Academic and Administrative Quality Policy

Maharaja Surajmal Institute of Technology
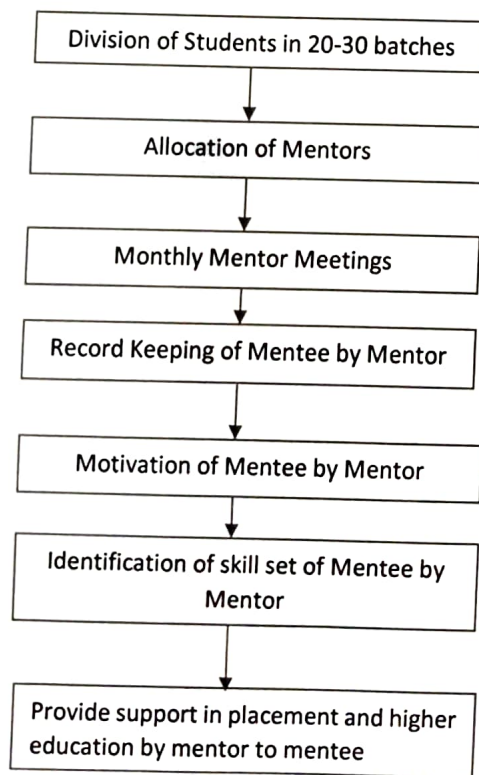
C-4, Janakpuri, New Delhi-110058

INDEX

TEACHER STUDENT MENTORING MODULE

Mentoring may be recognized as a program required by the students to achieve learning goals with emotional and instrumental support. Thus, the student mentorship will incorporate the support of faculty members as "Mentors" to all the students in the college. Each student shall be assigned a" Mentor" to overcome hurdles in order to achieve their academic career goals.

OBJECTIVES OF STUDENT MENTORING POLICY

1. Provide students with career and non-academic counselling.
2. Share information on preparatory courses such as skill courses, bridge courses etc. for students' academic prosperity.
3. Motivate students to achieve learning goals and thereby enhancing their academic performance.
4. Guide, encourage, and advice the students about upcoming student life, health, mental and emotional well-being. Also addressing their issues and help them to find solution of their concerns with appropriate resources, support and referral available.
5. Generate inquisitiveness for academics and other institutional activities amongst the students.

FLOW OF ACTIVITIES

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┌─────────────────────────────────────┐
│  Division of Students in 20-30 batches │
└─────────────────────────────────────┘
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┌─────────────────────────────────────┐
│         Allocation of Mentors         │
└─────────────────────────────────────┘
                  ↓
┌─────────────────────────────────────┐
│        Monthly Mentor Meetings        │
└─────────────────────────────────────┘
                  ↓
┌─────────────────────────────────────┐
│    Record Keeping of Mentee by Mentor │
└─────────────────────────────────────┘
                  ↓
┌─────────────────────────────────────┐
│     Motivation of Mentee by Mentor    │
└─────────────────────────────────────┘
                  ↓
┌─────────────────────────────────────┐
│  Identification of skill set of Mentee by │
│                Mentor                 │
└─────────────────────────────────────┘
                  ↓
┌─────────────────────────────────────┐
│  Provide support in placement and higher │
│   education by mentor to mentee        │
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ELEMENTS OF STUDENT MENTORING POLICY

- There should be selection of Mentor teacher for a group of 20-30 students to bridge the gap between learning skills and to improve student's performance.

- Mentors and mentees should meet according to a pre-arranged calendar, as well as per requirement. They will be introduced to each other in the first few weeks after admission. Mentors and mentees should meet initially at least once a month. They are encouraged to meet socially periodically to build rapport within the team. Mentees would be encouraged to initiate meetings with mentors.

- There should be Parent Teacher meeting on regular basis. Meeting can be done telephonically or parents can come physically to college if student is facing critical problem. Parent-teacher meeting bridges the gap between the parents and mentors. They will also get a chance to converse about student's academic progress along with their areas of improvement.

