

E.G.S. PILLAY ENGINEERING COLLEGE [AUTONOMOUS]
NAGAPATTINAM-611002

PROCEDURE MANUAL,
WORK INSTRUCTIONS AND FORMATS



REVISION NO	0	1	2	3	4	5	6
DATE	09-10-2017	19-02-2018	04-06-2018	22-07-2019	07-05-2020	01-06-2022	09-06-2023

ISSUE NO : 1

IDENTIFICATION CODE : B2

ADDRESS

E.G.S.PILLAY ENGINEERING COLLEGE(AUTONOMOUS)
NAGAPATTINAM – 611 002
NAGAPATTINAM DISTRICT
TAMILNADU.

Phone: 04365 – 251112, 251114

principal@egspec.org

Website : www.egspec.org

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EGSPEC	PROCEDURE MANUAL, WORK INSTRUCTION AND FORMATS	Rev No.:6
Prepared by TOP MANAGEMENT	TITLE: CONTENTS	Date :09-06-2023
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DRS02	Documentation Requirements	4	2	0	09-10-2017
COD03	Control of Documents	6	2	0	09-10-2017
COD03F(IV)	Formats	8	1	0	09-10-2017
CODO3F(1)	Issue of Documents	9	1	0	09-10-2017
CODO3F(2)	Revision of Documents and issue –level IV	10	1	0	09-10-2017
CODO3F(3)	List of Documents with Revision Status	11	1	0	09-10-2017
CODO3F(4)	List of Documents of External Origin	12	1	0	09-10-2017
CODO3F(5)	Document Amendment Request	13	1	0	09-10-2017
COR 04	Control of Records	14	1	0	09-10-2017
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TRG 09	Training Activity	18	3	6	09-06-2023
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MAM 17 WI(3)	University Examinations	86	1	5	01-06-2022
MAM 17 WI(3.1)	Payment of Examination fees and submitting examination Applications	87	1	5	01-06-2022
MAM 17 WI(3.2)	Preparation of Candidates' lists	88	1	5	01-06-2022
MAM 17 WI(3.3)	Examination Schedule	89	1	0	09-10-2017
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MAM 17 WI(3.5)	Question papers	91	1	6	09-06-2023
MAM 17 WI(3.6)	Conducting the Examination (Theory)	92	2	4	07-05-2020
MAM 17 WI(3.7)	Conducting the Examination (Practical)	94	1	5	01-06-2022
MAM 17 WI(3.8)	Despatch of Answer Books	95	1	0	09-10-2017
MAM 17 WI(3.9)	Valuation	96	1	4	07-05-2020
MAM 17 I(3.10)	Announcement of Results	97	1	0	09-10-2017
MAM 17 WI(3.11)	Follow up Action on Results	98	1	0	09-10-2017
MAM 17WI (4)	Acceptance of Equipment And materials	99	1	0	09-10-2017
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AOD19	Analysis of Data	102	1	0	09-10-2017
CAP 20	Corrective Action Procedure	103	2	2	04-06-2018

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DOC CODE	TITLE: DOCUMENTATION REQUIREMENTS	Date : 09-10-2017
DRS 02	REF TO LEVEL I DOC QM 02	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Top Management is responsible for structuring the documents as per guidelines hereunder:

- a) Structure of QMS ensures conformity to the requirements of ISO 9001:2015 and achieves the Quality objectives and the Quality Policy of the Institution.
- b) QMS is structured into four levels for ease of reference and use. They are applicable to all the subjects of study. They are applicable to all the departments involved in imparting knowledge and training, supporting technical and administrative functions and general administration.

1.2 The structure of the documents are as under:

Level I: Quality Manual - This document furnishes a summary of how the Institution has addressed itself to different clauses of ISO 9001:2015.

Level II: Procedure Manual - These are documents referred to in different sections of quality manual. Procedure manual related to a function specifies the steps involved in completing a job, provides interconnecting details to facilitate networking with other sections and departments and fixes responsibility for carrying out a job

Level III: Work Instructions are referred to in level II documents. These relate to the specific steps involved in carrying out the job and enumerate the sequence of the individual operations.

Level IV: These are reports, records as per **Formats / check lists** referred to in level II and III documents. In these documents the details and result of the job done are specified. These provide evidence of conformity to the set procedure.

1.3 Every HOD is responsible for the following in his department and the Principal ensures their effective implementation :

- a) Acquisition of improved and latest controls, processes, testing equipments and measuring devices.
- b) Developing and improving continuously the mode and method of instructions to effect better dissemination of skills, knowledge and information.
- c) Faculty updating and improvement programs for acquisition of knowledge about latest techniques and skills.

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- d) Continuous evaluation of teaching performance to improve quality of teaching.
- e) Continuous assessment of quality at appropriate stages to ensure that students measure up well to the required standards expected of them at different stages and progress well with accepted levels of knows – how.
- f) Updating the quality assessment methods periodically within the purview of regulations of the statutory authorities like AICTE, DOTE, and the affiliating University.

1.4 Student has access to the system followed in the Institution so that a proactive and supportive mindset is developed towards Quality in the environment of the Institution.

2.0 FORMATS / CHECK LIST

2.1 Nil

3.0 RECORDS

3.1 Nil

4.0 REFERENCE DOCUMENTS

4.1 Nil

5.0 AUTHENTICATION

Particulars	Designation	Signature
Issue and Control by	Top Management	<i>Reet</i>
Approved by	Principal	<i>Devi</i>

EGSPEC	PROCEDURE MANUAL	Rev No.0
DOC CODE	TITLE: CONTROL OF DOCUMENTS	Date : 09-10-2017
COD 03	REF TO LEVEL I DOC QM 03	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Requirement of clause 4.2.3 on Control of documents is discussed.

1.1.1. The different activities related to preparation, review, approval, issue and control of document and data, their amendment are in Table (COD 03-1). They are carried out by the notified authority. He is also aware of the points sated in Quality Manual. Its copy available with head of department is accessible for ready reference.

TABL R COD 03 - 1

Sl.No	Activity	Responsibility
1.	Identifying and activity requiring a documented procedure	Principal/MR/Dean/HOD
2.	<p>(a) <u>Preparation of</u> : Document level I (QM) Document level II (PM) Document level III (WI) Document level IV(Formats) Document of external origin</p> <p>(b) <u>Review and approval of</u>: Document level I (QM) Document level II (PM) Document level III (WI) Document level IV(Formats) Document of external origin</p> <p>(c) <u>Issue and Control of</u> : Document level I (QM) Document level II (PM) Document level III (WI) Document level IV(Formats) Document of external origin</p>	<p>TOP MANAGEMENT TOP MANAGEMENT /Dean/HOD TOP MANAGEMENT /Dean/HOD TOP MANAGEMENT /Dean/HOD N A</p> <p>Principal Principal Principal Principal NA</p> <p>TOP MANAGEMENT TOP MANAGEMENT TOP MANAGEMENT TOP MANAGEMENT Principal</p>
3.	<p>Document issue</p> <p>(a) Quality Manual (QM) as stated in Sec B of QM as per COD 02F(1)</p> <p>(b) Procedure Manual (PM) as per COD 02F(1) along with associated level IV document</p> <p>(c) Work Instruction (WI) as per COD 02F(1) along with associated level IV Document</p> <p>(d) Issue of Level IV Document as per COD 02F(2) as and when it is changed</p>	TOP MANAGEMENT

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DOC CODE	TITLE CONTROL OF DOCUMENTS	Date : 09-10-2017
COD 03	REF TO LEVEL I DOC QM 03	Page 2 of 2

TABLE COD 03-1 (Contd)

4.	Maintaining master list of documents (a) Document with their revision status as per COD 03F(3) (b) Documents of external origin used in the Institution as per COD 03F(4)	TOP MANAGEMENT TOP MANAGEMENT
5.	Document retention (a) Each authenticated original document with every page stamped "MASTER COPY" (b) Each authenticated original document with every page stamped "SUPERSEDED" when it gets superseded (c) Latest version of documents of external origin	TOP MANAGEMENT TOP MANAGEMENT TOP MANAGEMENT
6.	Document Amendment (a) Sending Proposals if any, or amendment to a document as per COD 03F(5) and follow up (b) Organizing review session on amendment request recording of decision in COD 03F(5) and follow up	User Department TOP MANAGEMENT

2.0 FORMATS AND CHECK LISTS

2.1 Formats of COD 03F (1) to F (5) are in COD 03F (IV)


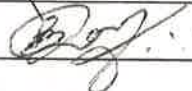
3.0 RECORDS

- (1) Issue of QM as per distribution list shown in Sec B of QM.
- (2) Issue of Procedure Manuals and Work Instructions (level II & level III) as per COD 03F (1); issue of level IV documents as per COD 03F (1)
- (3) Master List of documents with revision status as per COD 03F(3)
- (4) List of documents of external origin used in the Institution as per COD 03F(4)
- (5) Master copy of all documents
- (6) Superseded copy of all document
- (7) Document amendment request and its processing as per COD 03F(5)

4.0 REF DOCUMENTS

4.1 Nil



5.0 AUTHENTICATION

Particulars	Designation	Signature
Issue and Control by	Top Management	
Approved by	Principal	

EGSPEC	LEVEL IV DOCUMENTS	Rev No.0
DOC CODE	TITLE: FORMATS	Date : 09-10-2017
COD 03F(IV)	REF TO LEVEL II DOC COD 03	Page 1 of 1

Sl.No	Particulars of Level IV documents		No.of Pages
	DOC Code	Document Title	
1	COD 03 F(1)	Issue of Documents	1
2	COD 03 F(2)	Revision of Documents and issue – level IV	1
3	COD 03 F(3)	List of Documents with revision status	1
4	COD 03 F(4)	List of documents of external origin	1
5	COD 03 F(5)	Document amendment request	1

AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Top Management	
Approved by	Principal	

COD 03F (IV) -- 0

EGSPEC	FORMAT	Rev No.0
DOC CODE COD 03F(2)	TITLE: REVISION OF DOCUMENT AND ISSUE – LEVEL IV	Date : 09-10-2017
	REF TO LEVEL IV DOC COD 03F(IV)	Page 1 of 1



From:

To:

Please note that formathas been revised as per the document bearing the revision numberwhich is enclosed herewith. Revision comes into effect from Please discard the old ones and arrange to get the revised ones for use from the date notified.

Signature
(Top Management)

AUTHENTICATION

Particulars	Designation	Signature
Issue and Control by	Top Management	
Approved by	Principal	

COD 03 F (2) -- 0

EGSPEC	FORMAT	Rev No.0
DOC CODE COD 03F(3)	TITLE: LIST OF DOCUMENTS WITH REVISION STATUS	Date : 09-10-2017
	REF TO LEVEL IV DOC COD 03F(IV)	Page 1 of 1



**EGSPEC
MASTER LIST OF DOCUMENTS WITH REVISION STATUS**

Level I : Quality Manual

Level II/III/IV : Procedure manual/ Work Instruction/Formats, checklist

Doc Level	Section No/ DOC Code	DOC Title	No. of Pages	Date of Rev.No.0	Subsequent Rev No and Date		
					1	2	3

AUTHENTICATION

Particulars	Designation	Signature
Issue and Control by	Top Management	
Approved by	Principal	



COD 03 F (3) -- 0

EGSPEC	FORMAT	Rev No.0
DOC CODE COD 03F(4)	TITLE: LIST OF DOCUMENTS OF EXTERNAL ORIGIN	Date : 09-10-2017
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Documents of external origin used in the Institution.

Sl.No	Name of the Standard	Publisher	Edition / Year	Remarks

AUTHENTICATION

Particulars	Designation	Signature
Issue and Control by	Top Management	
Approved by	Principal	

COD 03 F (4) -- 0

EGSPEC	FORMAT	Rev No.0
DOC CODE COD 03F(5)	TITLE: DOCUMENT AMENDMENT REQUEST	Date : 09-10-2017
	REF TO LEVEL IV DOC COD 03F(IV)	Page 1 of 1

Document Amendment request

From :	Changes Related to:	
To:	Doc Code :	
Date:	Doc Title:	
	Para No:	
	Page No :	
Particulars of the Change : Raise one request form for every change sought		
Present Text	Proposed Text	Reason for change
Signature of the change proposer :		
Proposal review on :	Attended by:	
Note : Original section / department which had proposed the document now sought to be amended must also approve the decision.		

Decision : Change; Change as suggested ; Change as per the note attached.

Signature of the Participants :

AUTHENTICATION

Particulars	Designation	Signature
Issue and Control by	Top Management	<i>[Signature]</i>
Approved by	Principal	<i>[Signature]</i>

COD 03 F (5) -- 0

EGSPEC	PROCEDURE MANUAL	Rev No.0
DOC CODE	TITLE: CONTROL OF RECORDS	Date : 09-10-2017
COR 04	REF TO LEVEL I DOC QM 04	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

1.1 HOD of every department is responsible for control of Quality records as applicable to the department

1.2 The Control Procedure is as under

- i. Keep a master list of quality records related to the department
- ii. Provide an identified place to keep the formats.
- iii. Provide an identified place to keep the records (When a format is filled, it becomes a record).
- iv. Ensure every one handling a record understands the purpose of the records and the relevance of every entry made therein.
- v. Ensure every one handling record knows the type of action, if any, he has to initiate on the basis of information recorded.
- vi. Insist on every one to adhere to the following discipline in relation to the record handled:
 - All entries be legible, clear and correct.
 - If nothing to write, don't leave the space blank, write zero.
 - Use "NA" for "Not Applicable"
 - Authenticate every correction by signature
 - Sign the record with date.
 - Keep the records safe, secure and clean.
 - Do not make corrections, unless authorized.
- vii. HOD to check randomly but regularly the quality records and review the same for effective implementation of the procedure and leave an evidence of his check by signing the record with date and remarks.

1.3 Where data / record are handled through electronic media, measures are taken by HOD to have (a) control on access to the media, (b) Proper back-up and (c) suitable provision against data corruption and data erasure.

2.0 FORMATS / CHECKLISTS

2.1 Nil.


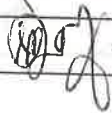
3.0 RECORDS

3.1 Quality Record Matrix

4.0 REF DOCUMENTS

4.1 Nil.

5.0 AUTHENTICATION

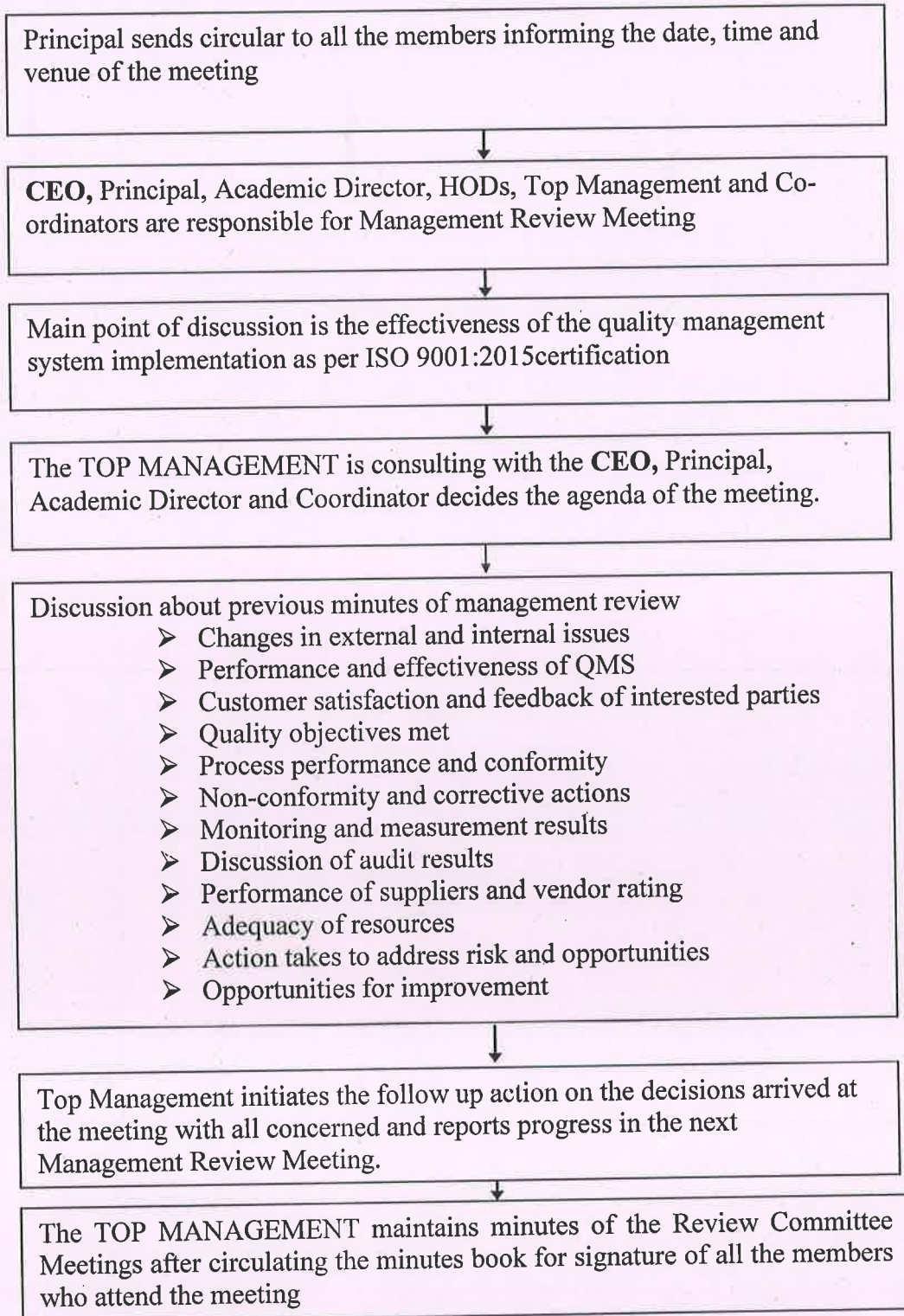
Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	PROCEDURE MANUAL	Rev No.:6
DOC CODE	TITLE: MANAGEMENT REVIEW MEETING	Date :09-06-2023
MRM 08	REF TO LEVEL I DOC QM 19	Page 1 of 3

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Principal, HODs, Top Management and Co-ordinators are responsible for Management Review Meeting.
- 1.2 The Principal sends circular to all the members informing the date, time and venue of the meeting.
- 1.3 The main point of discussion is the effectiveness of the quality management system implementation as per ISO 9001:2015 certification.
- 1.4 The TOP MANAGEMENT is consulting with the Principal and Coordinator decides the agenda of the meeting.
- 1.5 Agenda of the meeting generally focus on the following.
 - Review and confirmation of minutes of previous meeting.
 - Review of IQA findings and NC status review.
 - Review of corrective and preventive action taken.
 - Review of customer complaints with emphasis on pending complaints if any.
 - Review of continued suitability and effectiveness of quality policy and QMS.
 - Review of training activities.
 - Any other item related to quality.
- 1.6 Top Management initiates the follow up action on the decisions arrived at the meeting with all concerned and reports progress in the next Management Review Meeting.
- 1.7 The TOP MANAGEMENT maintains minutes of the Review Committee Meetings after circulating the minutes book for signature of all the members who attend the meeting

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MRM 08	REF TO LEVEL I DOC QM 19	Page 2 of 3



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DOC CODE	TITLE: MANAGEMENT REVIEW MEETING	Date :09-06-2023
MRM 08	REF TO LEVEL I DOC QM 19	Page 3 of 3

2.0 FORMATS AND CHECKLISTS

2.1 Nil

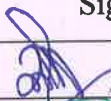

3.0 RECORDS

3.1 Minutes of the Management Review Meeting file

4.0 REFERNCE DOCUMENT

4.1 Nil

5.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	PROCEDURE MANUAL	Rev No.:6
DOC CODE	TITLE: TRAINING ACTIVITY	Date :09-06-2023
TRG 09	REF TO LEVEL I DOC QM 11	Page 1 of 3

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Training for faculty is in three stages.

