
THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY
(Deemed to be University)
PATIALA-147004

DEPARTMENTAL DOCUMENTED
INFORMATION MANUAL

TIET/QMS/DI/DEPT

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Amendment Sheet (1)

S. No.	Date of Revision	Clause	Existing	Revised	Page no.	Version
1	18.08.2021	5.3	New	Responsibilities of Head The overall administration of the Department/School lies with the Head. This includes academics, research, infrastructure, policy decisions, consultancy, project semester, placement coordination, leave sanctions, financial approvals and recommendations, faculty appraisals, curriculum development and implementation etc.	8	5.1
2.	27.7.2024	8.5	Instructor shall fill up and submit to HOD the proforma for monitoring the course coverage before the end semester examination.	Instructor shall fill up and submit to HOD the proforma for monitoring the course coverage before the end semester examination. A copy of the proforma, duly signed by HOD shall be included in the course file.	27	5.2
		8.5	Course file contents, new.	Instructor shall fill up and submit to HOD the proforma for monitoring the course coverage before the end semester examination. A copy of the proforma, duly signed by HOD shall be included in the course file.	32	



Amendment Sheet (2)

S. No.	Date of Revision	Clause	Existing	Revised	Page no.	Version
3	31.07.2024	6	New	Department/School Planning & Policy Committee (DPPC/SPPC)	61	5.2



Amendment Sheet (3)

S. No.	Date of Revision	Clause	Existing	Revised	Page no.	Version



Amendment Sheet (4)