- There should be counselling of students. Suitable student counselling will assist them in learning vital life skills which will yield satisfactory experience when applied in life. Hand-picked instructors can take on the role of a counsellor to advice students develop their broad personalities. They can assist them in initiating talks and allowing them to voice their concerns and worries.

- The achievements of the students should be properly maintained by mentor, and these should be referred while having any critical discussions with the mentee.

- Students should be inspired to purse higher studies as in the long term, further qualifications will almost undoubtedly lead to greater earning potential& career opportunities.

- There is also a placement cell where they can get further mentoring which plays a crucial role in locating job opportunities for students passing out from the college by keeping in touch with reputed firms and industrial establishments.

- Alumni/ Senior Students Mentoring Younger Student. Mentorship is useful in various aspects of life, including career mentors, spiritual advisers, and others. Cross-age peer mentoring (also known as buddy programs!) is a sort of mentoring program that many schools and educators have used in the classroom. Older students have always looked up to young ones. Cross-age peer mentoring programs pair older students (student mentors) with younger students (mentees) to guide and support the mentees in a variety of academic, social, and emotional areas. These activities shall be frequently held in the classroom and would prove to have a good impact on the overall development of the students

ROLE AND RESPONSIBILITES OF THE MENTOR

For effective mentoring, the mentor should embrace the ability and willingness to

1. Coach and advise the mentees on how to reach their goals

2. Provide guidance and help to grow mentee's exposure to new experiences.
3. Teach to provide learning opportunities.
4. Counsel to enhance the mentee's self-esteem through supportive, non-judgmental discussions.
5. Communicate through active listening. Focus fully on the mentee and show active verbal and non-verbal signs of listening.
6. Share experiences and be open to sharing mistakes, failures and lessons learned.
7. Maintain strict confidentiality of the information shared by the mentee.
8. Be a role model to walk the talk and exhibit the behaviours essential for success
9. If at any time, the mentor feel that the mentees need special counselling, the mentor may encourage the students to seek counselling with the professional expert - the Student Counsellor.
10. If any student needs special academic tutoring, the mentor may direct the mentees to an appropriate faculty and may even ask the faculty to help their mentees in a particular area.

MENTEE'S ROLES AND RESPONSIBILITIES

1. Mentee is responsible for initiating all contact with the mentor and should be prepared and punctual for the mentoring sessions.
2. Mentee is responsible for establishing the agenda for the conversation. The student might even email topics to the mentor ahead of time. At the beginning of each session, the mentee should provide a brief update on progress since the last conversation.
3. Mentee should share his/her ideas, concerns, and professional goals so that the mentor is able to place the situation in perspective.
4. Mentee should establish a mutually agreeable plan for mentoring sessions. He/she should schedule the sessions on his/her calendar and build in enough time around the sessions to prepare. By ensuring that conversations start and end on time, the mentee will demonstrate respect and responsibility.
5. Mentee should focus on the relationship, rather than outcomes. Mentor's role is not to provide a job; it is to share valuable experience with the mentee.
6. Mentee should ask direct questions about what he/she most want to know and shouldn't be shy about asking. Mentee is responsible for ensuring, the conversation meets, his/her needs.

Dr.Rinky Dwivedi
Associate Professor & HOD CSE

Director,MSIT

Dr R

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Ref. NO. MSIT/EXM./21

Dated : 15.09.2021

Moderation of Marks Policy

The guidelines for the distribution of weightage for various components of B.Tech. Courses evaluation of GGSIP University is as below:

1. Theory Courses

a. Continuous evaluation by teacher(s) - 25%
b. Semester term end examination - 75%

2. Practical / Laboratory Courses

a. Continuous evaluation by teacher(s) - 40%
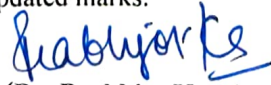b. Semester term end examination - 60%

The Syllabi and Scheme of Teaching and Examination shall prescribe the distribution of weightage for various components of evaluation.

