-I)

- Single valuation in the campus by the external examiners.

6. Consultancy Policy

The sharing pattern of the amount received by the institution towards consultancy and testing for faculty and institution

S.No	Details	Sharing Pattern		
		Testing Tasks	Consultancy work with use of institution facilities	Consultancy work without use of institution facilities
1	Institution Share	60 %	40%	20%
2	Faculty Share	40%	60%	80%