S. No.	Date of Revision	Clause	Existing	Revised	Page no.	Version

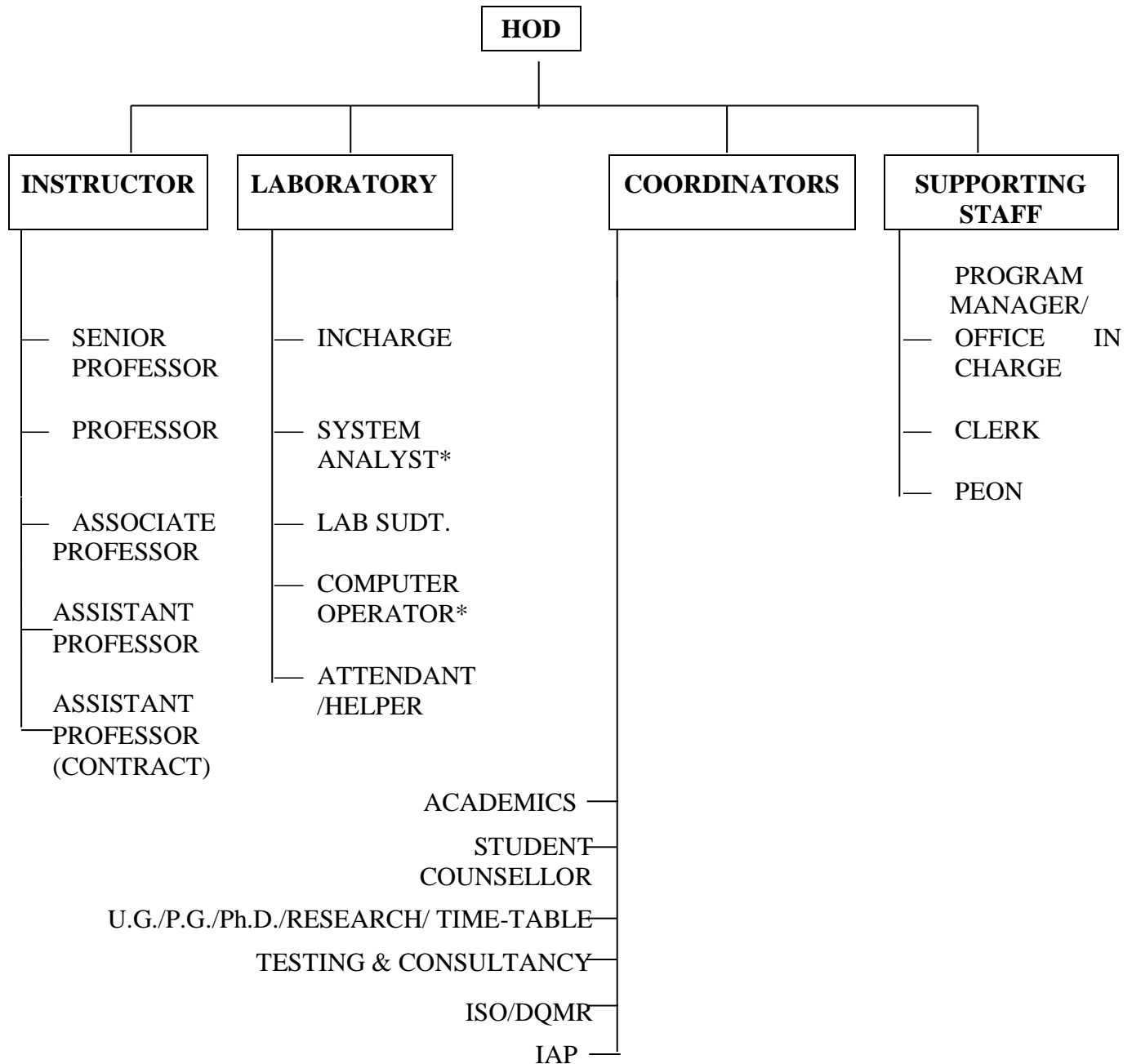


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DEPARTMENTAL CHART



* If required, for computer labs.

RESPONSIBILITIES OF HEAD

The overall administration of the Department/School lies with the Head. This includes academics, research, infrastructure, policy decisions, consultancy, project semester, placement coordination, leave sanctions, financial approvals and recommendations, faculty appraisals, curriculum development and implementation etc.

RESPONSIBILITIES OF INSTRUCTOR

(A) AS INSTRUCTOR/TUTOR

1. To obtain a copy of syllabus for the assigned course(s) from HOD/HOS
2. To announce in class, syllabus and text/reference books to be followed in the course.
3. To announce the scheme of evaluation to the students as per academic guidelines.
4. To deliver lessons and prepare tutorial sheets/ topics for seminar/ home assignments etc.
5. If the course is a core course, prepare tutorials/home assignments/topics of seminar in consultation with the other instructor(s)/tutor(s).
6. To earmark time to remove difficulties of students outside the classroom.
7. To carry out the continuous internal assessment of students via quizzes/home assignments/tutorial/seminars, etc.
8. To prepare question papers of 2-hour duration for mid semester tests based on the syllabus covered up to that period and to keep it in safe custody of course coordinator.
9. No. of copies of question papers should be 5 more than the no. of registered students.
10. The instructor has to bring the requisite no. of question papers to the Examination Hall on the scheduled date of test/exam.
11. To collect the answer sheets from the invigilator/Exam. Supdt. and to check it with the no. of students present.
12. To evaluate all answer books by stipulated time.
13. To return of mid semester answer books to the students, discuss the question paper in the class and remove discrepancies, if any.
14. To display students performance Retained Documented Information in the last week before the end semester examination.
15. To ensure that the total course is covered as per approved blow up.
16. To prepare question papers of three-hours duration for the end semester examination covering the entire syllabus.
17. To keep the question papers, answer books (evaluated/unevaluated) in safe custody of course coordinator.
18. To show evaluated answer books of end semester examination to students on the notified date and time and keep one copy of notice in the course file.
19. To prepare two copies of grades, one in descending order of marks and one roll no. wise, and submit to the department for the approval of result by BoE meeting.
20. To maintain a Retained Documented Information of students performance & attendance for a period of one year.
21. To inform the HOD/HOS about suggestions, if any, regarding the course content, new books to be procured, requirement of hardware/software tools.
22. To submit soft binder of course file to the department along with Hard copy.

(B) AS LAB INSTRUCTOR

1. To ensure working of equipment/facilities required for the performance of experiments as per the syllabus before the start of the session in coordination with Lab in Charge.
2. To update instruction manuals, if any, for the Lab, in coordination with Lab in Charge.
3. To announce evaluation policy at the beginning of semester.
4. To check lab reports periodically.
5. To evaluate students performance as per guidelines.
6. To ensure the presence of students and supporting staffs during accreditation/academic visits

(C) GENERAL RESPONSIBILITIES

1. To participate in Continuous Education Programs by writing courses and/or attending/conducting short-term courses, work shops, conferences, training sessions and seminars.
2. To recommend the purchase of books to librarian through HOD.
3. To perform the responsibilities as co-ordinator of various other activities assigned by HOD.