Moderation of marks for Theory Subject

1. Every course specified by the GGSIPU University has two main components. Teachers' continuous evaluation and term end examination.
2. The passing marks shall be defined as the percentage of total marks (sum of both the teachers'continuous evaluation and term end examination) and shall not be less than 40 percent. To pass / qualify in a course, the student must appear in all the components of the course.
3. Teachers's continuous assessment has following components:
   a. Mid-term Sessional Exam : 15
   b. Class Test / Assignment / Quiz : 05
   c. Class performance / Attendance : 05
4. If the student is absent / not able to clear the Mid-Term Sessional Examination or Class Test. A second chance shall be given to the students by taking another Mid-term Examination / Class Test/ Assignments/Quizes after the consent of HOD.
5. Based upon the performance of the student, subject teacher shall assign the updated marks.

Moderation of marks for Lab Subject

1. Every course specified by the GGSIPU University has two main components. Teachers' continuous evaluation and term end examination.
2. The passing marks shall be defined as the percentage of total marks (sum of both the teachers' continuous evaluation and term end examination) and shall not be less than 40 percent. To pass / qualify in a course, the student must appear in all the components of the course.
3. Teachers's continuous assessment has following components:
   a. Practical File : 20
   b. Viva voce : 10
   c. Class performance / Attendance : 10
4. If the student is absent / not able to clear the Internal Practical Examination. A second chance shall be given to the students by taking another round of vivaafter the consent of HOD.
5. Based upon the performance of the student, subject teacher shall assign the updated marks.

(Dr. Prabhjot Kaur)
Convenor

(Dr. Ranjit Singh)
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Ref. No. MSIT/Admn./21   Dated : 15.09.2021

Slow Learners Support Module

Slow learning is not a learning disability. No student is weak or bright by birth; it's the way we feed the knowledge and how they imbibe it which makes them so. A slow learner needs more time, more repetition and more resources from teachers to be successful. These students do not have intellectual disability, but it takes them longer time to understand and grasp concepts.

Slow learners course of action

1. Detailed result analysis was done by faculty subject wise and absentee student's parents were informed telephonically/ SMS/ Speed post.
2. The non performing students were mentored by the subject faculty/ mentor.
3. Difficult topics and doubts of student were taken by the faculty.
4. Faculty is advised to conduct extra classes in their free slot.
5. Faculty mentors were allotted batch of every 20 students. These faculty mentor interact regularly with student, counsel and guide them throughout the course period.
6. Student having back logs in any subject can discuss their doubts with concerned faculty.
7. If any student is facing any psychological issue, he/she is advised to visit the health counsellor in the campus. HODs are advised to conduct Parent Teachers interaction along with students.

(Prof. A. K. Singh)
Convenor

(Dr. Ranjit Singh)
DIRECTOR

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5

Ref. No. MSIT/EXM./21   Dated : 15.09.2021

End-Term Result Analysis Policy

After announcing the results of End-Term Examinations by GGSIP University, the results in the department shall be analyzed as follows:

1. Department Level

At the department level, results of every facultywill be recorded in the following format:

Result Analysis of current Semester(Session, Year)

								% age of Students						
S. N o	**Name of the Faculty**	**Year**	**Semester / Branch**	**Subject Taught**	**Subject Code**	**No. of Students appeared**	**No. of Students passed**	**≥90%**	**89 - 75%**	**74-60%**	**<60%**	**Avg. %**	**Fail %**	**Pass % age of students**	**Net % of Students falling in**
								I	II	III	IV	V			V-I

2. College Level

To assess the results of MSIT with other colleges, MSIT results shall be recorded and analyzed in the following format.

Result Analysis (Session)

S. N o	College Name	Name of the Faculty	Year	Semester / Branch	Subject Taught	Subject Code	No. of Students appeared	No. of Students passed	≥90%	89 - 75%	74-60%	<60%	Avg. %	Fail %	Pass % age of students	Net % of Students falling in
									I	II	III	IV	V			V-I
	MSIT															
I	College 1*															
	College 2*															

*Best 2 colleges of GGSIP University other than MSIT

After analyzing the results at department level and after adding remarks by HOD, it shall be submitted to the Director, MSIT.