1. Orientation and monitoring during probationary period for new faculty
2. Knowledge upgradation through sponsoring candidates to Post Graduate and Ph.D programs
3. Sponsoring to short term programs conducted by outside agencies

1.1 As and when a new faculty is appointed he/she will be attached to a senior faculty who will closely counsel, monitor, guide and orient the new faculty during the probationary period. He/She will interact with HOD periodically on the progress of the new faculty and at the end provide a detailed report to HOD and apprise the new faculty about the same.

1.2 HOD receives application from interested candidates for sponsorship to Post Graduate and Ph.D programmes and initiates the following steps on receipt of application.

- Scrutinises the application
- Interviews the candidates to know the level of commitment, sincerity and dedication to take up the programme.
- Parser the application to the Principal with remarks for the further process.
- Communicates the decision of the Principal regarding approval to the candidates.

A Progress report is given to Principal by the candidate once in 6 months and this will be routed through the concerned HOD, who incorporates his observation in the report. A master list of candidates undertaking such programs is available with the Principal

1.3 Whenever intimation is received from outside agencies on short term programmes of interest to college, Principal ensures dissemination of this information by sending communication to all HODs and inviting proposals.

1.3.1 Interested candidates send their application through their HODs to the Principal with the remarks of the HOD.

1.3.2 The application of the approved candidates will be forwarded to the agency concerned by the Principal and the candidates will be informed accordingly through HOD.

1.3.3 The candidates have to provide a report on the program to the HOD and deliver a lecture to the faculty after attending the same.

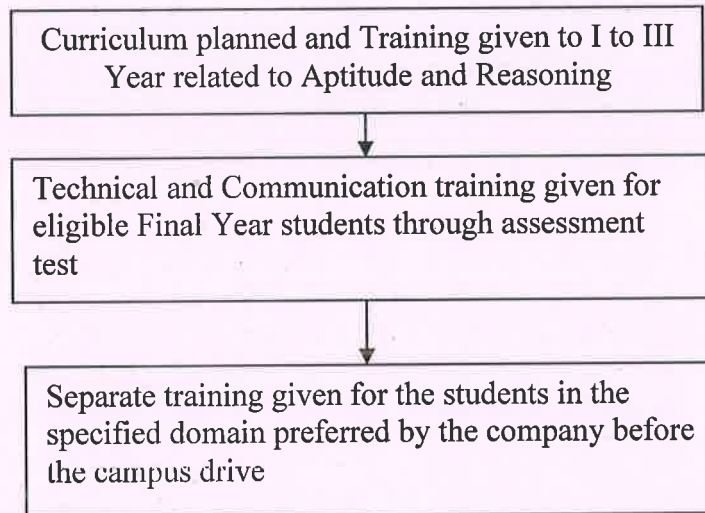
1.4 Training to non academic staff is provided as and when required. These are decided by the Principal, in consultation with the HODs and the Management.

TRAINING AND PLACEMENT PROCESS FOR STUDENTS

- The department of Training & Placement functions with the primary objective of placing students in the top-notch IT & Core companies.
- The department is run by a Placement Director and full-time communication and Aptitude trainers.
- The department is assisted by the Staff coordinator from each department in coordinating Training programs and Campus recruitment arrangements.

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DOC CODE	TITLE: TRAINING ACTIVITY	Date :09-06-2023
TRG 09	REF TO LEVEL I DOC QM 11	Page 2 of 3

- The placement cell ensures and takes care to provide the best arrangements and hospitality for the visiting company officials.
- The Training cell functions in a separate block with all audio visual facilities for PPT, written test, group discussions and interviews.



ROLE AND RESPONSIBILITIES OF THE DEPARTMENT OF TRAINING AND PLACEMENT

- To act as a link between Industry and the College.
- To organize campus interviews for all the eligible and interested students.
- To suggest corrective measures to non-eligible and interested students to make them employable.
- To organize the top companies of IT and Core companies for Campus recruitments.
- To motivate and conduct sessions on students about Industry practices and make them aware about the latest technological trends.
- To plan and organize personality development programmes, Industry guest lectures and Mock Interviews by corporate.
- To organize life skill classes for the students.

ROLE OF A PLACEMENT DIRECTOR

- Arranging Soft Skill and Aptitude training classes for the 2nd year and 3rd year students.
- Arranging Employability Skill training program for the students of final year.
- To arrange placement opportunity through on campus interviews, Off Campus Interview and in company premises during their final year as well as after their passing out from the college.

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- To arrange expert lecturers from the Industry to update the students regarding recent developments in industry.
- To engage training classes with regards to the personality development of students.
- Arranging Mock Interviews twice in the odd semester to the final year students with the expertise from the Industry.

ROLE OF A TRAINING & PLACEMENT OFFICER

- Coordinating Soft Skill and Aptitude training classes for the 2nd year and 3rd year students.
- Coordinating Employability Skill training program for the students of final year.
- To Coordinate placement opportunity through on campus interviews, Off Campus Interview and in company premises during their final year as well as after their passing out from the college.
- To engage training classes with regards to the personality development of students.

ROLE OF APTITUDE TRAINERS:

- Responsible for Training the Students on Quantitative Aptitude and Logical reasoning in preparation for campus recruitment.
- Conducting periodic tests and performance analysis of students.
- Setting question papers for Mock placement aptitude tests.
- Handling training classes for all the students from 1st year to final year.
- Coordinating the training programs which is organized by T&P



ROLE OF COMMUNICATION TRAINERS:

- Preparing necessary content for the communication and Soft Skill classes.
- Conducting the communication classes for the students.
- Conducting mock group discussion, role play and extempore.
- Conducting mock interviews and fine tuning.
- Coordinating the event which is organized by T& P
- Accommodating the final year students during their off campus interviews.

TRAINING CLASSES SCHEDULE:

- During the first year, 2 hrs / week is allotted for each section and they will be given an awareness about life skills.
- During the second year, 2hrs / week is allotted for each section and they will be trained on basic aptitude and Soft skills
- During the third year, 3 hrs / week is allotted for each section and they will be trained on Grammar and complex aptitude concepts.
- During the final year, students who are interested in Placement will be given training in two phases and will be conducted during their vacation days.
- Records of training as above are maintained.

2.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	PROCEDURE MANUAL	Rev No.0
DOC CODE	TITLE: RESOURCE MANAGEMENT	Date : 09-10-2017
REM 09	REF TO LEVEL I DOC QM 11	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Resource Management procedure covers the different aspects of house keeping, general safety, storage of materials, recruitment etc.
- 1.1 It is ensured that the procedure adopted conforms to the mandatory stipulations on syllabus, infra structural facilities and standards for academics laid down by the statutory bodies like AICTE, DOTE and University.
- 1.2 Each HOD maintains operating instructions for all equipment and instruments held and used in that department for teaching and evaluation purposes.
- 1.3 Each HOD frames, exhibits and ensures implementation of any specific rules for safety and security of laboratories and workshops of that department.
- 1.4 Different aspects of the resource management are covered in the WIs listed in Table REM 09-1

Table REM 09-1: Process control Work Instructions

Sl.No	Aspect of process control	Reference to WI
1.	Guidelines to house keeping	REM09WI(1)
2.	Guidelines to general safety	REM09WI(2)
3.	Rules to be followed by students in practical classes	REM09WI(3)
4.	Storage of materials	REM09WI(4)
5.	Recruitment	REM09WI(5)
6.	Physical facilities, equipment their upkeep	REM09WI(6)
7.	Control procedure for library	REM09WI(7)

- 1.5 Each WI in table REM 09 fixes the responsibility for implementation of set procedures.
- 1.6 Every WI stated in the table covers the following details in a manner appropriate to the subject dealt with in each WI
- Steps involved in a logical manner
 - Mandatory stipulations
 - In – Process checks
 - Rules and regulations, notifications in advance.
 - Approval of the decisions taken at various stages
 - Compliance with specified syllabus
 - Maintenance aspects.

EGSPEC	PROCEDURE MANUAL	Rev No.1
DOC CODE	TITLE: RESOURCE MANAGEMENT	Date : 09-10-2017
REM 09	REF TO LEVEL I DOC QM 11	Page 2 of 2

2.0 FORMATS / CHECKLISTS

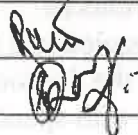
2.1 Nil

3.0 RECORDS

3.1 Nil

1	Contribution to course planning	1
2	Contribution to general safety	2
3	Notes to be followed by students in practical classes	3
4	Language of instruction	4
5	Assessment	5
6	Physical facilities, equipment, library	6
7	Control procedure for library	7

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEFC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: GUIDELINES TO HOUSE KEEPING	Date : 09-10-2017
REM 09 WI (1)	REF TO LEVEL II DOC REM 09	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

The following general guidelines for in-house keeping are enforced. Offices, class rooms, laboratories, toilets, wash rooms, rest rooms etc are located in the premises of the Institution are given due attention with respect to house keeping. Every HOD enforces these measures in his/her respective department.

An environment of neat, clean and orderly arrangement is achieved through a systematic and regular procedure of cleaning, dusting, sweeping and mopping

- Storage place
- Each item in its place
- Each place its item
- Each item identified
- Protection against dust, water, moisture, pests, termites, corrosion, hazards of electricity and fire etc,
- Easy access to materials
- Safe and secure stacking and handling
- Expiry date on shelf life items
- Issue before expiry date
- Heavy items in easy reach
- No item on bare floor (unless specified)
- Shelves are firmly fixed, not shaky.
- Clean and free from rust and dust
- Items stored are listed and exhibited in the reach of every one to see
- Taking out is easy without removing other items
- Passages are cleanly laid out and marked
- No wiring / piping running across
- No hanging objects up to 2.5 metre above floor level
- Floors are neat, clean dust free and non-slippery
- Fire extinguishers and first aid kits in specific locations
- Specify expiry date on each fire extinguisher
- Ensure all items are available in each first aid kit and maintain neatly, cleanly and ready for use
- Close taps after use
- Repair leaky taps without delay
- Put off switches after use
- Keep toilets neat and clean
- Keep flush tanks always in working condition
- Provision of dust bins at vantage points

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: GUIDE LINES TO HOUSE KEEPING	Date : 09-10-2017
REM 09 WI (1)	REF TO LEVEL II DOC REM 09	Page 2 of 2

- Put discarded materials only in the dust bin
- Remove scraps and wastes regularly.

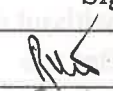

2.0 FORMATS / CHECK LISTS

2.1 Nil

3.0 RECORDS

3.1 Nil

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	



EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: GUIDELINES TO GENERAL SAFETY	Date : 09-10-2017
REM 09 WI (2)	REF TO LEVEL II DOC REM 09	Page 1 of 1

1.0. ACTIVITY AND RESPONSIBILITY

1.1 Following general safety directions are enforced and implemented in day-to-day work by every student and employee at one's place of work as applicable. HOD motivates and supports the students and employees to adhere to and follow strictly the given instructions.

1. Do not disturb others
2. Do not spit; except in spittoons
3. Be attentive while on work
4. Do not obstruct passages
5. Do not keep incompatible items together
6. Avoid smoking and chewing tobacco in the college premises
7. Wear working dress and no loose cloth
8. Observe all safety regulations prescribed for each instrument
9. Do not remove guards of moving machinery
10. Do not place obstructions in fire fighting reaches
11. Do not clean or repair when the machine is running
12. Use gloves while handling corrosive substances, electrical machines
13. Watch for abnormalities, report immediately if any to the concerned person
14. Use aprons to avoid risk from splashing of corrosive liquids
15. Use approved rubber gloves while working on electric wires.
16. Wear shoes or stand on wood or asbestos while working on electrical wires
17. Use asbestos or heat resistant gloves while handling heated objects
18. Use aprons, masks, gloves while handling materials to be discarded

2.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE REM 09 WI (3)	TITLE: GENERAL RULES TO BE FOLLOWED BY STUDENTS IN PRACTICAL CLASSES	Date : 09-10-2017
	REF TO LEVEL II DOC REM 09	Page 1 of 2



1.0 ACTIVITY AND RESPONSIBILITY

1. Students should come in time as per schedule. They should strictly observe dress regulations. Latecomers will not be admitted
2. Students will sit in serial order according to their roll numbers and shall work in small groups as per allotment under the guidance of the assigned faculty
3. Talking and unnecessary movement of students from place to place are forbidden. Students must observe all safety regulations
4. Students must possess calculator, pencil, pen, notebooks, record books, and other appropriate necessities as required for the practical.
5. Students should come prepared with the theoretical knowledge of the practical exercise of the day.
6. Before starting the day's work every student must check up the instrument / equipment and carry out every initial adjustment as required and applicable
7. If a student finds any defect in any equipment, he should immediately bring it to the notice of the faculty. The students are responsible for breakage and missing parts. They will bear the charges of such losses and damages.
8. Students must keep the work tables clean and tidy.
9. It is the students' responsibility to earn their attendance by sincere work.
10. As there is little time for repetition of practical work, the allotted hours should be fully utilised by repeating the exercises several times.
11. Students must take down the relevant points from the notified instructions.
12. On their own, the students should understand and reply the questions on observations and also analyse the results. In case of difficulty, they should contact the staff members, for help.

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE REM 09 WI (3)	TITLE: GENERAL RULES TO BE FOLLOWED BY STUDENTS IN PRACTICAL CLASSES	Date : 09-10-2017
	REF TO LEVEL II DOC REM 09	Page 2 of 2

13. They should observe utmost economy and care in using equipments and accessory materials supplied to them.
14. Regular assessment will be conducted by the staff members after questioning the students on the day's exercise wherever necessary.
15. The students should write their register number clearly on the outer cover of the observation note and practical record book.
16. Students must strictly follow the above rules and failure to do so shall attract disciplinary action.

2.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: STORAGE OF MATERIALS	Date : 09-10-2017
REM 09 WI (4)	REF TO LEVEL II DOC REM 09	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Materials received by the department are stored in the department as per the guidelines stated in para 1.4. HOD is responsible for enforcing the guidelines.

1.2 A master list of items stocked in the stores and their source and date of procurement is maintained in the department

1.3 Central points to be taken note of are :

- a) To make stores productive by avoiding deterioration due to improper storage , by avoiding overstocking and by consuming items within their shelf life.
- b) To provide a place for every item.
- c) To provide every item its place
- d) To use the storage area properly
- e) To watch that every item is moving, is being consumed and to take suitable action on slow and stagnant items

f) To regulate transaction – receipt, issue and stock		


EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: STORAGE OF MATERIALS	Date : 09-10-2017
REM 09 WI (4)	REF TO LEVEL II DOC REM 09	Page 2 of 2

1.4 STORES ARRANGEMENTS AND CONTROL

Table - REM 09 WI (4) -1 : Stores arrangement

Basic Points	Transparent points	Control points
a) Safe b) Secure c) Protect against water, heat, sunlight, dust, moisture, contamination and incompatibility d) Handle as specified e) Keep in original packing as far as possible	a) Name of each item b) Avoid keeping one above another c) If to be done, specify maximum stack height d) List shelf-life items e) Indicate expiry dates on shelf life items f) Issue within expiry dates g) Display warning and handling instructions where necessary h) Keep neat, clean and orderly	a) Record receipt, issue and stock b) Reconcile with stock positions as per records and actual c) Monitor stock level to facilitate timely purchasing and replenishment d) Periodic check of items during storage wherever necessary e) Monitor slow moving and stagnant items for corrective action

2.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.2
DOC CODE	TITLE: RECRUITMENT	Date : 04-06-2018
REM 09 W1 (5)	REF TO LEVEL II DOC REM 09	Page 1 of 3

1.0 ACTIVITY AND RESPONSIBILITY

Principal implements the recruitment procedure and process. HODs assist him in this regard.

1.1 Basis of recruitment

- 1.1.1 AICTE / affiliating University prescribes rules and regulations to be followed in different categories of an Institution imparting Engineering education regarding the number of academic posts in different categories and qualification and experience for each post – Professor, Associate Professor & Assistant Professor
- 1.1.2 Conformance to rules and regulations is one of the criteria for recognizing a teaching Institution.
- 1.1.3 The Principal is responsible for maintaining (a) Latest rules and regulations pertaining to recruitment of various academic posts and (b) records to justify that every recruitment has been made in accordance with rules and regulation in force at the time of recruitment.
- 1.1.4 The Institution has its rules, regulations and guidelines for recruitment of non teaching staff, including technicians subject to the norms as laid down by AICTE.
- 1.1.5 The Institution is a member of AICTE program namely “EARLY FACULTY INDUCTION PROGRAMME” Qualified candidates will be recruited through the procedure laid down by AICTE.
- 1.1.6 From among the final year students, those who are interested in a teaching career are identified and inducted as “Trainee Teacher”. After 2 years of continuous satisfactory service in the Institution, they are sponsored for higher studies with stipulation that they have to serve the Institution at least for 2 years after Post Graduation.
- 1.1.7 The Institution is a member of “AUCAP” - Anna University Centre for Academic Partnership.

1.2 Man – power planning -- Academic

- 1.2.1 HODs / Administrative Officer maintain a data base containing (1) Number of staff required for (a) Different categories of academic work (b) different categories of supporting technical work and (c) supporting administrative work (2) number of staff actually in service for each category and (3) number of staff to be recruited for each category.
- 1.2.2 HODs help Principal in developing the database as per 1.2.1.
- 1.2.3 Principal reviews the above data from time to time, discusses with concerned HOD to decide on the details of recruitment, for absorption against vacancies.