RESPONSIBILITIES OF LAB INCHARGE

1. To interact with Faculty and students regarding the Laboratory problems/suggestions and based on that instruct lab staff.
2. To obtain the status report of Hardware/Software available in the Departmental Laboratory from the Lab. Staff.
3. To report to Head, regarding functioning of the Lab and the requirement of the Lab from time to time.
4. To ensure that lab staff carries out preventive and corrective maintenance and maintain a proper Retained Documented Information.
5. To prepare proposals for upgradation of labs.

RESPONSIBILITIES OF SYSTEM ANALYST-CUM PROGRAMMER

1. To ensure proper and smooth functioning of the Departmental Laboratory.
2. To make proposal for new workstations and software.
3. To make requisition of software and their installation as & when required.
4. To design & develop new software.
5. To assist students in doing lab work.



RESPONSIBILITIES OF LAB SUPERINTENDENT

1. To maintain all equipment & experimental set up, if any, and ensure that they are in working condition.
2. To arrange materials and other inputs needed for conducting experiments.
3. To maintain technical literature/manuals pertaining to available equipment
4. To maintain Retained Documented Information pertaining to lab grants and equipment repaired.
5. To identify requirement of Hardware/ Software required in the lab.
6. To ensure smooth running of Lab.
7. To assist students in conduct of lab work.
8. Display the equipment/project during academic visits
9. Testing and calibration of equipment periodically

RESPONSIBILITIES OF COMPUTER OPERATOR

1. To assist System Analyst in maintenance of Computer Laboratory.
2. To help/guide students in laboratory work.
3. To assist system analyst in placing requisition for software and hardware installation & maintenance.
4. To assist in developing new software.
5. To look after all software and their related manuals available in the department.

RESPONSIBILITIES OF LAB ATTENDANT

1. To keep the laboratory including equipment, clean.
2. To maintain the entry/exit register in computer Lab.
3. To count the number of equipment just after opening the lab and just before closing and inform any discrepancies to the lab in charge /system Analyst/immediate supervisor/HOD.
4. To assist Lab. Superintendent in conduct of Lab and repair work.
5. To issue equipment/computer stationery to students as per requirement.
6. Any other activity deemed necessary to run the laboratory smoothly.

RESPONSIBILITIES OF TECHNICIAN

1. To assist Lab Suptd. in Maintenance of Lab equipment.
2. To assist the Lab Suptd. in smooth working of the Labs during hours of operation.
3. To maintain Retained Documented Information of all consumable items used in the Laboratory.
4. To assist in assembling of PCs required in the Det.pt/Institute and impart practical training to BE students.
5. Any other activity considered necessary by the Lab Suptd.
6. To issue hardware components to the students and maintain the Retained Documented Information of the same.
7. To ensure proper functionality (testing and calibration) of components and maintain the Retained Documented Information of repairer”

(A) ISO

The introduction of Quality Management system leading to ISO 9001:2015 has been initiated at TIET Patiala at the behest of PIU of SSS-MIT in order to adopt – absorb & institutionalise the system leading to improve the learning environment.

RESPONSIBILITIES OF ISO COORDINATOR*

1. To maintain the quality as per ISO norms.
2. To assure the availability of documents in the Department/School.
3. To align departmental/school activities and check the documents for internal audit of Department/School as per ISO norms.
4. To upgrade the ISO documents as per the policies and practices being followed in the Institute from time to time in coordination with MR

* ISO coordinator should be certified by STQC as Internal QMS Auditor. He/She will also responsible for conducting internal audit of other Department/School as per instructions from MR.



		Documented Information No. : DI/DEPT/01	
Title: Planning & execution of instructions as per curriculum. Purpose: To ensure that courses are planned as per curriculum and instructions are executed. Scope: The Documented Information shall cover all Faculty members. Responsibility: HOD			
S.No.	Activity	Responsibility	Reference
1.	Finalise the courses to be offered in the ensuing semester from the approved scheme of courses at least 2 months in advance.	HOD/ Coordinator- Academics	
2	Ensure correct codes and course loading (LTP) while preparing teaching load. In case the number of electives offered are more than requisite number then ask for preferences from students.	HOD/ Coordinator- Academics	TIET/DEPT /FT/01
3.	Assign the courses to faculty members. Hand over the approved syllabus and approved course blow up (covering about 40-45 lectures) at the beginning of the semester to the faculty members.	DPPC HOD/HOS	
4.	Prepare tutorial sheets/home assignments/ seminar topics as per syllabus.	Instructor	
5.	In case a course is being taught by two or more tutors, it shall be ensured that they prepare tutorials/home assignments/seminar topics/minor projects in consultation with each other. The instructors shall also review the coverage as per blow up regularly.	Instructor(s)	
6.	Ensure all laboratory practical are listed, displayed in the lab and conducted as per syllabus.	Instructor, in coordination with Lab in Charge	
7.	Ensure that about 45 lectures are engaged for each course during the semester.	Instructor	



