ACS College of Engineering
Approved by AICTE New Delhi, Affiliated to VTU, Belagavi
(A Unit of RajaRajeswari Group of Institutions)

NAAC 'A' Accredited

POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link)

- The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

- **Laboratory**: Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments.

- **Maintenance of laboratories are as follows:-**

    The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

- **Library:-**
    1. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
    2. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
    3. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
    4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

5. NGL software with KIOSK using RFID are used in Library.

- **Sports: -** Regarding the maintenance of sports equipment the college sports in charge is deputed. During the session 2018-19 college participated in Cricket, Kabaddi inter-collegiate championship. During 2018-19 VTU sports are organized by college.

- **Computers: -**
  1. Centralized computer laboratory established toenrichthe students.
  2. ERP software is used for maintaining faculty and students details.
  3. Each Department having appropriate computer for their requirements.
  4. Internet and WIFI Enabled campus.
  5. Open access journals facilities are available.

- **Classrooms:** -
  1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.
  2. Administrative officers will take in charge for student'sacademic requirements.

- **Additionally:-**
  1. There is lab instructors in every department, who maintains the stock register by physically verifying the items round the year.
  2. Department wise annual stock verification is done by concerned Head of the Department.
  3. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty incharge.
  4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
  5. College campus maintenance is monitored through regular inspection.
  6. Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee.
  7. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.

8. Updating of software's is done by lab assistants.
9. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
10. Regular maintenance of the water cooler and water purifier is done regularly.

The maintenance of the reading room and stock verification of library books is done regularly by library staff.

7.2 Best Practices

The two institutional best practices are:

Best Practice 1:

Title: "Innovation, Employability Skills and Career Building Program"

Objective:

The objective of this practice is to provide training to third year students of all branches to enhance employability skills, innovation ability by conducting Entrepreneurship Awareness Camp, the department of mechanical engineering organized Engine Overhauling skill development activities for enhancing the knowledge in the automotive sector. The program also aims to help students in overall career development.

➤ **The Context:**

After graduation, when students enter the engineering profession, in addition to domain knowledge, other skills and abilities such as communication skills, leadership, innovation, team building are very much required to become successful in the profession, which are not directly covered in the curriculum. To address this need a unique certificate course on Innovation, Employability Skills Enhancement and Career Building is designed which focuses on Self Awareness, Professional Skills, Innovation and Communications.

➤ **The Practice:**

The 4 weeks internship training was introduced from academic year 2018-19 for third year students for all the branches of engineering. Students are divided in five batches. The student will gain the real time knowledge of the industry in the field of designing, production, marketing, financing, human resource, where the students will be getting the 360 degree industrial knowledge and experience. At the end of the training Program, every student gets course completion certificate.

➤ **Evidence of Success**

Assessment of the students is carried out at the end to understand the impact of the program which is conveyed to the students individually. Following generalized statements can be drawn on the basis of students' feedback.

- The course is observed to help students improve their skills such as individual report writing, creative and strategic thinking etc.
- There is a noticeable positive change in the overall personality of the students who have completed this course.
- As a direct consequence of the innovation aspect of the program, 3 faculty and 4 students have filed patents till date. This is a key differentiator, giving the students an upper edge as they embark on their search for careers in the industry or pursue higher education in India or overseas.

- Mock interviews and group discussion sessions conducted under this program have resulted into positive feedback from the companies visiting the campus.

> **Problems encountered and resources required:**

This program is sponsored by RRGI and Industrial partner, under its signature project initiative and hence offered to the students without charging fees. This program needs to be planned beyond the students' regular academic engagements. Hence, it becomes challenging to identify free time-slots for large groups of students.

Best Practice 2:

Title: "Faculty Skills Enhancement and Professional Strengthening Program"

> **Objective:**

The objective of the practice is to motivate the faculty members to do research, organize and attend conferences, workshops, seminars and symposia to get to know emerging technology trends and also to update their domain knowledge for the students to attain 100 percent results. For ACS College of Engineering the processes used to evaluate and provide feedback about the performance of the faculty working with us is extremely important. If these evaluation processes are properly designed, these can help the institution thrive by providing appropriate rewards and encouragement for good performers, and guidance about how to improve their performance to others. The existing evaluation processes for faculty did not appropriately make the distinction based on performance and may result in lower morale, engagement and productivity. The institution recognizes the importance of a faculty performance evaluation process that is fair and that provides productive and appropriate recognition award to faculty, one who achieve 100% results. As a result, a new performance reward scheme was designed to reward performers and encourage all others to improve their performance.

> **The Context:**

For effective teaching to attain 100 percent results, as well as research engagements, faculty members are expected to have holistic idea of their area of specialization. To accomplish this, they require exposure to various inter-faculty interactions taking place via conferences, workshops, seminars, symposia etc. The practice is addressed by introducing various faculty development schemes. No faculty performance review process can be free of issues or problems. Bearing this in mind, a committee was constituted to review the existing performance review system and recommend changes and policies to improve the process. The committee formulated a new Performance Reward Scheme (PRS) that is more transparent and better understood, more equitable, and provides more useful feedback to faculty members. The implementation of this new scheme since last 2 years has enhanced morale, rewarded good performers, motivated and reinforced productive activity of faculty at ACS

College of Engineering. The aim of the new evaluation process is to appropriately quantify the academic and research performance of all faculty members at ACS College of Engineering through a self-appraisal system.