EGSPEC	WORK INSTRUCTION	Rev No.1
DOC CODE	TITLE: RECRUITMENT	Date : 04-06-2018
REM 09 WI (5)	REF TO LEVEL II DOC REM 09	Page 2 of 3

1.2.4 Principal seeks the approval of the management for commencing recruitment process and recruiting suitable candidates

1.3 Recruitment guidelines

1.3.1 For each post as per 1.2.4, advertisement is released in leading news papers inviting applications from eligible candidates satisfying educational qualification and experience as specified in the advertisement

1.3.2 Establishment section scrutinizes all the applications received in consultation with Principal and concerned HOD and prepares a list of eligible candidates satisfying the norms of specified qualification and experience, as prescribed by competent authorities.

1.3.3 Principal goes through the list and selects a proportionately appropriate number of candidates for interview and this is so done for every post to be filled up.

1.3.4 A selection committee is constituted consisting of the Chairman of the Institution, experts as per list provided by AICTE, Principal, concerned HOD, one senior member of staff of that concerned department and representative of the affiliating University.

1.3.5 Interview date, time and venue are fixed up by Principal suiting the Selection Committee members.

1.3.6 Principal invites members of the SeulaeucmioqnCommittee. Principal intimates all the candidates selected for interview, about the time and venue of the interview.

1.3.7 Principal guides Establishment Sec I/c with necessary instructions to prepare list of candidates to be interviewed for each post with the necessary details about qualification, experience etc. and to arrange applications of candidates for each post in the same order as to be interviewed.

1.3.8 Guidelines for the committee members:

- Peruse the details of every candidate given in the bio-data
- Judge the level of general knowledge and subject knowledge independently.
- Judge the quality of presentation by the candidate, including audibility, legible handwriting, clarity etc.
- After the interview is completed for a particular post, a list is prepared showing the names of the candidates for each post in descending order of merit.
- This list is signed by Chairman and every member of the selection committee.
- In all the above steps, rules, regulation and any specific norms stipulated by AICTE, DOTE and University are strictly adhered to.

1.3.9 Principal nominates a person of administration section to attend to the following.

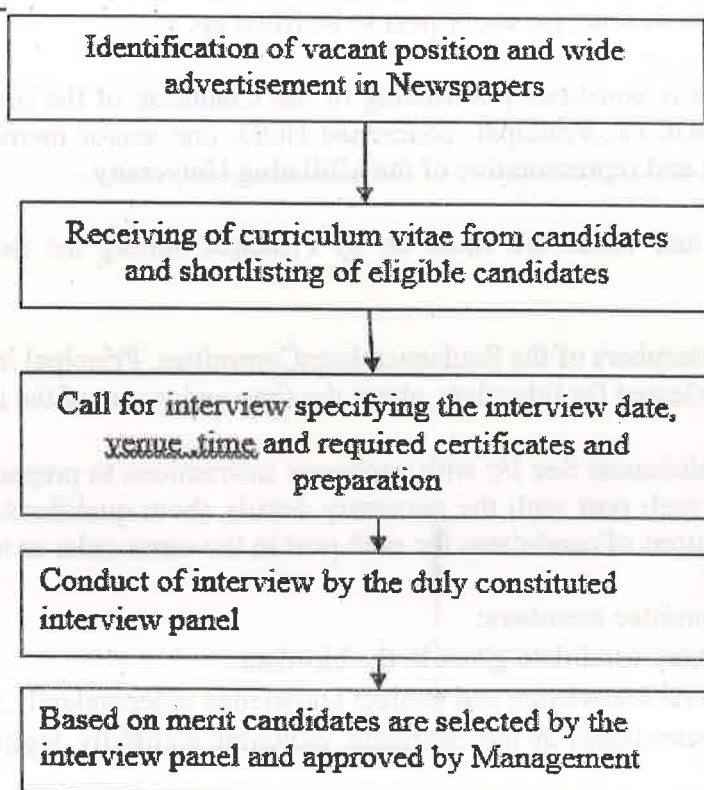
- Venue of interview – seating and lighting arrangement
- Sign board for candidates to reach the place of the interview easily.

EGSPEC	WORK INSTRUCTION	Rev No.1
DOC CODE	TITLE: RECRUITMENT	Date : 04-06-2018
REM 09 WI (5)	REF TO LEVEL II DOC REM 09	Page 3 of 3


- Stationery for the use of members of the selection committee.
- Welcoming the candidates and verification of certificates, credentials etc.
- Arrangement to call and admit one by one for interview.

1.4 Issue of letter of appointment

- Principal places the merit list of candidates for perusal of the Chairman.
- Principal selects the required number of candidates in the order of merit for issue of letter of appointment. Principal justifies reasons for any deviation in writing.
- Chairman issues letter of appointment and keeps a record of communication to the candidate.
- Principal ensures that appointment letter contains all the details regarding terms and conditions of service, last date for reporting to duty, pay scale, period of probation, confirmation and other benefits in vogue.
- HOD reports instances of candidates not joining the post, immediately after last date, to the Principal and initiates necessary action as directed by principal, to fill up the post at an early date, by following the procedure laid down.



2.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	


EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE REM 09 WI (6)	TITLE: PHYSICAL FACILITIES, EQUIPMENT, THEIR UPKEEP	Date : 09-10-2017
	REF TO LEVEL II DOC REM 09	Page 1 of 1

1.0. ACTIVITY AND RESPONSIBILITY

1.1 Maintenance covers repairs of all equipments including lab equipments and physical facilities, when there is a break down. HOD ensures the following.

- For most of the equipment, maintenance is sub contracted covering servicing and repair.
- In some labs like workshops as and when required, preventive maintenance is done. Lubrication and cleaning is done by the technical staff to ensure their proper up keep for usage in practical sessions.
- Repairs of equipments are taken up by individual HODs as and when required to ensure that equipments are in working conditions always.
- Maintenance of physical facilities includes plastering, distemping, painting, plumbing, sanitary, electrical, welding and carpentry jobs. A team of maintenance personnel headed by a Supervisor carry out this work.
- Since none of the facilities or equipments are critical as to affect the process adversely, no periodic records are maintained through prompt action is initiated to get the repairs done.
- Technicians are trained to attend to minor defects to avoid major breakdowns.

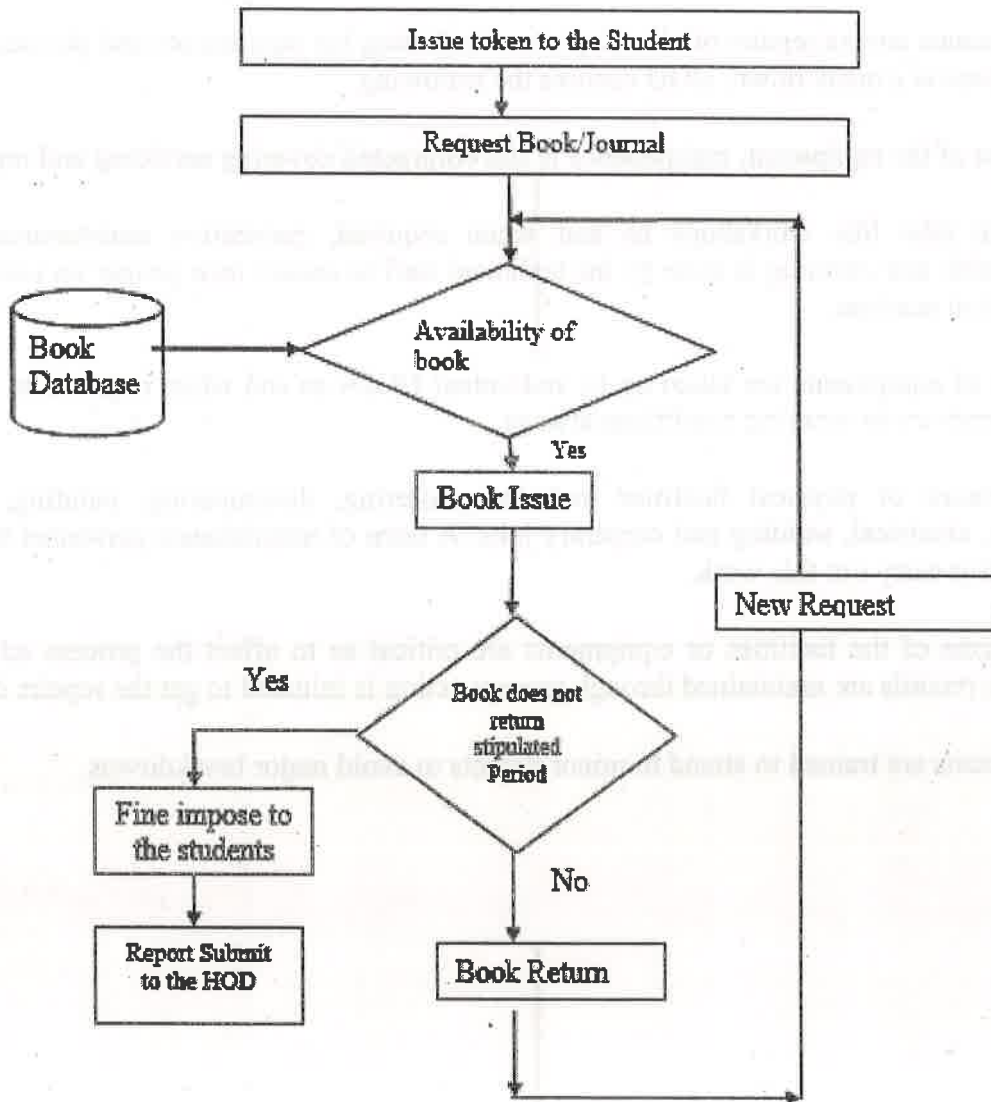
2.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.2
DOC CODE	TITLE: CONTROL PROCEDURE - LIBRARY	Date :04-06-2018
REM 09 WI (7)	REF TO LEVEL II DOC REM 09	Page 1 of 4

1.0. ACTIVITY AND RESPONSIBILITY

The following activities are implemented by Librarian and other authorities as stated here under.



1.1 Indenting of books

1.1.1. Librarian receives indents from all the departments through the Principal and prepares a consolidated statement of books and journals which serves as an indent. It will be sent to office for initiating purchase action, after approval by library committee, consisting of faculty members. Some books suggested by students are also purchased. Generally, multiple copies of textbooks are purchased.

EGSPEC	WORK INSTRUCTION	Rev No.1
DOC CODE	TITLE: CONTROL PROCEDURE - LIBRARY	Date :04-06-2018
REM 09 WI (7)	REF TO LEVEL II DOC REM 09	Page 2 of 4

1.2 Identification, classification storage

- 1.2.1 Every book has its stamp of ownership affixed at multiple points to identify that the book is owned by EGSPEC library. While doing so, care is taken to see that no printed matter is encroached upon by the stamp.
- 1.2.2 Every book is assigned a unique accession number to facilitate easy traceability.
- 1.2.3 Corresponding to every book, there is a catalogue card for use in the library through which broad details of the book and availability in the library can be found out. Catalogue cards are prepared separately for each book title –wise, author-wise and subject – wise.
- 1.2.4 Accession register is a register in which all the books received in the library are entered in the form of a master list. Books received in the library through the supplier will be inspected as in (1.7.2) and entered serially in the register giving the details of every book like (a) Title (b) author (c) publisher (d) date of purchase (e) Supplier (f) Price and (g) any special remarks. Serial number of a book in this register is the accession number of that book

1.3 Storage, handling, preservation and presentation

- 1.3.1 Books are meant for lending, reading and reference. Books are stored as openly as possible so that it can be identified and reached easily without much physical dislocation and difficulty. Open access system is followed
- 1.3.2 Continuous measures are implemented to protect books from tampering and damages by both users and environmental factors like (a) water (b) moisture (c) dust (d) termites and (e) pests. As a preventive measure termite treatment is arranged at least once in six months. Naphthalene balls are used continuously.
- 1.3.3 Every user of library is notified of the dos and don'ts to maintain essence of the library.
- 1.3.4 New publications and new arrivals are regularly displayed as a value added practice, in a notice board at a vantage point.

1.4 Lending of books

- 1.4.1 On the basis of lists of bonafide staff members and students, borrower's tickets are issued to every staff member and student
- 1.4.2 Books are issued only for a specific period of time within which the book is to be returned. Follow up action is taken on those who default.

EGSPEC	WORK INSTRUCTION	Rev No.1
DOC CODE	TITLE: CONTROL PROCEDURE - LIBRARY	Date :04-06-2018
REM 09 WI (7)	REF TO LEVEL II DOC REM 09	Page 3 of 4

- 1.4.3 Books are issued permanently as needed for use in departments and such transfers are accounted for in library records and list of such books are maintained in individual departments
- 1.4.4 Bonafide students and staff members are allowed to use the library for reference.
- 1.4.5 Students deposit their identity card before drawing the books for reference. Such cards will be returned after the reference work is over.
- 1.4.6 Staff members affix their signature in a register meant for the purpose before reference work.
- 1.5 Lending of CDs (Compact Disk)**
- 1.5.1 CDs which are acquired as part of computer magazines and books and those that are procured are lent to the authorised users for a maximum period of 3 days.
- 1.5.2 Control is effected on such issues as per para 1.5.1 and 1.5.2.
- 1.6 Up keep of books**
- 1.6.1 Books are stored and displayed neatly, cleanly, hygienically and in order. Books of the Book bank are kept separately.
- 1.6.2 Stock verification of the books is done once a year. During this exercise all the departments are involved. During this process, books are also checked for damages, mutilations and relevance and accordingly repair, replacement, discarding actions are initiated by librarian
- 1.6.3 Procedure for periodic verification is decided by librarian in consultation with the Principal and circulated to all concerned from time to time.
- 1.7 **Journals Selection :** All technical journals current and back –numbers are available for reference in the library shelf and given on loan for overnight reference for staff and students.
- 1.8 The Librarian will be the responsible person to choose the best supplier for our institution in consultation with the secretary.

EGSPEC	WORK INSTRUCTION	Rev No.1
DOC CODE	TITLE: CONTROL PROCEDURE – LIBRARY	Date : 04-06-2018
REM 09 WI (7)	REF TO LEVEL II DOC REM 09	Page 4 of 4

2.0 FORMATS / CHECK LISTS

2.1 Nil


3.0 RECORDS

3.1 All the records related to purchase, repair and upkeep, issues and write-offs, accession register of books are kept with librarian as continuous records

4.0 REFERENCE DOCUMENT

4.1 Nil

5.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Top Management	
Approved by	Principal	

EGSPEC	PROCEDURE MANUAL	Rev No.0
DOC CODE	TITLE: CUSTOMER RELATED PROCESS	Date : 09-10-2017
CRP 11	REF TO LEVEL I DOC QM 14	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Requirements of the clause 7.2 on Customer Related Process are met with as under:

1.1.1 **Customer:** For the Institution, 'Student' is its customer.

1.1.2 **Customer requirements:** Student customer's requirements in the form of his/her intention to be taught and trained for the award of an approved degree, B.E/B.Tech/MCA/MBA/M.E, by the affiliating University. Processes, procedures, rules and regulations for conducting teaching and training in an appropriate manner are well defined by the statutory authorities namely AICTE, DOTE and the affiliating University and such processes and procedures are binding on the students as well as the Institution.

1.1.3 **Scope consists of the following.**

- (i) Rules of admission and enrolment to the course.
- (ii) Curriculum and syllabus specified in detail in terms of subjects – theory and practical and time frame for coverage.

1.1.4 Mode of enforcing (i) and (ii) are covered in CRP11 WI(1) and CRP11 WI (2) respectively.

1.1.5 **Capability to meet the requirements:** This is decided by the University in the form of according affiliation to the Institution after recognition of the Institution by AICTE. Affiliating and recognition are subject to renewal every year. Mode of seeking affiliation and recognition is covered in CRP11 WI(3)

1.1.6 **Amendments to customer requirements:** Customer has a limited and restricted scope only to seek change of Institution and change of branch; customer has no choice to seek amendments for changing other rules and regulations. The restricted scope is governed and regulated by specific provisions provided for by DOTE Anna University Counselling Cell, and affiliating University. Institution adheres strictly to such provisions as per details in CRP11 WI(4).

1.1.7 **Verbal orders:** This does not arise

1.1.8 **Records of contract review:** These are specified in Work Instruction, CRP11 WI(1) to CRP11 WI(4)

1.2 **Responsibility:** Overall responsibility for enforcing the above Sl.No (1) rests with the Principal of the Institution. Authorities vested with responsibility for implementing specific issues are furnished in WI's.