TIET/DEPT/FT/01

TITLE: Preference for Elective

Branch : _____ **Semester (I/II) Year** _____

S. No.	Name	Roll No	Name of Elective Course										Signature of Student		
			1	2	3	4	5	6	7	8	9	10			

Please indicate the choice by numbering I , II & III against course.

LIST OF ELECTIVES

S.No.	Course No.	Name of the course
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

(Signature of Time-table Coordinator) (Signature of Academic Coordinator)



		Documented Information No. : DI/DEPT/02	
Documented Information Title: Documented Information for Preparation of Teaching Load			
Purpose : To ensure that the teaching load is planned, documented and distributed suitably.			
Scope : Documented Information covers all the UG and PG courses.			
S. No.	Activity	Responsibility	Reference
1	Initiate the activity for preparation of teaching load for the next semester at least two months before the end of the current semester.	Coordinator-Academics/HOD/Time-Table coordinator	
2.	Obtain the course preferences from faculty members.	Coordinator-Academics/Time-Table coordinator	TIET/DEPT/FT/02
4.	Prepare, discuss and finalise the teaching load in consultation with departmental committee consisting of HOD and DPPC of the department.	Coordinator-Academics /HOD/Time-Table coordinator	TIET/DEPT/FT/03
5.	Finalised teaching load should be send to AR, Academic, System Analyst.	Coordinator-Academics/Time-Table coordinator	



Doc. No. : TIET/DEPT/FT/02

TITLE: Preferences of Faculty Members regarding courses, for deciding Teaching Load

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA
(DEEMED to be UNIVERSITY)

Date: (MENTION DATE)

C I R C U L A R

All the faculty members of the department are requested to fill up their choice of subjects in order of preference on the Performa attached and submit the same through email to _@thapar.edu, latest by (MENTION DATE) before (MENTION TIME). The list of various courses to be taught in the ODD semester (July–December 2018) is enclosed herewith. All the faculty members are requested to fill UG and PG preferences separately and have to give at least two preferences of non-project courses in UG category.

Head of Department

CUT FROM HERE
PREFERENCE SHEET

1. Name : _____
2. Designation : _____
3. PREFERENCE* COURSE NO. COURSE TITLE

First Preference

Second Preference

Third Preference

Fourth Preference

Fifth Preference

(2) Courses taught in the corresponding first/Second Semester of the previous Academic Year

- | | <u>COURSE NO.</u> | <u>COURSE TITLE</u> |
|----|-------------------|---------------------|
| 1. | | |
| 2. | | |
| 3. | | |

SIGNATURE OF THE FACULTY MEMBER

*Please fill in all the five preferences.



List of courses to be offered in the coming semester:

S.No.	Course No.	Course Title	L/T/P	Programme –year	No. of Lecture group



TIET/DEPT/FT/03

Title: Teaching Load

Department of _____

S.No.	Name	Designation	Course Code	Course Name	L	T	P	No. of Credits	Total Hrs.

Signed by:

(Head of Department) (Member-Dept. Committee) (Member-Dept. Committee)