> **The Practice**:

The Head of the Department is requested to fill up an offline form, wherein he reports the department faculties academic (teaching) and research performance besides other services or co-curricular activities, he/she had undertaken during the previous year. The teaching performance is judged on the basis of results of a Student Online Feedback and the results achieved by the faculties for each faculty and each subject. The students are required to fill up this feedback form online. The results of the survey are used as a measure of teaching potential and quality of a faculty. The scores are compiled using customized software. Based on the student online feedback score obtained (given by students) a teaching score for all the subjects taught by the faculty during the semesters is generated. For all other activities undertaken by the faculty during the year, perception is given by the head of the department.

The institution promotes and facilitates research undertakings of the faculty members. The faculty members are sponsored by the institute to attend the national / international conferences. To encourage quality research work by faculty members, various monetary incentives are in place. If the paper gets published in Scopus indexed journals, faculty will get reimburse the registration fees.

> **Evidence of Success**

The new evaluation scheme has been in use since the last 2 years. The Student online feedback scores have been solely used as a feedback tool for improving the performance of the faculty. The Student online feedback scores emphasize on the primary responsibilities of a teacher and include feedback on intellectual competence, integrity, a spirit of scholarly inquiry, effective knowledge dissemination, improved ways of presenting material and the ability to stimulate and cultivate the intellectual interest of students. Most faculty members have responded favourably to this new system of evaluation of their teaching skills although some improvements may still be required. Research is a critical component of the University Quality Policy. In all, refereed publications of high quality (SCI/Impact Factor) are expected as evidence of scholarly productivity. Quality is considered more important than mere quantity. Significant evidence of research publications and earning sponsored projects is considered important for the growth of the academic profile of the institution. There has been a significant increase in the research output of the institution since this new scheme has been introduced. The number of SCI publications has increased significantly. Similarly, the number of sponsored research projects is also on rise. There are 20 ongoing sponsored projects at any given point of time and the number is going up. The results are summarized and presented in a faculty meeting of the institution. The overall score of each department is computed and the department with the highest score is awarded as the best for the year. This has created a healthy competition where each department

is making efforts to excel in one or more parameters.

➢ **Problems encountered and resources required:**

 As expected there were many misgivings amongst the faculty about the scheme of evaluation of faculty performance. All misgivings of the faculty in accepting the Performance reward Scheme were eliminated through a series of meetings of the institution. The scheme has created a positive attitude and zeal to excel.

7.3 Institutional Distinctiveness

The Vision of the Institute focuses on three aspects essentially: technically skilled managers, innovative leaders and environmentally receptive citizens. The Institute has established its distinctive approach towards this comprehensive Vision, which is so unique and proprietary to the Institute that it is a part of the Institute's Intellectual Property in the form of a trademark.

The idea started as Education Process Re-Engineering (EPR) which has four faces, viz.

(a) Excellence in Academics
(b) Exploration of Knowledge through Research
(c) Excitement of Innovation & Entrepreneurship
(d) Exponent for Development of a Rounded Personality with Global Vision and Social Responsibility.

a. Excellence in Academics:
A high quality of academic excellence can provide value-added experience for the students. The positive outcomes are achieved by following the curriculum to meet the global requirements and through teaching-learning methods blended with ethical values. It outlines the commitment to academic performance expected of all students. The structured induction of the student into the curriculum enables to visualize the career opportunities and the approach towards achieving them.

b. Exploration of Knowledge through Research:
The Institute's determination to be transformed into a centre for major research is therefore a commitment to offer high quality teaching through:

• Synergies between Research & Education Activities
• Research Based Learning & Teaching

The Course based projects, Social impact projects by the institute provides the knowledge regarding cutting edge technologies, enabling the students to carry out inter-disciplinary research. The Research and Consultancy Centre, of the institute is equipped with advanced level research Laboratories to facilitate the academic and sponsored projects.

c. Excitement of Innovation & Entrepreneurship:
The institute provides a platform to business Start-ups to develop their ideas into commercially viable products. The students encourage and motivated to participate in the Entrepreneurship Awareness camps to get awareness about Entrepreneurship Career to reach of chairman's motto "Be a Job Creator than Job Seeker" and the best ideas are rewarded. The institution has taken an initiative to setup Innovation and Incubation Cell by collaborating with Pongu Venture Private Limited for incubating the new products and also make the students to work on innovative project ideas. Institution encourages the stakeholders to incubate the selected projects, by providing the seed money and infrastructure based on their credentials. ED Cell

crucially works on generating the excitement in the young engineering brains to produce innovation and thus laying the stones for entrepreneurship.

d. Exponent for Development of a Rounded Personality with Global Vision and Social Responsibility:

Participation of students in Co-Curricular Activities (CCA) and Extra Curricular Activities (ECA) helps to enhance all rounded personality to strongly face the turbulent road of the future. Experiences and appreciations gained through these activities assist students during internships. Career guidance, Personal counselling, Training are well structured through a Mentoring Training and Placement (MTP) centre.

Since the Vision of the Institute focuses on technically skilled managers, innovative leaders and environmentally receptive citizens which leads to all-round performance by assuring global standards through value-added education and interdisciplinary research paving ways to sustainable development of the Institute along with its student community.