2.0 FORMATS / CHECKLISTS

2.1 NIL

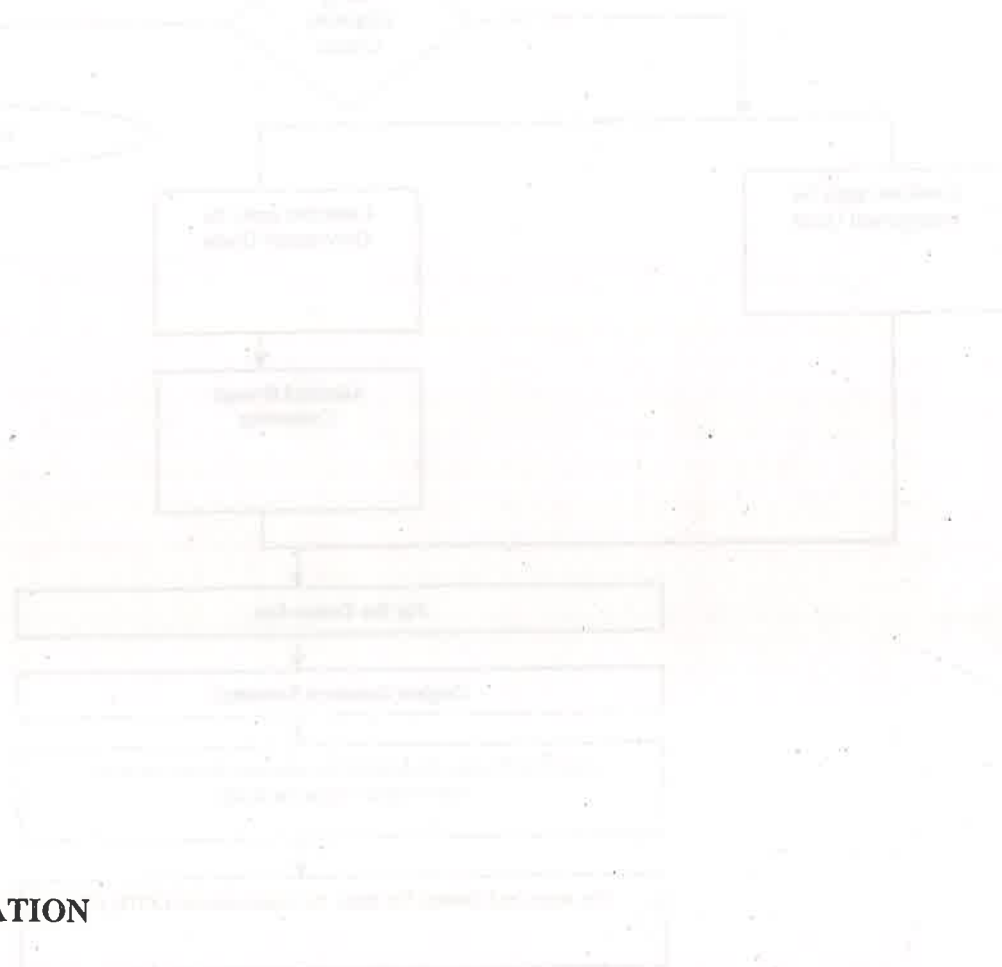
EGSPEC	PROCEDURE MANUAL	Rev No.0
DOC CODE	TITLE: CUSTOMER RELATED PROCESS	Date : 09-10-2017
CRP 11	REF TO LEVEL I DOC QM 14	Page 2 of 2

3.0 RECORDS

3.1 NIL

4.0 REFERENCE DOCUMENTS

- CRP11 WI (1): Student Admission
- CRP11 WI (2): Curriculum & Syllabus
- CRP11 WI (3): Affiliation and Recognition
- CRP11 WI (4): Customer Sought amendments
- CRP11 WI (5): Co-curricular and extracurricular activities
- CRP11 WI (6): Welcome to Students
- CRP11 WI (7): Honouring the Students



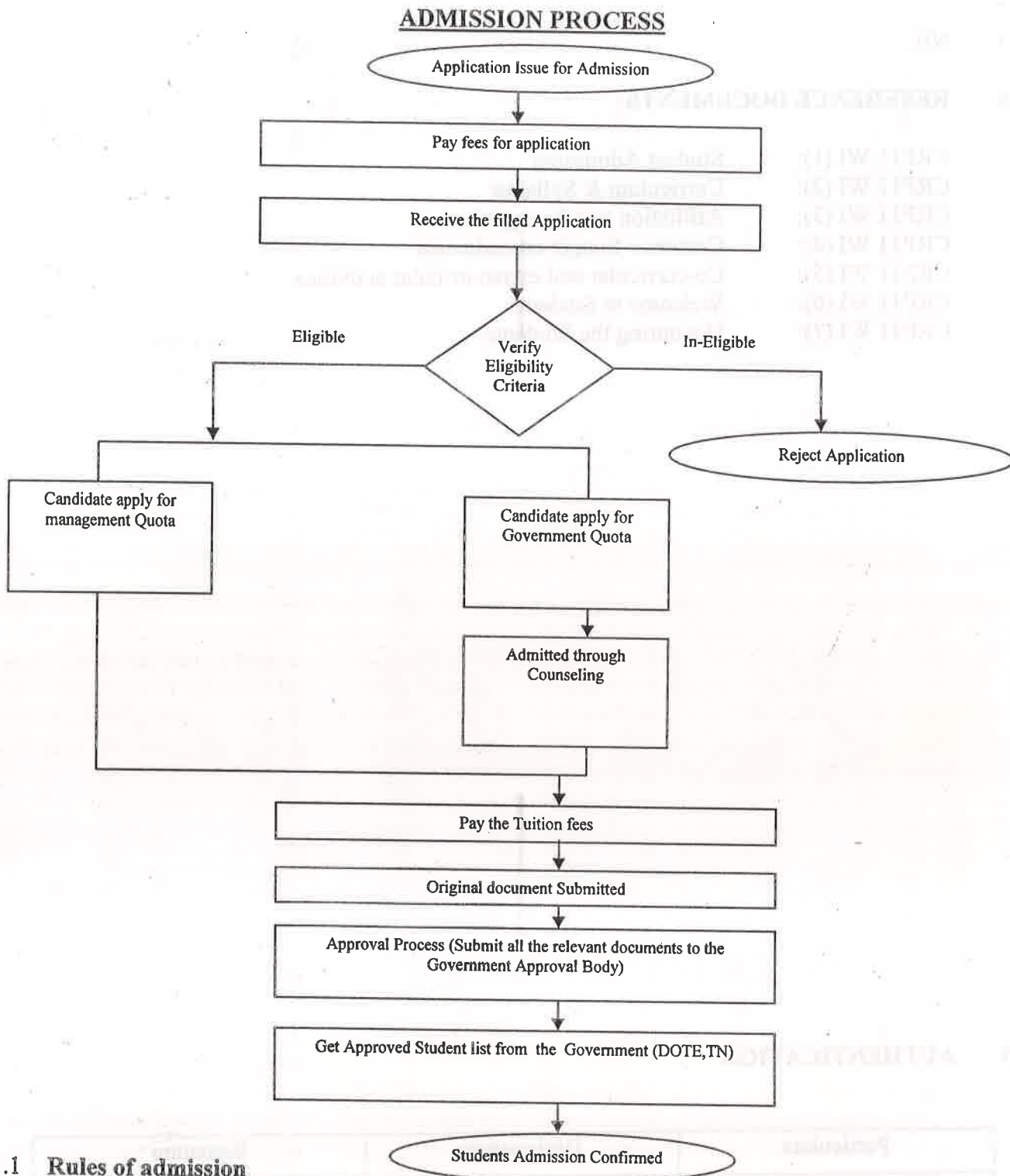
5.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	<i>[Handwritten Signature]</i>

EGSPEC	WORK INSTRUCTION	Rev No.2
DOC CODE	TITLE: STUDENT ADMISSION	Date : 04-06-2018
CRP11 WI(1)	REF TO LEVEL II DOC CRP 11	Page 1 of 3

1.0 ACTIVITY AND RESPONSIBILITY

1.1. Activity related to student admission and responsibility for admission is discussed in this section.



1.1.1 Rules of admission

- a) Government of Tamilnadu and affiliating Anna University are the authorities to prescribe rules and regulations of admission.
- b) I year coordinator is the sec I/c of all admissions.

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- c) Sec I/c is responsible for custody of all such rules and regulations.
- d) Sec I/c is responsible for using the latest version in force.

1.1.2 Selection of students for admission : (B.E / B.Tech Programme)

- a) Anna university , under the auspices of DOTE is the authority to send the selected students for admission to the college, based on the communal reservation and cut off marks secured by the candidate in the Public Examinations.
- b) Sec I/c is responsible for custody of all admission records after scrutiny by Principal.

1.1.3 Selection of Students for admission – Management quota: (B.E / B.Tech. Programme)

- a) The Management of the Institution represented by the Chairman is the authority that sends the list of candidates selected for admission to the college under management quota.
- b) Principal is the authority for issuing the letter of admission to the selected candidates for joining the Institution.
- c) Sec I/c is responsible for custody of records related to 1.1.3 a) and b)

1.1.4 Process of admitting selected students – applicable to every candidate (B.E / B.Tech Programme)

Following procedures for admission are followed

- a) Admission Sec I/c issues application forms to the candidates seeking admission under management quota.
- b) Admission Sec I/c receives the duly filled in application forms along with all the original / attested photocopies of all the relevant documents like mark sheets, transfer certificate, migration certificate, study and conduct certificate, medical certificate as applicable to each candidate from among the applicants, the students are admitted as per merit in the branch of their choice.
- c) Admission Sec I/c is responsible for scrutiny of all original documents referred to in b) and also of the student allotted under single window system by DOTE, and forwards them to the Principal for approval.
- d) Office Manager is responsible for fee collection and issue of receipt after clearance by Principal. With this, the candidate becomes a bonafide student of the Institution.
- e) Admission Sec I/c receives the fee paid receipt along with full set of documents from Office Manager and enters in admission register all particulars related to the candidate.
- f) Admission Sec I/c prepares a list of admitted students category wise, department wise from the information contained in the admission register, obtains Principal's signature on such list and sends them to the respective departments.
- g) Admission Sec I/c arranges for obtaining approval of DOTE/ University on the final list of admitted candidates, including students under Management Quota.
- h) Admission Sec I/c maintain all relevant information about all the admitted candidates.

1.1.5 Lateral Entry (B.E / B.Tech Programmes/MCA)

Same procedures as described in 1.1.2, 1.1.3, 1.1.4, 1.1.6 are followed.

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1.1.6 M.C.A / M.B.A

Admission is done by the Principal, as per rules prescribed by the Affiliating University, as per the procedure mentioned in 1.1.4 a), b), c), d), e). Sec I/c arranges for approval of the University.

1.1.7 M.E

(i) Candidates seeking admission to the First Semester of M. E. degree programmes will be required to satisfy the eligibility criteria for admission thereto prescribed by the Directorate of Technical Education, Chennai and Anna University, Chennai.

(ii) Part-time candidates should satisfy conditions regarding experience, sponsorship, place of work and other requirements that may be prescribed by the Directorate of Technical Education, Chennai and Anna University, Chennai from time to time.



2.0 FORMATS / CHECKLISTS

2.1 NIL

3.0 RECORDS

1. Latest version of rules and regulations (B.E / B.Tech. / M.C.A / M.B.A/ME) – Principal
2. List of original documents to be scrutinised as per latest rules and regulations - I Year Coordinator
3. Admission order of each candidate along with related documents.
4. Admission register – Office manager.
5. List of admitted candidates (B.E /B.Tech /MCA/MBA/ME) approved by DOTE and submitted to the university for approval.
6. List of admitted candidates B.E./B.Tech./MCA (Lateral Entry) approved by DOTE and submitted to the University for approval.
7. List of admitted candidates (MCA/MBA/ME Programme) approved by the University.

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Top Management	
Approved by	Principal	

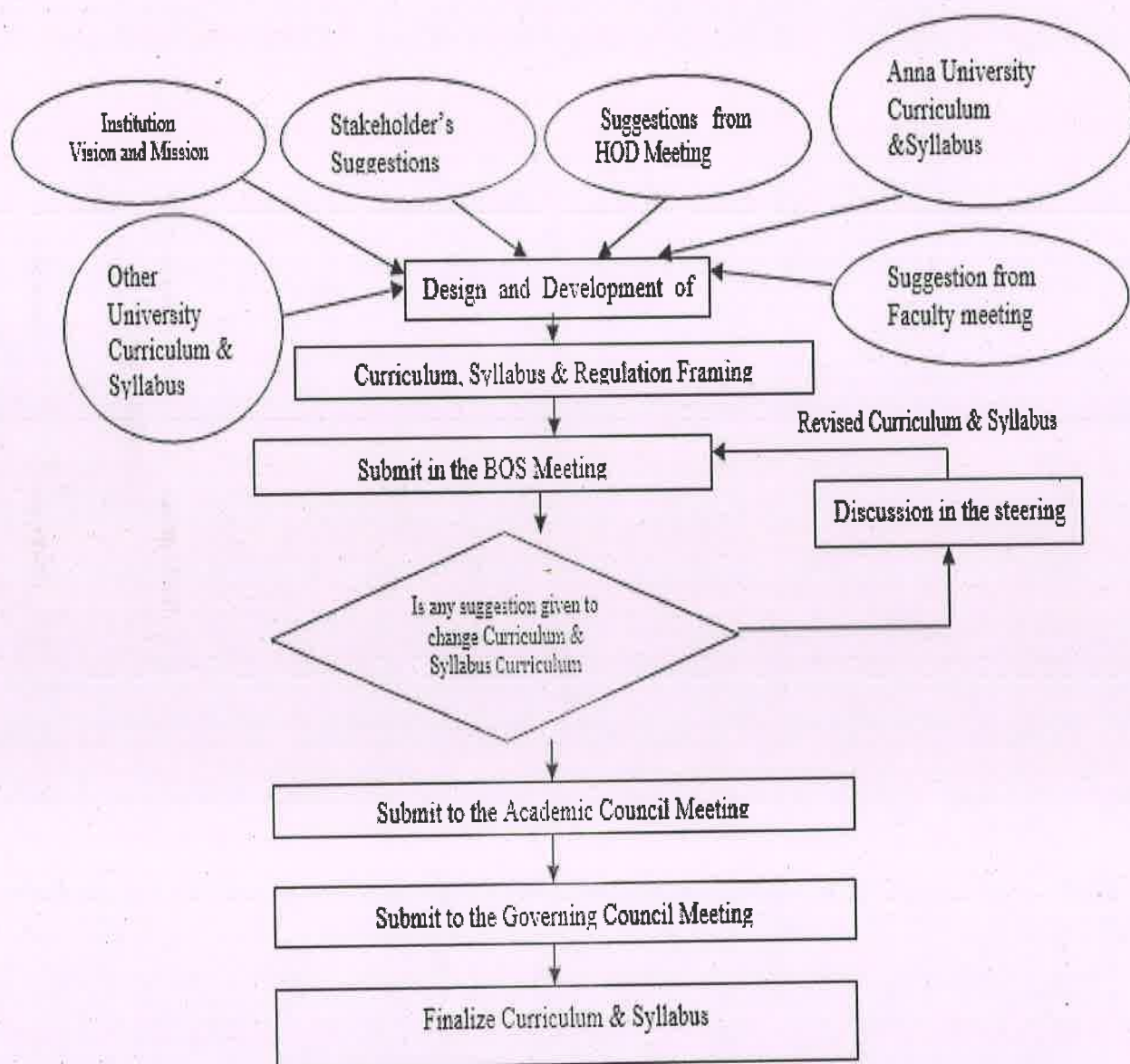
EGSPEC	WORK INSTRUCTION	Rev No.:6
DOC CODE	TITLE: CURRICULUM AND SYLLABUS	Date :09-06-2023
CRP11 WI(2)	REF TO LEVEL II DOC CRP 11	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Activities related to curriculum and syllabus for their implementation is described in this section.

1.1.1 Curriculum and Syllabus:

- a) Being an Autonomous institution from 2017, the Regulations, curriculum and syllabus are framed after getting concurrence from Board of studies meeting, Academic council, and Anna University.



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- b) Before 2017, the regulations and the curriculum and Syllabus is specified by the affiliating university for every subject. It covers topics to be taught in theory and practical subjects and time allocation for completing each topic. These syllabi are prepared by the members of the Board of Studies and approved by the standing committee of the University.
- c) HOD is responsible for custody and use of latest version of syllabus to be taught by his/her department and for ensuring that the version being used is the latest.
- d) Principal contacts and corresponds with concerned authorities to obtain latest version of syllabus and curriculum whenever revisions are made.
- e) Syllabus and curriculum are open documents for which students have full access. Institution makes arrangements to distribute each student a complete set of syllabus and regulations. A copy of the same is made available in the Library.
- 1.2 Syllabus is a dynamic document revised from time to time by the affiliating university to make it up-to-date, relevant and catering to the needs of the time. Suggestions, if any, to modify existing syllabus are obtained and forwarded to concerned authority for necessary action as a part of the continuous curriculum development program. This is the responsibility of the HOD.
- 1.3 Syllabus prescribed does not come in the way of using special methods, approaches, aids and practices which render the teaching and learning process more effective, meaningful and lively. HOD is responsible for implementing such value added courses to fill the gap between curriculum and industry needs.



2.0 FORMATS / CHECKLISTS

2.1 NIL

3.0 RECORDS

- 3.1 Latest version of syllabus is maintained with every HOD and also in the Library. Earlier versions are kept in archives of the Institution.
- 3.2 Evidence on use of value added practices like special methods, approaches, aids and practices followed to render teaching process more effective, meaningful and lively to students.
- 3.3 Records related to suggestions made for revision or modifications of the syllabus are kept with HOD.

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Top Management	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: AFFILIATION AND RECOGNITION	Date : 09-10-2017
CRP11 WI(3)	REF TO LEVEL II DOC CRP 11	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Affiliation and Recognition

Admission Sec I/c are responsible for the following and subsequent follow-up under overall guidance and instructions of the Principal.

- i) Maintaining the up-to-date information on Rules, Regulations and Procedures of the University to which EGSPEC is affiliated.
- ii) Maintaining the up-to-date master list of Agencies which have accorded recognition to EGSPEC and related information for each, like AICTE, DOTE and the University.
- iii) Keeping the latest version of rules and regulations for according affiliation and recognition as prescribed by relevant authorities.
- iv) Notifying in advance to each HOD about the impending affiliation and recognition process and calling for all particulars required to be furnished by departments.
- v) Organising collection of required relevant information from all departments.
- vi) Collating all the information, scrutinizing for correctness and completeness and presenting them in the prescribed format.
- vii) Sending information to concerned authorities through the Principal.
- viii) Following up with concerned agency to know if any additional information is needed as well as obtaining programme of the Expert team to visiting the Institution.
- ix) Informing all departments about the visit of team, well in time.
- x) Making necessary arrangements for the visit of the inspection team covering reception, visit to departments and discussion with the management of the Institution.
- xi) Following up with the agency for getting the final approval as well as the report.

1.2 Principal enforces the above.

2.0 FORMATS / CHECK LISTS



2.1 NIL

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: AFFILIATION AND RECOGNITION	Date : 09-10-2017
CRP11 WI(3)	REF TO LEVEL II DOC CRP 11	Page 2 of 2

3.0 RECORDS

1. Latest rules and regulations prescribed for according affiliation.
2. Latest rules and regulations of each Institution for giving recognition.
3. Consolidated information submitted to agencies for seeking fresh / renewal of existing
a) Affiliation and b) recognition
4. Correspondence with each agency for recognition as well as affiliation.
5. Original document of affiliation in force.
6. Original document of recognition in force.

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: CUSTOMER SOUGHT AMENDMENTS	Date : 09-10-2017
CRP11 WI(4)	REF TO LEVEL II DOC CRP 11	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Customer of the Institution is the student.
- 1.2 Student can seek amendment only in the form of desiring change of Institution and/or change of branch, within the provisions of existing rules and regulations prescribed by regulating authorities namely, DOTE and affiliating University.
- 1.3 According permission for effecting such amendments is not automatic. It is subject to approval of both Institutions involved in the change endorsing availability of seats and related factors.
- 1.4 Activity related to above amendment sought by students is governed by latest rules for handling such amendments as prescribed by the concerned agencies. The details of the amendments are maintained by the Principal.
- 1.4.1 **Processing of the amendment request:**
- i) Receive the request for amendment in writing from the student, in the prescribed format.
 - ii) Apply for the prescribed rules to judge the eligibility for getting the amendment and process the request as required. If not eligible, explain it to the student.
 - iii) Follow up to get the final verdict from all concerned agencies.
 - iv) Communicate the decision to the student as well as to the HODs of relevant departments in writing.
 - v) Keep records as above right from receipt of application for amendment to the communication of final decision of concerned authority to the student along with all in – between correspondences together in a file. One file for each case. Keep these in the archives of the Institution after all actions are completed.
- 1.5 Principal enforces and implements the above procedure.