		Documented Information No.: DI/DEPT/03	
<p>Title: Imparting Instruction.</p> <p>Purpose: To ensure that the instructional process is planned, documented and executed under stipulated environment/ conditions for the attainment of desired goals.</p> <p>Scope: This Documented Information covers the methodology for imparting instructions/teaching and covers Lectures, Tutorials and Lab work.</p>			
S No.	Activity	Responsibility	Reference
1.	<ul style="list-style-type: none"> ◆ To issue the guiding instructions to the care taker for providing teaching aids in the classroom. ◆ To report to the care taker about any deficiency regarding teaching aids. ◆ To announce the day and time for removal of difficulties of students. <p>Lectures</p> <ul style="list-style-type: none"> ◆ Impart instructions ◆ Obtain a copy of blow up of syllabus for allocated course(s) as it is covered. <p>Tutorials</p> <ul style="list-style-type: none"> ◆ To deliver lessons and prepare tutorial sheets, home assignments, topics of the seminar, etc. <p>Lab work</p> <ul style="list-style-type: none"> ◆ Prepare list of lab experiments/ lab assignments for allotted course(s). 	<p>DOAA</p> <p>Instructor</p> <p>Instructor</p> <p>Instructor</p> <p>Instructor</p> <p>Instructor</p> <p>Instructor</p>	
3	Continuously evaluate each registered student during the semester as per academic guidelines. (Includes quizzes, tutorials, home assignments, lab works, examinations etc.)	Instructor	
4	To propose Award grades at the end of semester	Instructor	
5	Hand over final grade list along with end semester exam answer books to BOE for Retained Documented Information.	Instructor	



		Documented Information No. : DI/DEPT/04	
Title: Documented Information for Maintenance of Equipment & facilities in the department. Purpose: To ensure that all the equipment and facilities of the department are kept in working order. Scope: The Documented Information shall cover all Laboratories. Responsibility: HOD			
S. No	Activity	Responsibility	Reference
1.	Ensure that equipment is kept in working order for day-to-day use and maintain a Retained Documented Information of day-to-day repair work.	Lab. Supdt.	TIET/DEPT/FT/04
2.	In case of breakdown of the equipment send it for repairs.	Lab. Supdt.	WI/DEPT/01
3.	Preventive maintenance of equipment/facilities shall be carried out as per laid plan.	Lab. Supdt.	TIET/DEPT/ FT/05



Documented Information No. : WI/DEPT/01

TITLE: Work instruction for repair of instruments

S.No.	Activity	Responsibility	Reference
1.	If the equipment is still under warranty contact the supplier for necessary repair.	Lab. Supdt./Incharge SMC	
2.	If not under warranty, refer to CITM.	Lab. Supdt./Incharge SMC	
3.	(2) In case CITM expresses its inability to repair the instrument contact the supplier and get estimate. (b) Send reminder periodically in case of non receipt of estimate (c) In case the supplier expresses its inability to repair the instrument then mark it beyond repair.	Lab. Supdt. /Incharge SMC	
4.	Obtain expenditure approval from appropriate authority.	Lab. Supdt./Incharge SMC	
5.	Get it repaired at institute or at supplier's site as agreed with the supplier.	Lab. Supdt./Incharge SMC	
6.	Ensure proper functioning of the equipment after repairs and verify test reports.	Lab. Supdt./Incharge SMC	
7.	Record the details in the maintenance register and send the bill for payment/adjustment.	Lab. Supdt./Incharge SMC	



Doc. No. : TIET/DEPT/FT/04

Title : Maintenance register

S. No.	Date	Description of equipment	Nature of repair	Remarks

TITLE: Plan for maintenance of Equipment.

Name of Equipment			Location				
Identification No:			Date				
Check Frequency			Responsibility				
Model			Usage frequency				
Make			Supplier Instruction Manual available with				
Parameters to be Checked							
Date	Parameter 1	Parameter 2	Parameter 3	Parameter 4	Parameter 5	Parameter 6	Remarks OK/NOTOK
Specs.							

Signature of Lab Suptd

Signature of Lab Incharge



Documented Information No. : DI/DEPT/05			
Documented Information Title : Documented Information for Placement, project semester, Conduct and Evaluation of students for Project Semester Purpose: To facilitate for an industrial exposure to the students. Scope: Project Semester of UG students.			
S.No.	Activity	Responsibility	Reference
1.	Arrange the slots for placement of students in industry.	HOD CILP	WI/DEPT/02
2.	Provide the information about the available slots to the students.		
3.	Place the students on the basis of merit.		
4.	Provide placement letters to the students.		
5.	Inform to the students about guidelines as well as evaluation scheme to be followed for the project semester.	IAP Coordinator	
6.	Take hard-print forms (registration letter, training letter from company/research institute, no dues slip) from each student and perform student registration.	IAP Coordinator	
7.	Verify each student using online information fed by the student.	IAP Coordinator	
8.	Allocate faculty mentor from the parent institute for visiting each student twice (with a gap of at-least 45 days between two visits).	IAP Coordinator, duly approved by HOD/HOS	
9.	Coordinate with industrial mentor for various day to day queries/enquiries.	IAP Coordinator	
10.	Maintain Retained Documented Information as submitted by students, their respective industrial mentor and the assigned faculty mentor.	IAP Coordinator	
11.	Communicate the date of final evaluations to the students.	IAP Coordinator	
12.	Arrange panels for evaluating the students here at parent institute.	IAP Coordinator	
13.	Normalize the marks as obtained by the students in final panel evaluation.	IAP Coordinator	