(Dr. Prabhjot Kaur)
Convenor

15/9/21

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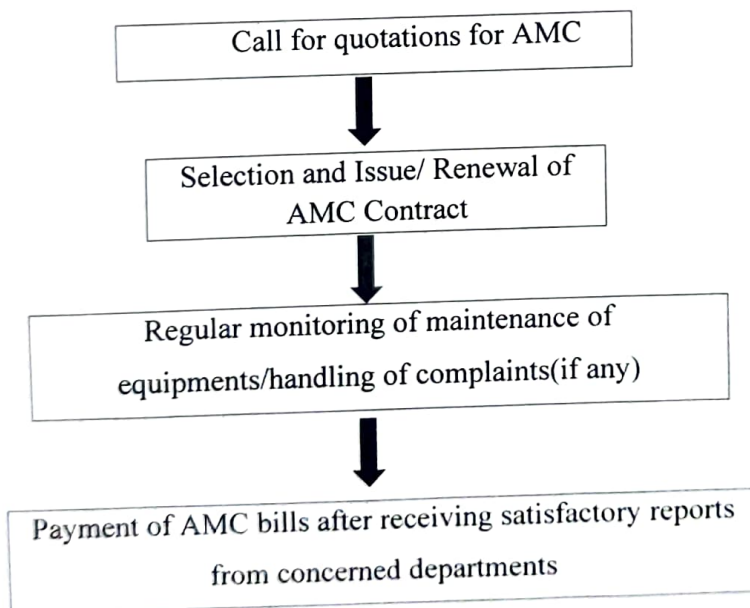
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AMC Module Policy

Maintenance of various equipments is needed for smooth functioning of any organisation. AMC is a contract that ensures periodic upkeep and maintenance of equipments, and fixing any related problems. AMC of equipments is inclusive of repairs, replacement and preventive maintenance of equipment's along with other allied services. AMC in our institute is issued for the following items:

- Computers
- Air Conditioners/ Water Cooler
- Lift and DG Set

AMC-MSIT team invites quotations in sealed cover for allotment of the AMC from various agencies. AMC maintenance team of MSIT is responsible for issue/renewal and management of AMC related matters. Comparative evaluation of the invited quotations is done in a meeting with the Purchase Committee of the Institute. The most appropriate tender is selected, the terms and conditions of service are decided in the meeting, and the work order is accordingly allocated to the concerned agency. The bills of AMC are paid on quarterly basis, after getting satisfactory service report by the concerned departments of the institute. These activities are as depicted by the following flow-chart:

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         ┌─────────────────────────────────┐
         │   Call for quotations for AMC   │
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                          │
                          ▼
         ┌─────────────────────────────────┐
         │  Selection and Issue/ Renewal of │
         │          AMC Contract            │
         └─────────────────────────────────┘
                          │
                          ▼
      ┌────────────────────────────────────────┐
      │   Regular monitoring of maintenance of  │
      │  equipments/handling of complaints(if any) │
      └────────────────────────────────────────┘
                          │
                          ▼
   ┌──────────────────────────────────────────────┐
   │ Payment of AMC bills after receiving satisfactory reports │
   │          from concerned departments          │
   └──────────────────────────────────────────────┘
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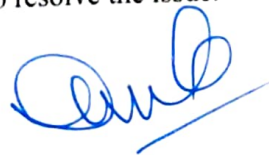
AMC Computers:

AMC Computers covers corrective maintenance and free replacement of defective components in the PCs, servers, printers, etc., included under this tender. The AMC shall be comprehensive in nature and replacement of spares shall also include items like Hard Disk, Printer Head etc. excluding items of consumable nature. The contractor shall maintain the equipment in good

working condition during the contract period and shall correct the fault and failures, repair or replace worn or defective parts of the equipment during normal working hours of the office, where the equipment is installed. Unserviceable parts will be handed over to the institute and the same will be replaced at no extra cost with brand new parts of equivalent or superior specification. The contractor shall ensure that the full configuration of the equipment is in proper working condition, after repair and maintenance. The institute reserve the right to change the equipments at locations, if and when situation demands. The institute also reserve the right to upgrade the IT infrastructure to meet its changing needs, as and when required. The fault in computer equipments shall be rectified within the same working day. Two service engineers need to be appointed for maintenance purpose, at the institute. The maintenance services will be provided from 9.30 hrs. to 17.15 hrs. on all working days (Monday to Saturday). Provision of availability of service engineers on Sundays or other holidays should be made in case of exigency.