2.0 FORMATS / CHECK LISTS

2.1 NIL


3.0 RECORDS

3.1 Records of customer sought amendments

4.0 REFERENCE DOCUMENTS

4.1 NIL

5.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES	Date : 09-10-2017
CRP11 WI (5)	REF TO LEVEL II DOC CRP 11	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Principal constitutes a committee and a coordinator separately for each category of events coming under cultural talents and physical talents of students of EGSPEC.
- 1.2. Cultural events include exhibition of talents and skills in singing, dancing, painting, elocution, acting, drawing etc and physical events include exhibition of talents and skills in various games and athletic activities.
- 1.3. Students are encouraged to participate in every competition conducted outside and where EGSPEC students are invited to participate. In addition, events are organised regularly as an in-built programme at EGSPEC where students perform and exhibit their talents and skills. Outstanding performers are identified and recognised in the form of awarding those certificates and prizes.
- 1.4. Committees formed as in (1.1) focus on carrying out the objectives stated in (1.3) in consultation with and as per directions of Principal.
- 1.5. Certificates and prizes are awarded in the college day function being held every year.
- 1.6. Committees decide on the following in consultation with Principal.
 - Date, time and venue
 - Distinguished guests to be invited
 - Programme – speeches and events
 - Printing and despatch of invitations
 - Prizes and certificates, and memento.
 - Stage arrangement including Public Address System and seating
 - Hospitality
 - Photographs, publicity etc.
- 1.7. Committees coordinate and conduct the programme as per schedule in consultation with the Principal
- 1.8. Sports events are organised in the college periodically. In addition college teams participate in outside competition also. Physical Director is responsible for all such activities.

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DOC CODE	TITLE: CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES	Date : 09-10-2017
CRP11 WI (5)	REF TO LEVEL II DOC CRP 11	Page 2 of 2


2.0 FORMATS / CHECK LISTS

2.1 Nil

3.0 RECORDS

3.1. A brief report on proceedings of the function is made and kept with the Principal / Coordinator.

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Top management	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: WELCOME TO THE STUDENTS	Date : 09-10-2017
CRP11 WI (6)	REF TO LEVEL II DOC CRP11	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Principal directs and instructs the Technical Association's to organise a function in order to welcome the newly admitted students to provide them a brief orientation towards studentship at EGSPEC.

1.2 The Secretaries of the Associations decide on the following in consultation with Principal.

- Date, Time and venue
- Chief guests of the function – preferably an alumnus of EGSPEC in a distinguished position
- Objectives of the Institution and its track record.
- Certain evils to which students commonly become victims and methods of guarding themselves against the same.
- Specifying emphatically do's and don'ts for a successful studentship
- Facilities offered by the Institution and profile of BE/B/Tech course with rules and regulations
- Current projects being investigated and future plans of the Institution

1.3 The function is conducted methodically by attending to all the preliminaries as below

- Preparation and distribution of invitations
- Inviting newly admitted students and their parents
- Programme of speeches and other formalities
- Stage arrangements including public address system and seating
- Hospitality
- Stand by arrangements for electricity


2.0 FORMATS / CHECK LISTS

2.1 Nil

3.0 RECORDS

3.1 A brief report on proceedings of the function is made and kept by Placement Officer in his the custody.

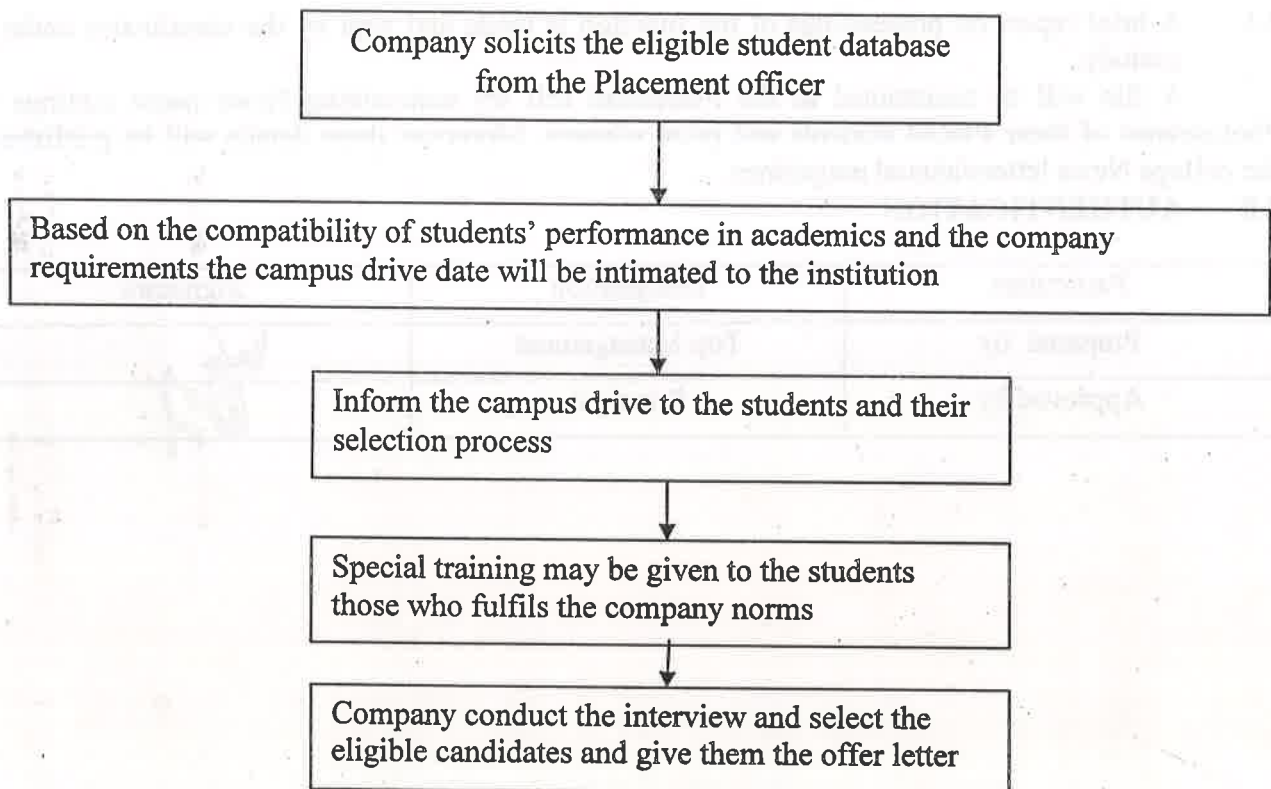
4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Top Management	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.2
DOC CODE	TITLE: PLACEMENTS AND HONOURING THE STUDENTS	Date : 04-06-2018
CRP11 WI (7)	REF TO LEVEL II DOC CRP11	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Placement Director will take an effort to bring the reputed companies to our institution for conducting campus drive.
- 1.2 Eligible students will participate in the campus drive. Normally the companies conduct different stages of interview such as Aptitude test, Group discussion and Personal interview to choose right candidate for them. Finally the companies will give appointment orders for the selected candidates.



- 1.3 At the end of the academic year, the Principal constitutes a committee and a coordinator to organise a function to honour outstanding students of the Institution for that year based on their performance in the university examinations, achievement in placements, attendance and good behaviour.
- 1.4 Outstanding students are the ones from different branches of B.E / B.Tech courses and M.C.A, M.B.A and M.E with highest level of performance in the University examinations each year.
- 1.5 Parents of the recipient's of certificates and prizes as per section (1.2), faculty members and distinguished guests are invited to participate in the function.
- 1.6 Committee decides on the following in consultation with Principal
- Date, time and venue of the meeting
 - Distinguished guests to be invited
 - Programme – speeches, honouring and hospitality

EGSPEC	WORK INSTRUCTION	Rev No.1
DOC CODE CRP11 WI (7)	TITLE: PLACEMENTS AND HONOURING THE STUDENTS REF TO LEVEL II DOC CRP11	Date : 04-06-2018 Page 2 of 2

- Prizes certificates and mementos.
 - Invitation – preparation and distribution
 - Stage arrangement's including Public address system and seating
 - Standby arrangement's for electricity
- 1.7 Committee conducts the programme as per the schedule in consultation with the Principal. All HODs extend the necessary help and cooperation.

2.0 FORMATS / CHECKLISTS


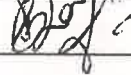
2.1 Nil

3.0 RECORDS

3.1 A brief report on proceedings of the function is made and kept by the coordinator under his custody.

A file will be maintained in the Placement cell for maintaining News paper cuttings and Photographs of these Placed students and prize winners. Moreover these details will be published in the college News letters/annual magazines.

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Top Management	
Approved by	Principal	

EGSPEC	PROCEDURE MANUAL	Rev No.0
DOC CODE	TITLE: PURCHASING	Date : 09-10-2017
PUR 13	REF TO LEVEL I DOC QM 16	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Different activities related to purchasing are in table PUR 13 – 1 and are carried out by notified authority specified. Purchasing procedure is applicable to consumables, books, laboratory chemicals, components, equipments and capital goods.

TABLE PUR 13 - 1

Sl. No	Activity	Responsibility
1)	<u>Preparation of indents and sending it to Purchase Officer</u> User departments prepare indents for the items required by them from time to time. Frequency or periodicity of indents are not fixed but are dictated by the requirements. Indents provide details of specification, brand names, if any, quantity required etc., For books indents are routed through librarian	User depts like HODs, Librarian / Office Sec i/c
2)	Receiving indents and calling for quotations from Suppliers or Manufacturers	Purchase Officer
3)	<u>Preparing a comparative statement of quotation:</u> Indents received and quotations submitted are scrutinised and a comparative statement prepared before purchase committee (PC) . For consumables, a comparative statement is prepared only when large scale purchases are involved. PC takes a decision in the matter. For small purchase (small in terms of quantity and amount), Purchase orders are straight away raised on sources in AVL.	Purchase Officer
4)	<u>Calling for a meeting of PC</u> Purchase committee has been constituted by the principal.	Purchase Officer
5)	Recording the decision of Purchase Committee in the minutes register	Purchase Officer
6)	Raising Purchase Order on a supplier approved by PC	Purchase Officer
7)	Scrutiny of Purchase Order to ensure that it is complete and correct and then getting the signature on it by the Principal for release.	Purchase Officer
8)	Releasing the Purchase Order to the supplier and sending copies of it to Indentor and account sec I/c, following up with supplier for getting materials as per delivery schedule.	Purchase Officer

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DOC CODE	TITLE: PURCHASING	Date : 09-10-2017
PUR 13	REF TO LEVEL I DOC QM 16	Page 2 of 2

9)	Receipt of the items, their verification and acceptance of materials. When materials are not accepted, they are identified and Purchase I/C accordingly informed for their disposal and replacement.	Indenters
10)	The bill will be certified by Indenters for receipt of materials and forwarded to Purchase Officer for payment.	Indenters
11)	Bill is sent to accounts sec I/c for disbursement	Purchase Officer
12)	Where necessary and required, the purchase order shall be incorporated with details of verification of purchased product by EGSPEC or its representative before its despatch.	Purchase Officer

2.0 FORMATS / CHECKLISTS

2.1 Nil

3.0 RECORDS

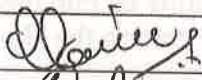
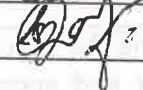
3.1 Following records are maintained

- Purchase indents - retention or one year
- Comparative statement - retention or one year
- Minutes of purchase committee meeting - continuous record.
- Purchase order - retention or one year
- Report on evaluation and vendor rating - retention or one year

4.0 REFERNCE DOCUMENT

4.1 Nil

5.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	General Manager	
Approved by	Principal	

EGSPEC	PROCEDURE MANUAL	Rev No.0
DOC CODE	TITLE: PRODUCTION AND SERVICE PROVISION	Date : 09-10-2017
PSP 14	REF TO LEVEL I DOC QM 16	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Each faculty member is required to submit their choice of subjects for the theory and practical classes.
- 1.2 Allocation of subject for both theory and practical is decided by Principal while giving due consideration to the choices indicated by the faculty member, Requirements of the Institution and previous experience.
- 1.3 At the commencement of new semester the faculty prepares the lesson plan based on the syllabus and assesses number of periods required.
- 1.4 Faculty conducts the classes as per lesson plan and maintaining the course file.
- 1.5 Every faculty maintains the teaching diary, a departmental record for each subject, reflecting the teaching work done by the teachers.
- 1.6 Curriculum, lesson plan, work allotment and teaching diary are explained in PSP14 WI (1).
- 1.7 Every member of the teaching faculty is subjected to a confidential evaluation of teaching performance. It is described in PSP14 WI (2).

2.0 FORMATS/ CHECKLISTS

2.1 NIL


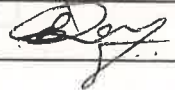
3.0 RECORDS

3.1 NIL

4.0 REFERENCE DOCUMENT

- 4.1 PSP14 WI(1) : Curriculum, Lesson Plan, Work Allotment and Teaching diary.
- 4.2 PSP14 WI(2) : Attendance of teachers and teaching performance Evaluation

5.0 AUTHENTICATION

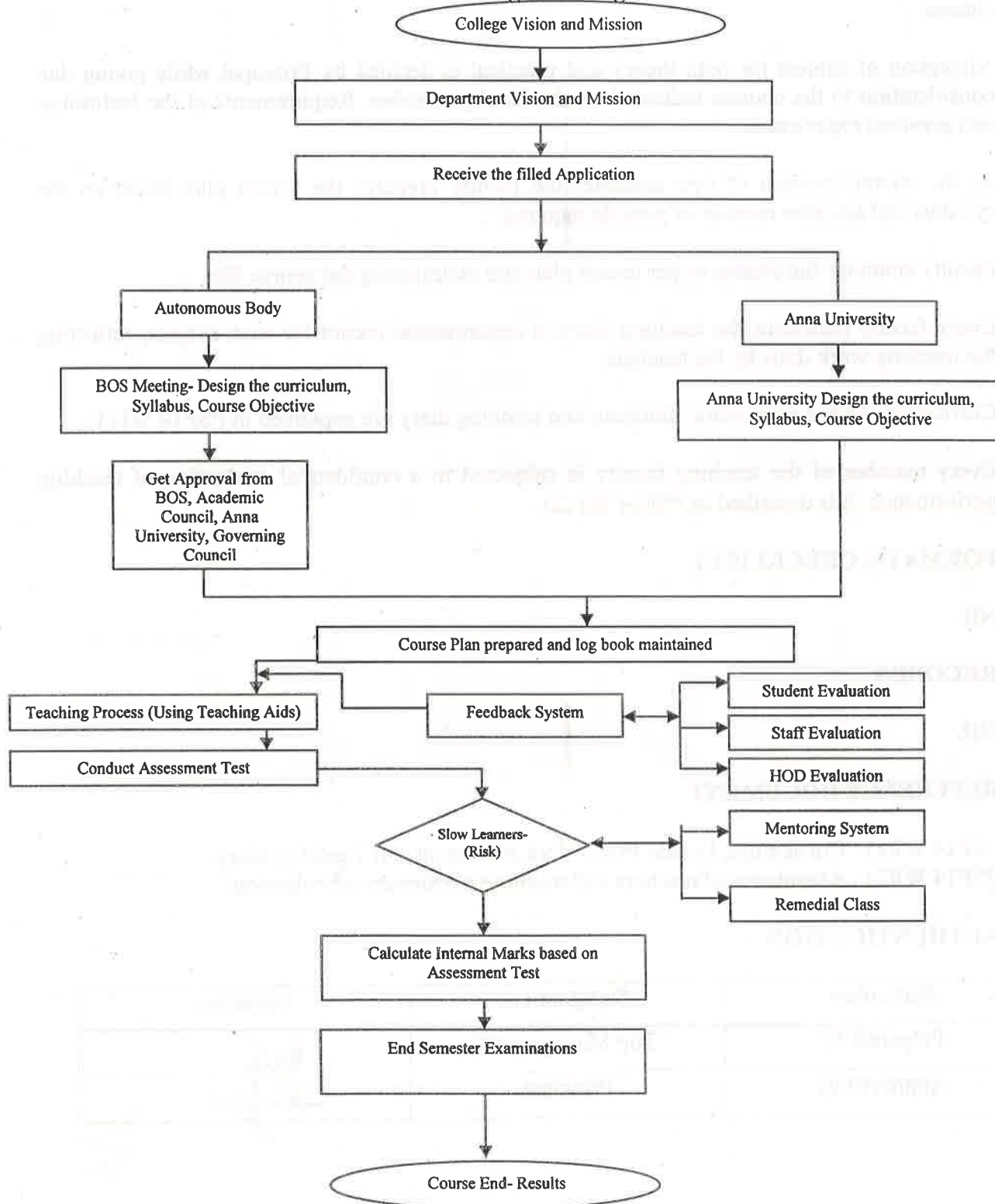
Particulars	Designation	Signature
Prepared by	Top Management	
Approved by	Principal	

IGSPEC	WORK INSTRUCTION	Rev No.2
DOC CODE PSP14 WI (1)	TITLE: CURRICULUM, LESSON PLAN, WORK ALLOTMENT, TEACHING DIARY	Date : 04-06-2018
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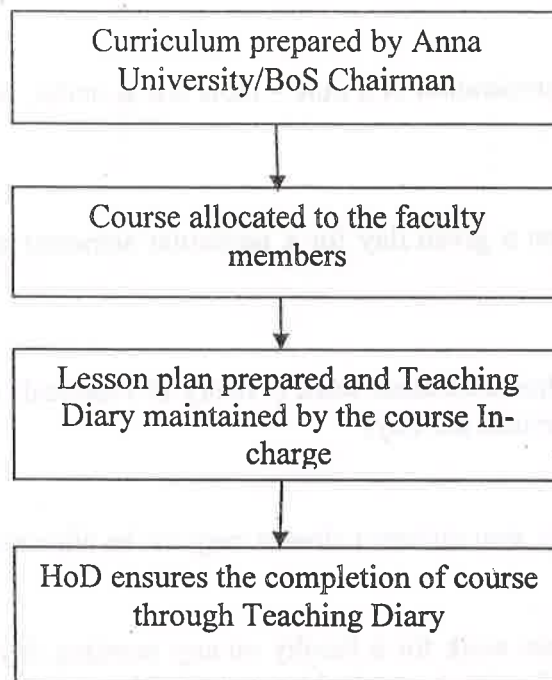
1.0 ACTIVITY AND RESPONSIBILITY

- 1.1. Teaching departments are responsible for work allotment, lesson plan and teaching diary and HOD is responsible for implementing the same.
- 1.2. Work allotment and lesson plan are based on the curriculum in force framed and issued by the competent authority.
- 1.3. Each HOD is in possession of the details of the curriculum in force.

Teaching Learning Process



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1.4. WORK ALLOTMENT

1.4.1. Each department adheres to the following guidelines on work allotment

- a) Every staff member is to complete the assigned topics in allotted subjects. This rule is applicable to every subject handled by the department.
- b) HOD convenes, at the end of each semester or earlier, a staff meeting to formulate work allotment pattern for the next semester. However, HOD may reallocate the work before the commencement of semester.
- c) This work allotment is announced as a time – table, in the notice board of the department under the authority of HOD, a week before the commencement of semester, for information and compliance by staff and students.