TIET, PATIALA DEPARTMENTAL DOCUMENTED INFORMATION

14.	Club the score given by industrial mentor, faculty mentor and normalized score obtained in final evaluations.	IAP Coordinator	
15.	Award grades as per the marks obtained.	IAP Coordinator	

	WI/DEPT/02		
	Title: Work Instructions for faculty mentor from parent institute.		
S.No.	Activity	Responsibility	Reference
1.	Each faculty mentor from the department is needed to visit at student's place twice during whole project semester span.	Faculty mentor from (Mention Department)	WI/DEPT/02
2.	During the 1 st visit, faculty has to communicate with student's industrial mentor to ensure that each student has been allotted some project, which is of relevance. And faculty mentor needs to explain the usage of online portal for filling feedback as well as evaluations.		
3.	During 2 nd visit, the faculty will ensure that student is doing project according to the set plan. If there is any discrepancy then either resolve it or escalate it to IAP coordinator for further action.		



S.No	Activity	Responsibility	Reference
		Documented Information No. : DI/DEPT/06	
	Topic: Documented Information for continuous and final evaluation of students. Purpose: To establish Documented Information for evaluating the students during instructional process and finally at the end of semester. Scope: All UG/PG students		
S.No	Activity	Responsibility	Reference
1.	Evaluate registered students through quizzes, tutorials, home assignments, lab work, project work, seminars etc. during normal teaching hours.	Instructor	
2.	Evaluate the students through mid semester test conducted after 6-7 weeks.	Instructor	WI/DEPT/03
3.	If due to some unavoidable reason student could not appear in the mid-semester test then he/she will be allowed to appear for make up test only after getting permission for the same from DOAA.	DOAA	
4.	Evaluate the students through end semester exam and practical viva voce/labs at the end of semester.	Instructor	



TITLE: Work Instruction for Conducting Exam			WI/DEPT/03
1.	Publish calendar and circulate to all concerned in the beginning of academic year.	DOAA	
2.	Circulate seating plan, invigilation duty sheet and exam schedule.	DOAA	
3.	Prepare question papers and keep in safe custody.	Instructor	
4.	MID SEMESTER TEST: Hand over the question papers to concerned invigilator 20 minutes before start of test.	Instructor	
5.	END SEMESTER EXAM: Hand-over question-paper along with two extra copies of paper to exam superintendent, 30 minutes before the start of exam who shall pass the same to concerned invigilator.	Course Instructor	
6.	Distribute question papers and answer books to the students at the scheduled time.	Invigilator	
7.	Record student attendance.	Invigilator	
8.	MID SEMESTER TEST: Hand over the answer books to concerned instructor as per attendance required.	Invigilator	
9.	END SEMESTER EXAM: Hand over the answer books to exam superintendent as per attendance Retained Documented Information who shall pass the same to concerned instructor.	Invigilator	
10.	Evaluate the answer books by stipulated time as per guidelines.	Course Instructor	
	<u>For Mid Semester Tests:</u>		
	Show the evaluated answer books to students for removing any discrepancy. Prepare award list and maintain Retained Documented Information.	Instructor	
	<u>For End Semester Exam :</u>		
	Show the answer books to the students on a fixed date as notified, remove discrepancies and collect them back for submitting to academic section along with the grades.	Instructor	



		Documented Information No. : DI/DEPT/07	
S.No	Activity	Responsibility	Reference
	<p>Title: Audit plan to ensure that instructor follows the laid down plan for imparting knowledge.</p> <p>Purpose: To monitor that the instructions are delivered as per the academic schedule.</p> <p>Scope: All Instructors/Lab staff.</p> <p>Responsibility :HOD</p>		
1.	HOD conducts surprise checks to ensure that classes are conducted as per schedule. The Retained Documented Information of observations of surprise checks are maintained.	HOD	TIET/DEPT/FT/06
2	Instructor shall fill up and submit to HOD the proforma for monitoring the course coverage before the end semester examination. A copy of the proforma, duly signed by HOD shall be included in the course file.	Instructor	TIET/DEPT/FT/07
3.	HOD shall review discrepancies if any, with the concerned instructor and instructor shall prepare an action plan.	HOD	



TIET/DEPT/FT/06

TITLE: Proforma for conducting the surprise check.