AMC Air Conditioners/ Water coolers/ DG set/ Lift:

Repair Service, Maintenance, Installation, 24/7 Technical Support and Quarterly Service is done as per the agreed upon AMC. The contractor shall maintain the equipment in good working condition during the contract period and shall correct the fault and failures, repair or replace worn or defective parts of the equipment during normal working hours of the office, where the equipment is installed. Unserviceable parts will be handed over to the institute and the same will be replaced at no extra cost with brand new parts of equivalent or superior specification. The contractor shall ensure that the full configuration of the equipment is in proper working condition, after repair and maintenance. The institute reserves the right to change the equipments at locations, if and when situation demands. The service engineer is called as and when required, and on routine basis. A complaint register has been put-up at the reception for lodging any service-related complaint. This register is duly checked by respective team members, and appropriate actions are thereby taken to resolve the issue.
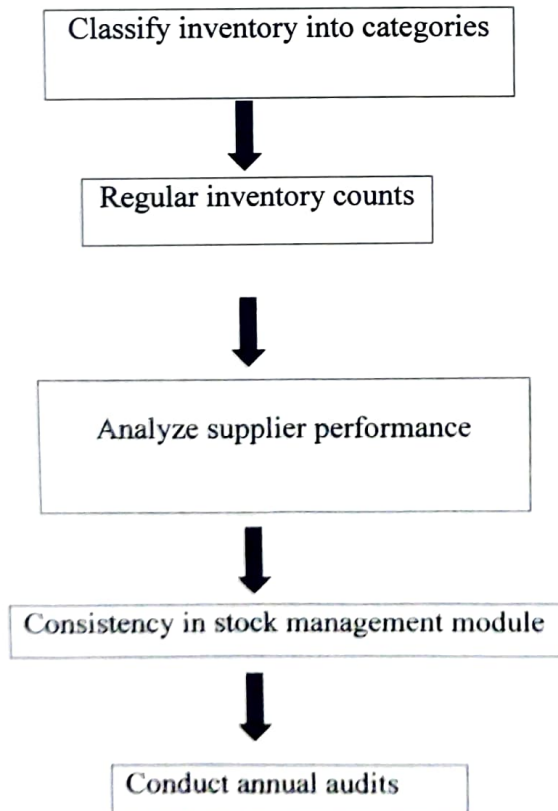
Dr. P_ _ _ Singh
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Stock Management Module

Maharaja Surajmal institute of Technology (MSIT) deal with a large volume of equipment and supplies. These include IT equipment, classroom furniture, text books, stationary supplies and much more. With such a diverse range of items to manage, it is important to devise a standardized inventory system to stay organized and cost effective. A well-defined stock management module system enables efficiency while driving down cost. A reliable inventory management system ensures that all required equipment and supplies are readily available to teachers, students, and staff for minimal disruptions to the learning process. Stock management also involves keeping records of changes in your inventory over time.

The Purchase Committee of SMES is a group of designated members established for independent review and evaluation of purchasing documentation whose main role is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references etc. The following practices are involved in Stock management module of purchased items in MSIT:-

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┌─────────────────────────────────────┐
│  Classify inventory into categories  │
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                  │
                  ▼
     ┌──────────────────────────┐
     │  Regular inventory counts │
     └──────────────────────────┘
                  │
                  ▼
   ┌────────────────────────────────┐
   │   Analyze supplier performance  │
   └────────────────────────────────┘
                  │
                  ▼
 ┌──────────────────────────────────────────┐
 │  Consistency in stock management module   │
 └──────────────────────────────────────────┘
                  │
                  ▼
      ┌──────────────────────────┐
      │   Conduct annual audits   │
      └──────────────────────────┘
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1. Classify inventory into categories:-

Since MSIT has multiple types of assets that need to be accounted for, an efficient solution is to divide them into categories. In MSIT, the broader categories include classroom furniture, Computers & technology equipment, Stationary & office supplies, repairing & maintainance and sanitation. Once this classification is complete, the next step is accurate record keeping for individual items in central stock register. The item are then issued from central stock register to respective departments where their proper record including bills is maintained.