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DOC CODE PSP14 WI (1)	TITLE: CURRICULUM, LESSON PLAN, WORK ALLOTMENT, TEACHING DIARY	Date : 04-06-2018
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General guidelines for preparation of a time – table are as under, which are followed to the extent possible.

- (i) The class hours on a given day for a particular semester are allocated in a continuous stretch.
 - (ii) Total number of hours of class work (Theory & Practical) may not exceed seven hours per day. (Eight periods per day)
 - (iii) For a given faculty, two different classes may not be allocated in successive hours.
 - (iv) The maximum class work for a faculty on any working day will not exceed seven units (1 Theory hour = 2 units, 1 practical hour = 1 unit)
 - (v) The concerned staff arranges a tutorial of I hour /week as per time table, (after due intimation to the students and after handing over the tutorial problems in advance. More than one staff member shall join the regular staff during Tutorial classes.
- d) HOD convenes a staff meeting in the 3rd week of every month to review performance and progress with respect to the work done in that month. Any deficiency observed is taken note of and a suitable action is resorted to get quick remedy.

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DOC CODE PSP14 WI (1)	TITLE: CURRICULUM, LESSON PLAN, WORK ALLOTMENT, TEACHING DIARY	Date : 04-06-2018
	REF TO LEVEL II DOC PSP14	Page 4 of 6

1.5. LESSON PLAN

1.5.1. The basis for preparation of lesson plan is the syllabus / curriculum approved by University. The main purpose of a lesson plan for both theory and practical subjects is to minimise the differences in the teaching ability of different teachers and to ensure a better and more uniform level of teaching. Lesson plan and the course file have the following objectives and characteristics and these act as guidelines only.

Broad Objectives:

- 1) To serve as a repository of the expertise of all the teachers adept in the subject.
- 2) To serve as a road map with guidance and ready information for a fresh teacher to begin with.
- 3) To ensure more uniformity in treatment and coverage.
- 4) To serve as a bank of examples, illustrations, practical situations, model questions for tests and typical questions from previous university examinations.

Characteristics: 1) Lesson plan is maintained as a dynamic record subject to continuous updating. 2) Course file is structured as core items plus optional items. Core items include syllabus, textbooks, essential reference, model questions from test and examination papers and lecture schedule catering to what a student must know. Optional items include additional references, additional solved examples, additional information, special emphasis and hints by teachers at different points, detailed notes for each topic to cater to what is desirable for each subject.

1.5.2. Lesson plans and Course files covering theory and practical subjects separately are comprehensive facility for a good and effective teaching. They give the relevance of the subject and provide enough motivation. It ensures maximum utilization of available time for most effective teaching, particularly for new entrants to the profession. The individuality of teacher is always encouraged and every teacher is set at liberty to adopt his/her own innovative methods for effective teaching.

1.5.3. Following guidelines are followed in preparing the lesson plan /course file:

- a) Lesson plan is prepared for each subject by the concerned faculty.

EGSPEC	WORK INSTRUCTION	Rev No.2
DOC CODE PSP14 WI (1)	TITLE: CURRICULUM, LESSON PLAN, WORK ALLOTMENT, TEACHING DIARY	Date : 04-06-2018
	REF TO LEVEL II DOC PSP14	Page 5 of 6

b) The lesson plan and Course file as applicable will contain the following information

- Heading
- Subheadings arranged in the order of coverage for continuity of understanding
- Time allocation for each subheading
- Points to be covered under each subheading
- Illustration , examples and case studies to exemplify each point
- Typical questions to be asked in the class during the lecturing to assess for oneself the effectiveness of one's teaching in making the students understand the subject. In short it reflects the cumulative wisdom of all members of the staff

c) The lesson plan document is reviewed by the concerned members of the staff for constructive suggestions and for further refinement. A similar review is undertaken whenever a modification is effected. The document after enrichment is accepted as lesson plan of that subject

d) Emphasis in the lesson plan is towards coverage of topics in the syllabus and in this regard the hours mentioned in syllabus is only a guideline and not mandatory. Individual HODs ensure coverage of syllabus in the available time by periodic interaction with faculty and students. Hence lesson plan and its coverage may not match with the hours stipulated in the syllabus, in all cases. Such cases will be suitably remarked upon in the teaching diary.

1.5.4. Lesson plan prepared for every subject handled by the department is reviewed and updated as and when found necessary.

1.5.5. The Lesson plans are kept in the department for ready reference of all faculties.

1.6. LOAD DISTRIBUTION

1.6.1 Principal is responsible for academic work load distribution among the staff members

1.6.2 Work load covers teaching theory and conducting practical, guidance for projects and seminars, conducting tours and workshops as stipulated to be covered by the syllabus in force. Guidelines from statutory authorities are made use of while allotting the work –load.

1.7. TEACHING DIARY

1.7.1. Teaching diary is a departmental record for each subject reflecting the teaching work done by the teachers in imparting instructions as per the lesson plan. Every staff member will enter the details of teaching work as and when completed in the diary meant for the purpose. The HOD scrutinises the same periodically to point out any deficiency in the implementation. Cases of mismatch between lesson plan and actual coverage are suitably remarked upon and corrective measures initiated. Currently daily test marks and retest marks are included to know the progress of students side by side.

EGSPEC	WORK INSTRUCTION	Rev No.2
DOC CODE PSP 14 WI (1)	TITLE: CURRICULUM, LESSON PLAN, WORK ALLOTMENT, TEACHING DIARY	Date : 04-06-2018
	REF TO LEVEL II DOC PSP14	Page 6 of 6

1.7.2. HOD is responsible for implementation of 1.7.1.

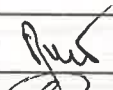
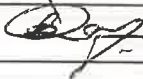
2.0 FORMATS / CHECK LIST

2.1 Nil

3.0 RECORDS

- 3.1 (1) Time-table of the department
- (2) Record of the staff meetings
- (3) Record of the lesson – plan for each subject: Theory and Practical
- (4) Teaching Diary (Individual)

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Top Management	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE PSP14 WI (2)	TITLE: ATTENDANCE OF TEACHERS AND TEACHING PERFORMANCE EVALUATION	Date : 09-10-2017
	REF TO LEVEL II DOC PSP14	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Attendance control

1.1.1 HOD is responsible for ensuring that teaching staff are regular to their work; their leave of absence is with prior sanction and the absence is adjusted in such a way that it does not disrupt teaching commitment. HOD /Principal Counsels such staff members who do not comply with these principles.

1.2 Teaching performance:

1.2.1 Every member of the teaching faculty is subjected to a three tier confidential evaluation of teaching performance. The scheme is as under.

1.2.2 The evaluation scale for each characteristic and the characteristics to be evaluated in the scheme of evaluation by HOD, peers and students are furnished in the respective formats. A list of all such formats is available in PSP14WI (2) F (IV).

1.2.3 Principal and HOD are responsible for arranging and organising the process of evaluation of every teaching faculty as per the plan set out in data sheet PSP14 WI(2) DS(1)

1.2.4 Principal is responsible for summarizing the responses and discussing it with the HOD and the concerned teaching staff at the conclusion of evaluation, with an idea of correction rather than punishment.

2.0 FORMATS / CHECKLISTS


2.1 Formats as per PSP14WI(2) F(IV)

3.0 RECORDS

3.1 Records as per PSP14 WI (2) DS (1) is a continuous record kept with HOD whose existing version is shared when updated.

3.2 Records of evaluation of teaching staff in the respective formats and attendance record of teachers are kept with principal as permanent records



4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Top Management	
Approved by	Principal	

EGSPEC	LEVEL IV DOCUMENTS	Rev No.0
DOC CODE	TITLE: FORMATS	Date : 09-10-2017
PSP14 WI (2) F (IV)	REF TO LEVEL III DOC PSP14 WI(2)	Page 1 of 1

Sl.No	Particulars of level IV documents		No.of pages
	Doc Code	Title	
1.	PSP14 WI (2) DS (1)	Evaluation method	1
2.	PSP14 WI (2) F(1)	Evaluation by HOD	1
3.	PSP14 WI (2) F(2)	Evaluation by Peers	1
4.	PSP14 WI (2) F(3)	Evaluation by students	1



AUTHENTICATION

Particulars	Designation	Signature
Issue and Control by	Top Management	
Approved by	Principal	

EGSPEC	DATA SHEET	Rev No.0
DOC CODE	TITLE: EVALUATION METHOD	Date : 09-10-2017
PSP14 WI (2) DS (1)	REF TO LEVEL IV DOC PSP14 WI(2)F(IV)	Page 1 of 1

Sl. No	Evaluation by	Frequency	Details of evaluations
1.	HOD	(i) Once in the middle of each semester	(i) Assessment should be related to the period for which evaluation is conducted and not the earlier ones.
2.	Peers	(ii) Same as (i) above	(iii) same as (i) above (iv) Two peers need to evaluate each teacher (v) HOD selects the peers (vi) Such peers are changed for different evaluation
3.	Students	(i) same as (i) above	(i) same as (i) above (ii) All the students handled by the teacher during the period of evaluation (iii) The evaluation to be done in strict confidence.

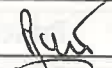
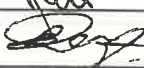
AUTHENTICATION

Particulars	Designation	Signature
Issue and Control by	Top Management	
Approved by	Principal	

EGSPEC	FORMATS	Rev No.0
DOC CODE	TITLE: EVALUATION BY HOD	Date : 09-10-2017
PSP14 WI (2) F(1)	REF TO LEVEL IV DOC PSP14 WI (2) F(IV)	Page 1 of 1

Evaluation of faculty by HOD						
Department :				Date :		
Name of the faculty			Name of the HOD :			
Sl.No	Points	Ranking				
		(1)	(2)	(3)	(4)	(5)
1.	Accepting responsibility					
2.	Cooperating with colleagues					
3.	Work Attendance and punctuality					
4.	Accepting advice					
5.	Supervising ability					
6.	Desire to learn and improve					
7.	Accepting new assignments					
8.	Completing the job on time					
9.	Display of professional ethics					
10.	Any other points					
(1) Very Poor (2) Poor (3) Average (4) Good (5) Excellent						
Put X under the appropriate ranking score that is nearest to your opinion						
Read each point for evaluation, understand it, recapitulate and analyze the state of the matter relevant to each item and then assign the ranking						
Signature with date :						



AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Top Management	
Approved by	Principal	

EGSPEC	FORMATS	Rev No.0
DOC CODE	TITLE: EVALUATION BY PEERS	Date : 09-10-2017
PSP14 WI (2) F(2)	REF TO LEVEL IV DOC PSP14 WI (2) F(IV)	Page 1 of 1

Evaluation of faculty by peers						
Department :				Date :		
Name of the faculty			Name of the evaluating peer :			
Sl. No	Points	Ranking				
		(1)	(2)	(3)	(4)	(5)
1.	Effective introduction to commence with motivation					
2.	Presenting the scope of the session					
3.	Logical arrangement of the topic					
4.	Pace of coverage					
5.	Emphasis at difficult points					
6.	Encouragement to discuss and clear doubts interaction with audience					
7.	Citation of examples, illustrations and practical cases					
8.	Assessing the depth of understanding by the students					
9.	Summarizing of the key points of the total presentation					
10.	Any other points					
(1) Highly inadequate (2) Inadequate (3) Neither adequate nor inadequate (4) adequate (5) highly adequate						
Put X under the appropriate ranking score that is nearest to your opinion						
Signature with date :						

AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Top Management	
Approved by	Principal	

PSP14 WI (2) F(2) -- 0

EGSPEC	FORMATS	Rev No.0
DOC CODE	TITLE: EVALUATION BY STUDENTS	Date : 09-10-2017
PSP14 WI (2) F(3)	REF TO LEVEL IV DOC PSP14 WI (2) F(IV)	Page 1 of 1

EDAYATHANGUDY G S PILLAY ENGINEERING COLLEGE, NAGAPATTINAM

OPINION POLL

Dear Students,

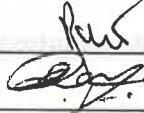
Kindly fill in the following questionnaire so as to assess the effectiveness of the Teaching Learning process. Be frank, constructive and creative in your assessment.

Year _____ Branch/Section: _____ PRINCIPAL _____

S.No	Quality	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6
	Name of the Staff						
1	Punctuality						
2	Regularity						
3	Personality						
4	Pace of covering syllabus						
5	Clarity of expression						
6	Encouraging to raise doubts & ability to clarify						
7	Ability to maintain discipline						
8	Provision of feedback on learning deficiencies						
9	Ability to sustain students attention & interest						
10	Provision of sufficient course materials						
11	Emphasis on difficult point						
12	Citation, Examples and Illustrations etc,						
13	Any other remarks.						

1. Poor 2. Average 3. Good 4. Very good 5.Excellent

AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Top Management	
Approved by	Principal	

PSP14 WI (2) F (3) -- 0

EGSPEC	PROCEDURE MANUAL	Rev No.2
DOC CODE PIT 14	TITLE: PROCEDURE FOR PRODUCT IDENTIFICATION AND TRACEABILITY	Date : 04-06-2018
	REF TO LEVEL I DOC QM 16	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

Student is the through and through beneficiary up to the end of teaching and training process. As such, the raw student who is deemed to be the customer of the Institution in the beginning is an integral part of the product of the Institution.

1.1 Student's identity by the Institution.

1.1.1 Every student is given the identity card of the Institution immediately after his admission.

1.1.2 Identity card issued by the Institution generally contains the following details:

Name :	Roll No:
Photo attested by the Principal	Year of admission:
Department:	Period of validity:
Blood Group:	Local address:
Date of birth:	Name of the Institution:
Principal's signature:	

1.1.3 This card establishes bonafide of a student of the Institution and can be used for obtaining train and bus passes, for seeking air travel concessions and for all other purposes requiring establishment of identity as a student.

1.1.4 All the departments / sections transact their work with a student on the basis of the identity card.

1.2 Student's identity by the University

1.2.1 The affiliating University approves the admissions based on approval by DOTE and then issues a registration number to every student. Each registration number, so issued, is a unique one given to a student. This is a number that links the student, the department, the Institution and the university at all times and forms the basis of reference in every correspondence even after the student passes out of the Institution.

1.2.2 Student Sec I/c is responsible for the following:

- (a) Send all the original documents of each student on the basis of which he was admitted, to DOTE for its approval.
- (b) Send the list of students admitted by the college and approved by DOTE to the affiliating university.

EGSPEC	PROCEDURE MANUAL	Rev No.1
DOC CODE PIT 14	TITLE: PROCEDURE FOR PRODUCT IDENTIFICATION AND TRACEABILITY	Date : 04-06-2018
	REF TO LEVEL I DOC QM 16	Page 2 of 2

- (c) Follow up with the authorities to obtain approval of admission and subsequent allotment of the registration number for every admitted student by the University.
 - (d) Obtain the list of names and the corresponding registration numbers.
 - (e) Retain original list in the student section.
 - (f) Display one copy of the list in all the notice boards.
- 1.2.3 Only "The name and register number of the student paired together" is taken into consideration in all correspondence and reference.
- 1.2.4 On every document related to the student, his name and registration number should be entered in pair and this is ensured by HOD, with the help of the counsellor of the student
- Equipment and Machine Identification**
- 1.2.5 Every equipment/machine is given an identity number to trace the product immediately after the purchase.
- 1.2.6 Identity number issued by the Institution generally contains the following details:

Name of the Equipment/Machine : Product Sl. No:

Year of Purchase:

Department:

Period of validity:

Model:

Supplier address:

Service details:

HOD signature:

The above said product identity and traceability details will be kept in stock register.

2.0 FORMATS / CHECKLISTS

2.1 NIL

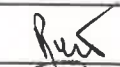
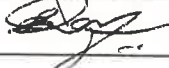
3.0 RECORDS

3.1 List of Register numbers of the students issued by the University is retained by Students Section In-charge. This is a permanent record

4.0 REFERENCE DOCUMENT

4.1 NIL

5.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	PROCEDURE MANUAL	Rev No.2
DOC CODE	TITLE: INSPECTION AND TEST STATUS	Date : 04-06-2018
ITS 14	REF TO LEVEL I DOC QM 16	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Student as product of the Institution

Student is the through and through beneficiary up to the end of teaching and training process. As such, the raw student who is deemed to be the customer of the Institution in the beginning is an integral part of the product of the Institution.

1.1.1 A Student can have one of the following status after completion of every semester of instructions as per the University regulations.

- a. Eligible to go to next level
- b. Not eligible to go to next level and has to repeat the same semester.
- c. Completed the entire course of study, but has to pass in some papers.
- d. Eligible to get degree

1.1.2 Determination of the above status is as per rules and regulations of the affiliating university. These rules and regulations are kept transparent to be understood properly and applied correctly. Care is taken to bring plenty of awareness of these rules and regulations among the students.

1.1.3 At every point of time, a student is liable to be suspended or removed from the Institution due to obnoxious behaviour.

1.1.4 Performance of students in attendance, internal assessment and results of examinations are announced and intimation is sent to parents and guardians, as and when due.

1.1.5 Performance of students mentioned in 1.1.4 is certified by HOD and Principal. Results of final semester examinations are issued by the University.

1.2 **Materials and items** as product for use in the process of teaching and learning

1.2.1 Only such materials and items which conform to specifications and are fit for use are identified and accepted for use in the process.

1.2.2 Before the commencement of every semester the products/equipment/machines are calibrated and check the validity of the results.

EGSPEC	PROCEDURE MANUAL	Rev No.2
DOC CODE	TITLE: INSPECTION AND TEST STATUS	Date :04-06-2018
ITS 14	REF TO LEVEL I DOC QM 16	Page 2 of 2

2.0 FORMATS / CHECKLISTS

2.1 NIL



3.0 RECORDS

3.1 List of Register numbers of the students issued by the University is retained by Students Section In-charge. This is a permanent record

4.0 REFERENCE DOCUMENT

4.1 NIL

5.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	PROCEDURE MANUAL	Rev No.2
DOC CODE CMD 15 WI(1)	TITLE: CONTROL OF MONITORING AND MEASURING EQUIPMENTS	Date : 04-06-2018
	REF TO LEVEL I DOC QM 17 CLAUSE 9.1	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

- A. Each HOD, with the assistant of the Lab-in-charge and the technician attached to the laboratory, will determine the measurements to be made and the accuracy required and select the appropriate inspection, measuring and test equipment that is capable of the necessary accuracy and precision.
- B. He will identify all inspection, measuring equipment that can affect the quality of the learning of the student in the practical. Such equipments are calibrated at prescribed intervals either by the Department itself or with some approved testing laboratories to ensure internationally recognized standards.
- C. HOD will maintain an approved identification record to show the calibration status of such equipments.
- D. HOD will maintain the environmental condition suitable for the calibrations, inspection, measurements, and tests being carried out.
- E. HOD will ensure that the handling preservation and storage of inspection, measuring and test equipment is such that the accuracy and fitness for use are maintained. He will also safeguard against adjustments, which would invalidate the calibration setting.
- F. The faculty who handle theory classes are encouraged to participate in seminars, organize seminars and update their knowledge by reference to journals. They are sponsored for higher studies. Incentives are given for excellent performance.