2. Do regular inventory counts:

In MSIT, we have regular inventory counts to facilitate timely reorder cycles based on demand to ensure that there are no last minute emergencies. Doing so ensures that all inventory items are constantly updated in regards to their warranty renewals, purchase and disposal dates. Keeping regular count of your inventory gives you more information for demand forecasting. Better planning leads to optimized stock levels and less revenue loss.

3. Analyze supplier performance

An unreliable supplier can cause problems for inventory. In MSIT, if we have a supplier that is habitually late with deliveries or frequently shorts an order, we do take action. MSIT constantly evaluates the performance of goods supplied by various vendor to reduce purchase risk and maximize the overall value of the products. It typically involves evaluating, at a minimum, supplier quality, cost competitiveness, potential delivery performance and technological capability.

4. Consistency in stock management module:

MSIT has a standard process that every employees follows. All staff that receives stock does it the same way, and that all items are verified, received and unpacked together, accurately counted, checked for accuracy and entered properly in stock register.

5. Conduct annual audits:

MSIT conducts annual audits as they help to determine exactly what assets are in store, how they are being used, and the state of their condition. Without an accurate inventory, it becomes harder to keep track of assets and ultimately carry out an audit. A database of Minutes of meetings (MOM) all central purchase committee meetings also helps institute prepare financial reports and budgets for the next financial year.

(Dr. Ajay Gahlot)
Convener, Stock Management

Dr. Ranjit Singh
Director

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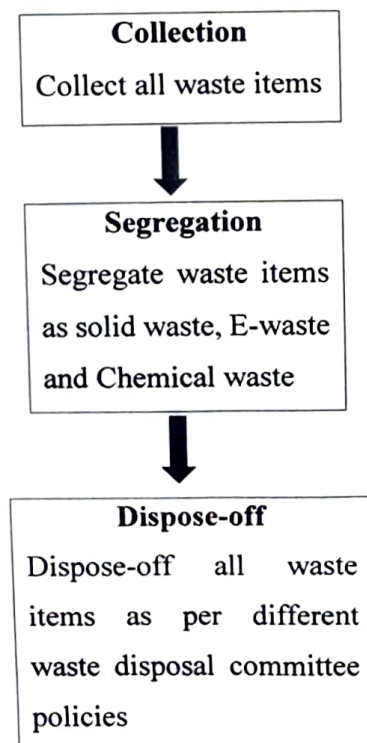
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Waste Management Module

A waste management system is adopted by MSIT to dispose, reduce, reuse, and prevent waste. Waste management (or waste disposal) includes the processes and actions required to manage waste from its inception to its final disposal. This includes the collection, transport, treatment and disposal of waste, together with monitoring and regulation of the waste management process and waste-related laws, technologies, economic mechanisms.

Waste can be solid, liquid, or gases and each type has different methods of disposal and management. MSIT waste management committee deals with solid waste, e-waste and chemical waste. The different committees have been constituted for disposal of waste.

a) Solid waste disposal committee
b) E-waste disposal committee
c) Chemical waste disposal committee

The Scientific disposal of waste items through collection, segregation and disposal in an environmentally sound manner minimises the adverse impact on the environment.

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┌─────────────────────────┐
│       Collection        │
│  Collect all waste items│
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             │
             ▼
┌─────────────────────────┐
│      Segregation        │
│  Segregate waste items  │
│  as solid waste, E-waste│
│  and Chemical waste     │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│       Dispose-off       │
│  Dispose-off all waste  │
│  items as per different │
│  waste disposal committee│
│  policies               │
└─────────────────────────┘
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(11)

1) Solid waste disposal module:

The following disposal strategy is being used by MSIT for solid waste materials.

a) Solid waste generation:
- Practical note books and files from various labs.
- Project files
- Answer sheets and Assignment submitted by students
- Magazines and news papers
- Card board boxes from new purchase electronic items and furniture items
- Iron or sheet metal jobs and scrap items from workshop

b) Dispose-off procedure:-

MSIT is adopting the following methodology for disposal of solid waste items:-

[1] The quotation are invited from authorized vendors as per solid waste items list

[2] The comparative statement is prepared for various quotation and then send to approval and finalised one by higher authority.

[3] The pick-up order is then placed for selected vendor as per solid/scrap waste policy.

2) E- waste disposal module:

MSIT is adopting the following methodology for disposal of e-waste items:-

[1] As a write-off committee for e-waste items, we have received the list of E-waste items or equipment from all the departments. All the items or equipment reported by the departments have been physically checked and technically examined by technical persons and the write-off committee.

[2] A list of non-performing items is prepared by e-waste committee then take approval from higher authority for dispose-off.

[3] The quotation are invited from authorized vendors as per e-waste items list.

[4] The comparative statement is prepared for various quotation and then send to approval and finalised one by higher authority.

[5] The pick-up order is then placed for selected vendor as per e-waste policy.

[6] The vendor provide an E-waste recycle certificate to the institute within 30-35 days.

3) Chemical waste disposal Module:-

MSIT is adopting the following policy for disposal of chemical waste items:-

[1] At the end of the month a list of materials or chemical is prepared which are to be expired in the same month.

[2] Dispose off the materials as per the category in Annexure-1.

[3] Dispose off the materials in presence of authorised person.

[4] Use hand gloves, safety goggles mask and other required protective means.

[5] Maintain the duly signed and verified record.

Annexure-1

S.No	Type	Procedure of Disposal	Remark
1	Liquid Chemicals	To be neutralized, diluted and thereafter drained carefully with continuous flow of water in to sink.	
2	Solid Chemicals	To be neutralized and diluted in aqueous form (if possible) and thereafter drained carefully with continuous flow of water in to sink or may be collected in poly bag separately and tie its mouth. Hand over all such bags to ETP (Effluent treatment plant) for further disposal (if required).	Solid laboratory reagents generally come without expiry date and consumed in lab during practicals.
3	Hazardous and chemicals(As per SOP)	All such type of waste to be packed in bag and then it is to be handed over to ETP for further action	No any chemical indentified with serious hazards is being used in Applied Chemistry lab for B.Tech. Students.

(Narender Singh)
Convener,
Waste Management Committee

(Dr. Ranjit Singh)
Director

13

Policy for Database Management in MSIT

The data of the institute is managed at two levels viz. institute-level and departmental-level. The different categories of data maintained at these two levels are listed below:

- A) **Institute-level**

  - Student admissions data

  - List of staff members

  - Infrastructure

  - Expenditure

  - Library .

B) **Departmental-level**

  - Faculty publications

  - Departmental activities/events

  - Student activities

  - Student placements

  - Student higher studies

  - Student achievements

To manage this data, an in-house software is under development by the Software Development Cell. The software will enable the concerned person to store the data and the authorized person can retrieve the data when needed. The software is divided into various modules and sub-modules which are listed below:

Module-1: Faculty publication

Module-1.1. Journal publications

Module-1.2. Conferences publications

Module-1.3. Books/Chapters

Module-1.4. Patents

Module-1.5. Research Projects

Module-1.6. FDPs attended

Module-2: Departmental events data (seminars, workshops, expert lectures, FDPs organized)