EGSPEC	PROCEDURE MANUAL	Rev No.2
DOC CODE CMD 15 WI(1)	TITLE: CONTROL OF MONITORING AND MEASURING EQUIPMENTS	Date : 04-06-2018
	REF TO LEVEL I DOC QM 17	Page 2 of 2

2.0 FORMATS AND CHECKLIST

CMD15 WI (1) F (1)

3.0 RECORDS



(I) All the correspondence, data calibration and test reports must be kept with HOD. These are permanent records of the institution.

(II) Faculty Training: TRG 9

4.0 REFERENCE DOCUMENTATIONS

4.1 Nil

5.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	PROCEDURE MANUAL	Rev No.0
DOC CODE IQA 17	TITLE: PROCEDURE FOR CONDUCTING INTERNAL QUALITY AUDIT	Date : 09-10-2017
	REF TO LEVEL I DOC QM 18	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Activities related to conducting internal quality audit are in Table – IQA 17-1.

TABLE IQA 17-1

Sl.No	Activity	Responsibility
1.	Training suitable persons of the Institution in IQA so as to have trained persons. IQA can also be conducted by qualified external auditors, if need be.	TOP MANAGEMENT
2.	Preparing and circulating to all departments annual IQA schedule as per IQA 17F(1)	TOP MANAGEMENT
3.	Circulating the IQA time table to all departments at least two or three days before the audit	TOP MANAGEMENT
4.	Organising IQA as per schedule	TOP MANAGEMENT
5.	Ensuring that IQA covers all the clauses of ISO 9001:2008	TOP MANAGEMENT
6.	Ensuring that the auditor assigned is not having any direct responsibility for the activity being audited.	TOP MANAGEMENT
7.	Providing to the auditor the documents – procedure, WI, records relevant to the audit area extending full cooperation.	Auditor
8.	Recording NC found during the audit in IQA17F(2)	Auditor
9.	Giving audit report to TOP MANAGEMENT	Auditor
10.	Issuing original audit report to concerned HOD after retaining a copy of the same for follow up.	TOP MANAGEMENT
11.	Bringing NC of a section to the notice of all concerned to facilitate action as per Sl.No 13 & 14	TOP MANAGEMENT
12.	Taking corrective action for closure of NC, recording the same in corresponding NC report.	HOD/ Sec I/c
13.	Searching for similar or same type of NC in a potential state and taking necessary action to prevent their recurrence.	HOD/ Sec I/c
14.	Decision on special audit of a section as a whole or follow up audit on specific issues, if any, in a department on the basis of findings of IQA.	TOP MANAGEMENT
15.	Verification of the effectiveness of closure of earlier NCs in a department at the time of every audit.	TOP MANAGEMENT / Auditor
16.	Reporting NC and their status to MRM.	TOP MANAGEMENT

2.0 FORMATS/CHECKLISTS

2.1 Formats of IQA 17F(1) and F(2) are in IQA 17 F(IV)

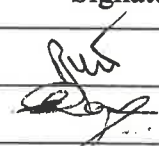
3.0 RECORDS

3.1 Records as per IQA 17F(1) and F(2) are kept with TOP MANAGEMENT and are retained for a minimum period of two years after which they are shred

4.0 REFERENCE DOCUMENTS

4.1 NIL

5.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

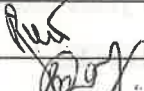

EGSPEC	LEVEL IV DOCUMENTS	Rev No.0
DOC CODE	TITLE : FORMATS	Date : 09-10-2017
IQA 17F(IV)	REF TO LEVEL II DOC IQA 17	Page 1 of 1

Sl.No	Particulars of Level IV Documents		No.of Pages
	Doc Code	Title	
1	IQA 17F(1)	Internal audit schedule	1
2	IQA 17F(2)	Audit report	1

IQA 17F(IV) - 0

18	Reporting MC and other items to HOD		
17	Verification of the effectiveness of controls to ensure that the objectives of the audit are met		
16	It may be necessary to the extent of limitation of IQA		
15	Decisions on specific audit work or follow up with respect to non-compliance		
14	Reviewing the audit work to ensure that it is completed and that findings are accurate		
13	Forming conclusions on the basis of the audit, including the issue of compliance with the audit objectives		
12	Preparing MC in accordance with the audit objectives		
11	Obtaining MC in accordance with the audit objectives		
10	Following up on non-compliance		
9	Reviewing the audit work to ensure that it is completed and that findings are accurate		
8	Forming conclusions on the basis of the audit, including the issue of compliance with the audit objectives		
7	Preparing MC in accordance with the audit objectives		
6	Obtaining MC in accordance with the audit objectives		
5	Following up on non-compliance		
4	Reviewing the audit work to ensure that it is completed and that findings are accurate		
3	Forming conclusions on the basis of the audit, including the issue of compliance with the audit objectives		
2	Preparing MC in accordance with the audit objectives		
1	Obtaining MC in accordance with the audit objectives		

AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Top Management	
Approved by	Principal	

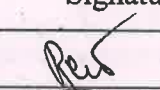
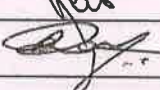
EGSPEC	FORMATS	Rev No.0
DOC CODE	TITLE : INTERNAL AUDIT SCHEDULE	Date : 09-10-2017
IQA 17F(1)	REF TO LEVEL IV DOC IQA 17F(IV)	Page 1 of 1

Internal Audit Schedule

Sl.No	FUNCTIONAL AREA	Audit Schedule	
		Time	Date
1.	Principal		
2.	Top Management		
3.	Purchase		
4.	I Year		
5.	Admission Cell		
6.	Transport cell		
7.	Exam cell		
8.	Training and Placement Cell		
9.	Mechanical Engineering		
10.	Electronics & Communication Engg.		
11.	Electrical & Electronics Engg.		
12.	Computer Science & Engineering		
13.	Civil Engineering		
14.	Information technology		
15.	Master of Computer Applications		
16.	Master of Business Administration		
17.	Library		

IQA 17F (1) - 0

AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	FORMATS	Rev No.:3
DOC CODE	TITLE : AUDIT REPORT	Date :22-07-2019
IQA 17F(2)	REF TO LEVEL IV DOC IQA 17F(IV)	Page 1 of 3

**E.G.S. PILLAY ENGINEERING COLLEGE, NAGAPATTINAM. (AUTONOMOUS)
ISO INTERNAL AUDIT**

Date :		Page No :	_____ of _____
Report No.: (Put Tick)	1 / 2		
Audit Objective:	To meet requirements of the quality policy for ISO 9001:2015 Certification and also continual improvement of the programme.		
Audit Scope:	To verify the departmental documented information for the process like Admission, Teaching and Learning, Examination, Training and Placement, etc.,		

Department for Auditing				
Name of the Auditor(s) with department:				
Name of the Auditee:				
Process	File Name	Audit Findings	Risk Analysis	NC


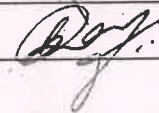
EGSPEC	FORMATS	Rev No.:3
DOC CODE	TITLE : AUDIT REPORT	Date :22-07-2019
IQA 17F(2)	REF TO LEVEL IV DOC IQA 17F(IV)	Page 3 of 3

**E.G.S. PILLAY ENGINEERING COLLEGE, NAGAPATTINAM. (AUTONOMOUS)
ISO INTERNAL AUDIT**

Date :		Page No :	_____ of _____
Report No.: (Put Tick)	1 / 2		
Audit Objective:	To meet requirements of the quality policy for ISO 9001:2015 Certification and also continual improvement of the programme.		
Audit Scope:	To verify the departmental documented information for the process like Admission, Teaching and Learning, Examination, Training and Placement, etc.,		
<u>Corrective actions taken</u>			
Signature of the Auditee:			
Verification by Auditor, comments and recommendation if any			
Signature of the Auditor			

HOD
AUTHENTICATION

PRINCIPAL

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	PROCEDURE MANUAL	Rev No.0
DOC CODE	TITLE: MONITORING AND MEASUREMENTS	Date : 09-10-2017
MAM 17	REF TO LEVEL I DOC QM 17	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Though the process of the Institution is teaching and training, through and through beneficiaries of the product are the students. They are deemed to be an integral part of the product and require monitoring and measurement. Monitoring and measurement procedure with regard to the students undergoing learning and training is documented in this section.
- 1.2 In this process, it is ensured that it conforms to the mandatory stipulations regarding attendance, performance in internal assessments, examinations and minimum qualifying levels, as laid down by the affiliating University.
- 1.3 Different aspects of the Monitoring and measurements procedure are covered in the WIs listed in Table MAM 17-1.

TABLE MAM 17-1 Work Instructions

Sl.No	Aspect of Process control	WI Ref
01	Attendance of students	MAM 17 WI(1)
02	Internal Assessment	MAM 17 WI(2)
03	University examinations	MAM 17 WI(3)
04	Acceptance of purchased equipment and materials	MAM 17 WI(4)

- 1.4 Every work instruction sets out the logical sequence of activities related to the specified aspect of inspection and testing with which it is connected. Activities where required are governed by the regulatory mechanism and meet the time targets, if any to complete the tasks. Responsibility for implementation is covered in WI.
- 1.5 Matters related to student admission and recognition and affiliation of the Institution are dealt with in CRP11.


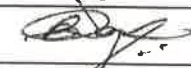
2.0 FORMATS / CHECKLISTS

2.1 NIL

3.0 RECORDS

3.1 NIL

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	HOD	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: ATTENDANCE OF STUDENTS	Date : 09-10-2017
MAM 17 WI(1)	REF TO LEVEL II DOC MAM 17	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Regulatory rules governing attendance of students is as under.

- A year term is of duration of 180 working days with 8 periods of work/day and a semester is of a period of 90 working days with 8 periods/day, excluding examination days.
- Minimum attendance to be eligible for taking the University examination is 75% in each subject.
- A student with attendance less than the specified percentage is subject to the rules and regulations of the affiliating University in this regard.

1.1.1 Fifteen to 20 students are assigned to a faculty counsellor to monitor the attendance progress and performance of the students on a regular basis and take corrective measures

1.2 Activities related to attendance and responsibilities for their implementation are stated in Table MAM 17 WI (1).

Prepared by	HOD	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.1
DOC CODE	TITLE: ATTENDANCE OF STUDENTS	Date : 09-10-2017
MAM 17 WI(1)	REF TO LEVEL II DOC MAM 17	Page 2 of 2

Table - MAM 17 WI (1) Activity and Responsibility

Sl.No	Activity	Responsibility
1	Intimate any changes in the rules and regulations pertaining to attendance, as and when it is framed to all HODs	Principal
2	Recording attendance of every student for the classes held.	Concerned faculty
3	Marking the attendance of every student in the class attendance register	Class attendance In-charge and Class In-charge
4	Advising all the students falling below the specified percentage every month individually	Attendance in-charge Concerned Faculty / Counsellor
5	Follow up action as under at the end of every month. i. Inform the students about their attendance for corrective action ii. Intimate the parent / guardian about the shortfall in attendance and warn them about the consequences.	HOD / Counsellor

2.0 FORMATS / CHECKLISTS


2.1 Nil

3.0 RECORDS.

3.1 The following records are maintained for specified period from the date of admission

- Record of attendance of students– one year.
- Record of students not eligible to take examination on the basis of attendance – 2 years
- Record of intimation of shortage of attendance to Parents / guardians – one year

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.5
DOC CODE	TITLE: INTERNAL ASSESSMENT	Date : 01-06-2022
MAM 17 WI(2)	REF TO LEVEL II DOC MAM 17	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

1.1 TESTS FOR INTERNAL ASSESSMENT : REGULATIONS

- 1.1.1 Every department has latest version of regulations issued by University regarding conducting IA and IA marks in each subject of the department.

Basis of I.A:

Continuous Internal Assessment has been introduced for the batch of engineering students admitted from 2004. It carries 20% of marks in University Examination in each paper and has 3 components, Cycle test 1, 2 & Model examinations.

Continuous Internal Assessment has been introduced for the batch of engineering students admitted from 2017. It carries 40% of marks in End Semester Examination in each paper and has 3 components, CAT1,2 & Assignment 10 marks

For MCA and MBA, the internal assessment will be for 40%.

1.2 INTERNAL ASSESSMENT PLANING

- 1.2.1 Tests for internal assessment are planned in advance, before the commencement of classes, for all the classes in each subject – theory and practical.
- 1.2.2 Plan covers date and time for each subject
- 1.2.3 Principal and HODs are responsible for 1.2.1 and 1.2.2

1.3 ORGANISING THE TESTS

- 1.3.1 The concerned faculty members announce timetable and syllabus for test in each subject one week before the scheduled date. Every HOD confirms this action to the Principal.
- 1.3.2 For the conduct of CAT tests and strictly the procedure followed for the conduct of the End Semester Examinations will be observed by Exam Cell. This compliance is ensured by the overall responsibility rests with Principal.

1.4 EVALUATION AND ANNOUNCEMENT OF RESULTS

- 1.4.1 Evaluation of theory subject is completed within three days from the date of test by the concerned faculty. HOD ensures this.
- 1.4.2 HOD reviews progress.
- 1.4.3 Evaluation of practical subject is carried out by the faculty member/sec i/c as per the procedure laid out by the Principal and HOD.

EGSPEC	WORK INSTRUCTION	Rev No.5
DOC CODE	TITLE: INTERNAL ASSESSMENT	Date : 01-06-2022
MAM 17 WI(2)	REF TO LEVEL II DOC MAM 17	Page 2 of 2

- 1.4.4 The nominated teacher enters the marks secured by students in official marks register maintained for the purpose in the department. HOD authenticates the entries made. Corrections if any are authenticated by HOD.
- 1.4.5 Marks scored by each student are announced by returning the valued scripts to the student. This is the responsibility of the concerned faculty.
- 1.4.6 HOD and counsellors ensure proper despatch of marks secured and attendance details to Parent / Guardian every month.
- 1.4.7 Final IA marks in each subject secured by every student is entered in the online web portal of Anna University/ COE EGSPEC directly by the faculty after getting approval from the HOD.

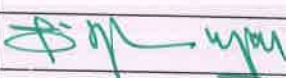

2.0 FORMATS / CHECKLIST

2.1 NIL

3.0 RECORDS

- 3.1 The evaluated answer scripts will be returned to the students. Marks register containing the marks of each student and copy of the mark sheets are kept with the HOD. University communications on matters related to IA are kept with Principal. Records of students, who complete the course are transferred to the archives of the college

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Chief Superintendent	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.5
DOC CODE	TITLE: AUTONOMOUS EXAMINATION	Date : 01-06-2022
MAM 17 WI(3)	REF TO LEVEL II DOC MAM 17	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Examination process consists of several stages listed in Table MAM 17 WI (3) – 1 along with references to corresponding WI specified for each stage.

Table MAM 17 WI (3) – 1: Examination Process

Sl.No	Stages of Examination Process	Ref to WI
1.	Payment of examination fees and submitting examination applications	MAM 17 WI(3.1)
2.	Candidates' Lists and hall tickets	MAM 17 WI(3.2)
3.	Examination schedule	MAM 17 WI(3.3)
4.	Arrangements for examinations	MAM 17 WI(3.4)
5.	Question papers	MAM 17 WI(3.5)
6.	Conducting the Examination (Theory)	MAM 17 WI(3.6)
7.	Conducting the Examination (Practical)	MAM 17 WI(3.7)
8.	Despatch of answer books	MAM 17 WI(3.8)
9.	Valuation	MAM 17 WI(3.9)
10.	Announcement of results	MAM 17 WI(3.10)
11.	Follow up action on results	MAM 17 WI(3.11)

- 1.2 Rules and regulations applicable at each stage are maintained by Chief Superintendent who is responsible for ensuring implementation of the rules and regulations that are as per the latest versions notified by the regulating authorities.
- 1.3 WI referred to in Table MAM 17 WI (3) – 1 furnish for each process and stage, the measures / actions to be taken. Responsibilities for implementation of the measures are stated in the WI.



2.0 FORMATS / CHECKLISTS

- 2.1 NIL

3.0 RECORDS

- 3.1 Latest rules and regulations concerning the examination are kept with Chief Superintendent. Existing version of a record is sent to the archives of the Institution, as and when it is superseded.

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Chief Superintendent	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.5
DOC CODE	TITLE: PAYMENT OF EXAM FEES & SUBMITTING EXAM APPLICATIONS	Date : 01-06-2022
MAM 17 WI(3.1)	REF TO LINK DOC MAM 17 WI (3)	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Activities related to paying examination fees and submitting examination applications in prescribed forms and responsibility for arranging facilities are in table MAM 17 WI(3.1) – 1

Table MAM 17 WI (3.1) – 1: Notification for Payment of Examination fees and submitting Examination applications

Sl.No	Activity	Responsibility
1.	Contact and follow up with the Controller of Examination on notification regarding payment of examination fees and submission of duly completed application forms	Sec I/c
2.	Receive notification for the purpose said in (1)	Sec I/c
3.	Communicate (2) to all the students and departments by sending copies immediately.	Sec I/c
4.	Provide clarifications, wherever required.	Sec I/c
5.	Prepare a list of ineligible candidates due to : i. Shortage of attendance – first year ii. Shortage of Attendance – III to VIII semester	HOD
6.	Issue of examination application form for eligible students	HOD
7.	Collection of applications forms and Collection of examination fees	Sec I/c

2.0 FORMATS / CHECKLISTS

2.1 Nil


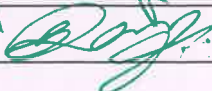
3.0 RECORDS

3.1 Records as under are kept with Chief Superintendent.

1. Latest rules and regulations pertaining to examination issued by the University.
2. Record of notification of Controller of Examination announcement to conduct examination
3. List of students eligible to take examinations
4. List of students not eligible to take examinations.

3.2 Records of students who leave the Institution without completion or after successful completion of the course are kept in the archives of the college

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Chief Superintendent	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.5
DOC CODE	TITLE: PREPARATION OF CANDIDATES' LISTS	Date : 01-06-2022
MAM 17 WI(3.2)	REF TO LINK DOC MAM 17 WI (3)	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Every student admitted to the college is allotted a register number by the university after his admission is approved by the University. This register number given is entered in all the records and correspondences related to that student along with the name of the student.

1.2 The examination system for the entire course consists of eight semesters examinations, at the end of each semester in different branches.

MBA course consist of Four semesters and MCA course consists of Four semesters and examinations are conducted at the end of each semester up to and including final semester is completely devoted to project work. In each trimester/semester different subjects are offered as per Autonomous curriculum.

1.3 The candidates have to submit applications as per notified rules and furnish clearly all the information required, along with necessary enclosures for getting permitted to appear for the examinations.