Module-3: Student data

Module-3.1. Placements

Module-3.2. Entrance exams

Module-3.3. Higher studies

Module-3.4. Achievements

Module-4: Student skill enhancement

Module-4.1. Summer training/internships

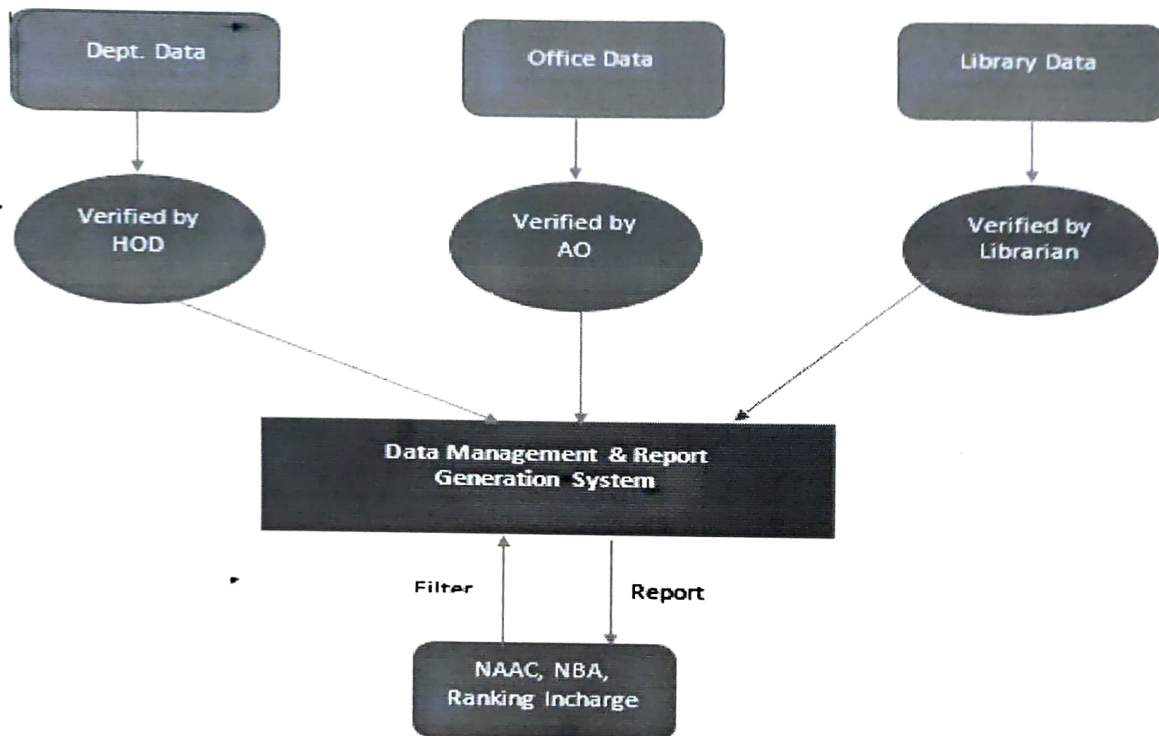**Module-4.2.** Minor/Major project

Module-5: Staff data (designation, DOJ, Qualifications, etc.)

Module-6: Admission data

Module7: Library data

Module-8: Infrastructure data

The graphical representation of the software & its modules are given in figure below.

For module-1 (faculty publication), each faculty members will be assigned login credentials to fill the form of the respective module. The entry filled in the form will be sent to ISO-incharge for verification and subsequently to HOD. After successful verification from the HOD, the entry will be stored in the database. The data of the whole department can be retrieved only by the respective ISO-incharge and the HOD.

The departmental event data (module 2) will be filled by respective ISO-incharge, and verified by HOD before committing in the database.

The student data regarding placements/higher studies/entrance exams (module 3) will be filled by placement in-charge of the department and training/internship/minor/major project data (module 4) will be filled by respective training/project incharge.

Modules 5-8 cater to institute-level data, where admission related data will be filled by concerned person in the office and verified by AO. The library related data will be filled by the library staff and verified by the Head of library. The infrastructure related data will be filled by concerned office staff and the same will be verified by the AO. The data can be retrieved by AO/Library Head and the convener of institute ranking.

Dr. Naresh Kumar & Dr. Adeel Hashmi

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