1.4 After receiving all the applications from all the candidates, these applications are scrutinised and sorted out exam – wise as per University directions and submitted to the university along with the prescribed fees.

Based on the applications, the list of candidates and their Hall tickets are prepared by the University and sent to the Institution.

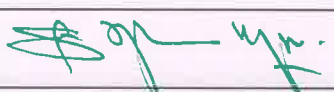

2.0 FORMATS / CHECKLISTS

2.1 Nil

3.0 RECORDS

3.1 Records of list of candidates appearing for different B.E/B.Tech/MCA and MBA examinations are kept with Chief Superintendent.

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Chief Superintendent	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: EXAMINATION SCHEDULE	Date : 09-10-2017
MAM 17 WI(3.3)	REF TO LINK DOC MAM 17 WI (3)	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

1.1 The processes related to the Examination Schedule consist of the following

- a. receipt of examinations schedule issued by the University and its notification to all concerned in the Institution
- b. receipt of Hall tickets from the university and its issue to the eligible candidates of the Institution
- c. indent for and receipt of examination stationery
- d. forwarding the claim for contingency grant for the conduct of Examination to the University and receiving the grant.

2.0 FORMATS / CHECKLISTS

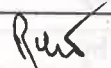

2.1 Nil

3.0 RECORDS

3.1 Records of the current students are kept with Chief Superintendent.

3.2 Examinations Schedule.

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Chief Superintendent	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: ARRANGEMENTS FOR EXAMINATION	Date : 09-10-2017
MAM 17 WI(3.4)	REF TO LINK DOC MAM 17 WI (3)	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Making arrangements for written examination comprises of

- Seating arrangements
- Arrangement for Hall superintendents.
- Provision of required facilities for implementation.
- Creating awareness about their duties to the Hall Superintendents
- Arranging for a minimum of 10% and a maximum of 50% of Hall Superintendents from neighbouring College
- Provision of required number of clerical and other staff

1.2 PRACTICAL EXAMINATIONS:

- On the request of the Principal the University provides external examiners from the neighbouring engineering colleges.
- Internal Examiners are from among the faculty of the Institution.
- Supporting staffs are assigned by the Principal based on requirement.


2.0 FORMATS / CHECKLISTS

2.1 NIL

3.0 RECORDS.

List of all officials of every examination is transferred to archives of the college at the end of the examinations.

4.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Chief Superintendent	
Approved by	Principal	



EGSPEC	WORK INSTRUCTION	Rev No.:6
DOC.CODE	TITLE: QUESTION PAPERS	Date :09-06-2023
MAM 17 WI(3.5)	REF TO LINK DOC MAM 17 WI (3)	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

1.1 The processes related to "Question paper" comprise of the following:

- Receipt of question papers from the University/Controller of Examinations, EGSPEC for Autonomous, through staff of University.
- Safe custody of question papers
- Opening the sealed covers containing the question papers of a particular day on that day of examination in the presence of invigilators, Anna University Representative and distributing the same to the candidates. Chief Superintendent is the overall custodian of examination related materials.
- MCQ are removed from the question pattern after getting approved from Academic council

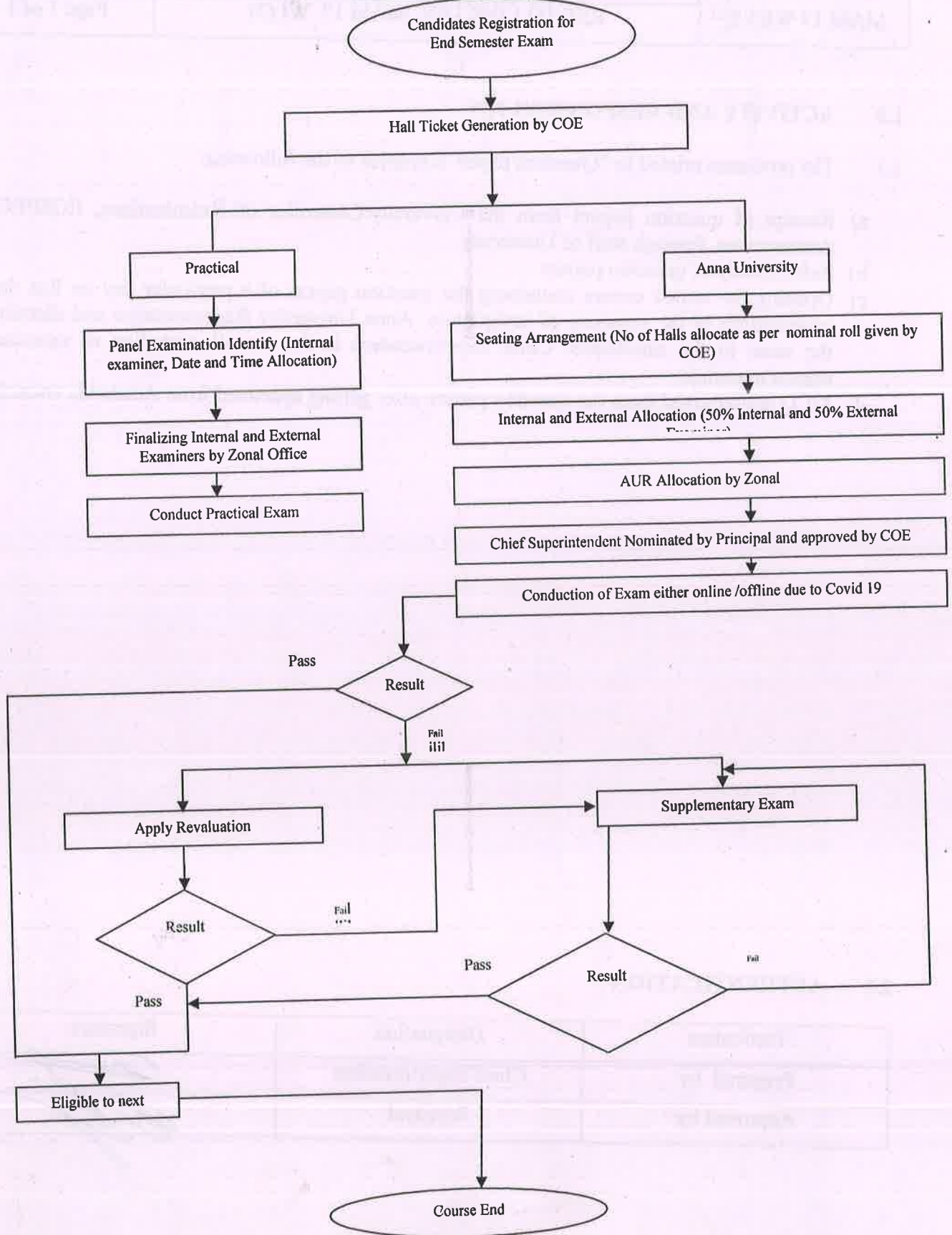
2.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Chief Superintendent	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.4
DOC CODE	TITLE: CONDUCTING THE EXAMINATION (THEORY)	Date : 07-05-2020
MAM 17 WI(3.6)	REF TO LINK DOC MAM 17 WI (3)	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

EXAMINATION PROCESS



EGSPEC	WORK INSTRUCTION	Rev No.4
DOC CODE MAM 17 WI(3.6)	TITLE: CONDUCTING THE EXAMINATION (THEORY)	Date : 07-05-2020
	REF TO LINK DOC MAM 17 WI (3)	Page 1 of 2

- 1.1 All activities and responsibilities related to conduct the examination in theory are made known to every official assigned the work of conducting examinations. It is the responsibility of chief superintendent for bringing about the required awareness
- 1.2 Principal issues Duplicate Hall Tickets and / or identity cards to the candidates who claim to have lost/misplaced the same on a fine to be paid to the Institution. The candidate must provide the latest passport size photo for the identity card to be attested by the Principal.
- 1.3 Students are allotted to different rooms, invigilators are allotted for each room and examinations conducted strictly following the rules and regulations of the University.
- 1.4 Due to Covid 19 Multiple choice questions are used to conduct the examination, which is prescribed by Anna University

2.0 AUTHENTICATION

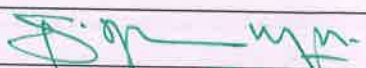
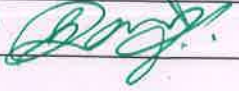
Particulars	Designation	Signature
Prepared by	Chief Superintendent	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.5
DOC CODE MAM 17 WI(3.7)	TITLE: CONDUCTING THE EXAMINATION (PRACTICAL)	Date : 01-06-2022
	REF TO LINK DOC MAM 17 WI (3)	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 HOD prepares time table for conducting practical exams in his department and the Principal forwards the same to the COE office for approval, well in advance.
- 1.2 If any coordination is required, Principal arranges to conduct a meeting of all concerned heads and provides necessary guidelines for planning smooth practical examination schedule.
- 1.3 COE office gives approval to conduct practical examination as per schedule prepared by HODs.
- 1.4 Once the approval is obtained, time table for practical examinations is notified in the departments.
- 1.5 Examiners are intimated by the University to conduct practical examinations at EGSPEC.
- 1.6 Departments are supplied with the required stationery by examination section before commencement of practical examinations.
- 1.7 Practical examinations are conducted and sealed envelopes containing marks lists are sent to the University by the Examiners. Sealed packets containing answer scripts are kept under the safe custody of COE office

2.0 AUTHENTICATION



Particulars	Designation	Signature
Prepared by	Chief Superintendent	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE MAM 17 WI(3.8)	TITLE: DESPATCH OF ANSWER SCRIPTS (THEORY)	Date : 09-10-2017
	REF TO LINK DOC MAM 17 WI (3)	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Chief Superintendent ensures that all answer scripts received from all theory examination rooms, are properly arranged and properly bundled in cloth covers and sealed.
- 1.2 Such bundles containing theory papers answer scripts are properly labelled and handed over to the University as per regulations.
- 1.3 Chief Superintendent keeps in his custody the acknowledgement provided by the officials of the University as a permanent record.

2.0 AUTHENTICATION



Particulars	Designation	Signature
Prepared by	Chief Superintendent	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.4
DOC CODE	TITLE: VALUATION	Date : 07-05-2020
MAM 17 WI(3.9)	REF TO LINK DOC MAM 17 WI (3)	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Principal ensures complete cooperation in all valuation works of the University and permits teachers of the college appointed for valuation work to attend to the University work without hindrance to the Institutional works.
- 1.2 Due to Covid 19, Online Examination are conducted for the students using Multiple choice question. So the results will be taken immediately after completion of the examination by the CoE Office.

2.0 AUTHENTICATION



Particulars	Designation	Signature
Prepared by	Chief Superintendent	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: ANNOUNCEMENT OF RESULTS	Date : 09-10-2017
MAM 17 WI(3.10)	REF TO LINK DOC MAM 17 WI (3)	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Sec I/c delivers result sheets and marks cards to departments with due acknowledgement, after receipt from the University.
- 1.2 Departments issue marks cards to students, as and when received from the University.
- 1.3 Counsellors post the marks obtained by students in the counselling record book of the student.
- 1.4 The Counsellor makes arrangements to send results of students to their parents and guardians.
- 1.5 For students completing the course, University provides a consolidated mark sheet, provisional degree certificate, which are distributed to the students as and when received from the University either in person or by Post, on requisition.

2.0 AUTHENTICATION

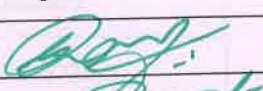

Particulars	Designation	Signature
Prepared by	Chief Superintendent	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE	TITLE: FOLLOW UP ACTION ON RESULTS	Date : 09-10-2017
MAM 17 WI(3.11)	REF TO LINK DOC MAM 17 WI (3)	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Follow up action, after the results are announced and marks cards are issued, consists of receiving applications from students seeking.
- a. Revaluation,
 - b. Photocopy of the Answer sheets
 - c. Transparencies of answer scripts subject to rules and regulations of the University.
- 1.2 Sec I/c review the application and if the case is not justifiable, student is informed and advised accordingly. However, if the student is still interested the case is forwarded to the Principal for his scrutiny.
- 1.3 Whenever a case exists, the application is forwarded to the University.
- 1.4 The outcome is conveyed to the students as soon as it is received from the University
- 1.5 Sec I/c attend to the above with the support of Principal.

2.0 AUTHENTICATION

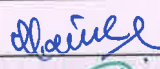

Particulars	Designation	Signature
Prepared by	Chief Superintendent	
Approved by	Principal	

EGSPEC	WORK INSTRUCTION	Rev No.0
DOC CODE MAM 17 WI(4)	TITLE: ACCEPTANCE OF EQUIPMENT AND MATERIALS	Date : 09-10-2017
	REF TO LEVEL II DOC MAM 17	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Equipments and materials required for the process of teaching and learning process are identified and procured from the authorised agencies.
- 1.2 Such materials, equipments and accessories received, are checked and inspected by user department to ensure that the materials meet satisfy the prescribed specifications and stipulations.
- 1.3 On completion of verification necessary endorsement is provided by the user department for further processing.
- 1.4 HOD of the user department is responsible for this activity.
- 1.5 Payments are made only after complying with (1.4) and endorsement by the Principal.

2.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	Purchase I/C	
Approved by	Principal	

EGSPEC	PROCEDURE MANUAL	Rev No.0
DOC CODE	TITLE: CONTROL OF NON- CONFORMING PRODUCT	Date : 09-10-2017
NCP 18	REF TO LEVEL I DOC QM 21	Page 1 of 2

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Sources of non-conformity traceable to students admitted to the Institution, nature of non-conformity and authority for control of NC are discussed.

1.1.1. Possibility of students, not satisfying the prescribed rules and regulations for admission into the course, gets admitted.

Such possibilities are ruled out by conducting independent and multi-point verification of the original documents establishing satisfactory compliance of the prescribed rules and regulations of DOTE, at the Institution and at the University.

1.1.2. Possibility of students, not satisfying the prescribed conditions to go to next level during the course, getting into next level.

1.2 Disciplinary action is taken against those found to be indulging in obnoxious behaviour and conduct.

1.3 In case of student indulging in any notified form of malpractice during University examinations, the matter is reported to the University with supportive evidence, by Chief Superintendent. Action is taken as per the directions of an authorised committee of the University set up for the purpose.

1.4 Students are always watched for satisfactory attendance. Any default will be notified and students are advised time to time. The student counsellor is responsible for this.

1.5 Students not performing satisfactorily in tests and examinations are continuously watched and educated sufficiently for not carrying backlog subjects in any examinations. HOD and counsellor are responsible for this advised accordingly.

1.6 HODs and Principal enforce the control measures on non-conformity and coordinate with the University wherever required.

1.7 Rules and regulations to be complied with in the case of NC are kept transparent for every one to know, follow and seek clarification, if any.

1.8 HODs and Principal are managers of the Institution and they are responsible to enhance the image of the Institution. They are held responsible for the errors of persons working as per their instructions.

1.9 Material and items used in the process of teaching and learning.

EGSPEC	PROCEDURE MANUAL	Rev No.0
DOC CODE NCP 18	TITLE: CONTROL OF NON- CONFORMING PRODUCT	Date : 09-10-2017
	REF TO LEVEL I DOC QM 21	Page 2 of 2

1.9.1 Such materials and items are purchased and used if they satisfy the preset specifications and requirements. Otherwise, provision exists to reject and return unsatisfactory materials and items. Principal and HODs enforce proper measures in eliminating any NC in this regard.

2.0 FORMATS / CHECK LISTS

2.1 NIL



3.0 RECORDS

3.1 All the correspondence, data, information related to an instance of non-conformity is kept with Principal. These are permanent records of the Institution

4.0 REFERENCE DOCUMENTS

4.1 NIL

5.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

EGSPEC	PROCEDURE MANUAL	Rev No.0
DOC CODE	TITLE: ANALYSIS OF DATA	Date : 09-10-2017
AOD 19	REF TO LEVEL I DOC QM 17	Page 1 of 1

1.0 ACTIVITY AND RESPONSIBILITY

1.1 Focus of the application areas of Analysis of Data are as under:

- (a) Trend charts on the macro performance indices over a period of time; as many indices as required to cover all activities of the Institution need to be considered.
- (b) Use of statistical methodology for planning and conducting of student surveys, if any, analysis of survey data and reporting

1.2 All the key personnel concerned in the Institution are given proper training so as to appreciate "Statistical thinking" and take measures for wide use of statistical techniques in the areas stated in 1.1.

1.3 Principal and HODs are responsible for use of statistical techniques.

2.0 FORMATS / CHECK LISTS

2.2 NIL

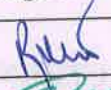

3.0 RECORDS

3.2 NIL

4.0 REFERENCE DOCUMENTS

4.2 NIL

5.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

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1.0 ACTIVITY AND RESPONSIBILITY

- 1.1 Issues that are subject to CAPA drill and responsibility are mentioned in table CAP 20-1. As far as possible, every management is made to ensure that every class is held as per time table. When a staff member is on leave, alternate arrangements are made for conducting the classes smoothly.

TABLE CAP 20 – 1: CAPA drill

Sl.No	Case for CAPA	CAPA session Frequency	Immediate responsibility and participants	Overall responsibility
A	B	C	D	E
1.	<u>Performance related to :</u> (a) attendance of students (b) Practical work and tests (c) First to final examinations	Once in two months for (a) Within a month after (b) and (c)	HOD and staff member of relevant subject	Principal reviews with HODs the action taken, its effectiveness and follow up once in two months
2.	<u>Instances related to:</u> (a) Violation of prescribed rules, regulations, stipulation (b) acts of indiscipline attracting interference and action by police and involving outside persons and bodies (c) acts of indiscipline internal to the Institution	As and when an instance occurs	Concerned department and any plus other person if necessary	Principal ensures that every instance is investigated and pursued to its logical end, with the aid of a disciplinary committee constituted with 3 senior faculty members

- 1.2 Proceedings of the every enquiring session held is submitted to Principal.

2.0 FORMATS / CHECK LISTS

- 2.1 NIL

3.0 RECORDS


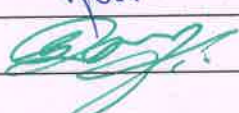
- 3.1 Records related to subject of Sl.No (1) in table CAP 20-1 are kept with every HOD. These are permanent records of the Institution
- 3.2 Records related to subject of Sl.No (2) in table CAP 20-1 are kept with Principal. These are permanent records of the Institution.

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4.0 REFERENCE DOCUMENTS

4.1 NIL

5.0 AUTHENTICATION

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	
Approved by	Principal	

DATE	PROJECT TITLE	STATUS
1998-01-01	PROJECT TITLE	START
1998-01-01	PROJECT TITLE	END

PROJECT TITLE

1998

ADMINISTRATION		
PROJECT TITLE	PROJECT TITLE	PROJECT TITLE
PROJECT TITLE	PROJECT TITLE	PROJECT TITLE
PROJECT TITLE	PROJECT TITLE	PROJECT TITLE