S. No	Date	Name of faculty	Name of course	Is engagement of class/Lab as per schedule		Remarks	Signature of HOD
				Yes	No		



TIET/DEPT/FT/07

TITLE: Proforma for monitoring the course coverage.

Name of faculty: _____ Duration: from _____ to _____

S. N o	Subject	Period of Course Coverage	No. of contact hours						If engaged contact hours are less than scheduled hours. Give schedule of extra classes
			Scheduled			Actually engaged			
			L	T	P	L	T	P	
		From start of semester to end semester							

(Instructor)

Remarks of HOD:



		Documented Information No. : DI/DEPT/08
	<p>Title: Documented Information for the control of measurement & test resources Purpose: Identification of Resources considered to be controlled Measurement and Test Resources and the requirements related to control and calibration of such Resources. Scope: Measurement and Test Resources needs to be controlled and calibrated only for the extent and intervals necessary so as to adequately perform the measurement involved. The types of Resources that are required to follow this policy are:</p> <ul style="list-style-type: none"> • Instruments used to provide accurate measurements that are vital to the integrity and credibility of the results. • Instrument subject to legal inspections. <p>Responsibility: Lab In charges/ HOD</p> <p>The calibration of Measurement and Test Resources used in the performance of the tests and capabilities listed under the clause 7.1.5.2 on Measurement Traceability under the requirements of ISO 9001:2015 shall be conducted by a calibration provider that is accredited for suitably small uncertainties or that can otherwise demonstrate its competence.</p>	
S.No.	Activity	Responsibility
1.	Determine if calibration is required.	Lab In charges/HOD
2.	Maintain a list of controlled Measurement and Test Resources	Lab In charges
3.	Maintain calibration Retained Documented Information necessary to substantiate results and processes of research and operation.	Lab In charges



S. No.	Activity	Responsibility	Reference
		Documented Information No. : DI/DEPT/09	
	Topic: Documented Information for control of non-conforming instruction delivery. Purpose: To establish documented information to ensure that any shortcomings in instruction delivery are identified and rectified. Scope: Non-conformance identified during instructional delivery.		
S. No.	Activity	Responsibility	Reference
1.	Trace the cause of non conformance as per the following: a) Inadequate participation in classes by students or cuts/bunks by students. b) Instructor not following syllabus c) Instructor not taking classes d) Students complaints against instructor e) Surprise checks by HOD/Deans/Director. f) Scrutinising the course file.	HOD/DOAA/ Director	
2.	Disposition:		
	a) Call the instructor and counsel. In case of his first assignment to the course, give old course file .	HOD	
	b) Identify the training needs for instructor and ensure that training is imparted to them.	Instructor/HOD	
	c) In case the instructor is not taking classes, refer such cases to DPPC/ DOAA/ D(R&D)/ Director and maintain Retained Documented Information.	HOD	
	d) In case the syllabus is not covered completely, ensure that the instructor engages extra classes and maintain its Retained Documented Information.	HOD	

TITLE: Check List for Course File along with naming convention for soft copies, if any (e.g. for course code UCS742, the first group of digits indicate course code followed by o(odd)/e(even) semester, then the year, and in end the document name)

1. Registration list of the students **UCS742_o18_regn_list.pdf**.
2. Controlled copy of the syllabus including course outcome **UCS742_o18_syllabus.pdf**.
3. Copy of the blow up (should be shown hour wise and lecture wise) **UCS742_o18_blowup.pdf**
4. Copy of Time table (Of all Instructors) **UCS742_o18_timetable.pdf**.
5. List of lab experiments. All in one file (If subject has lab component) **UCS742_o18_lab_ex.pdf**
6. List of tutorials in one file (If subject has tutorial component) **UCS742_o18_tut_ex.pdf**
7. All assignments in one file (if any) **UCS742_o18_assignment.pdf**
8. Quiz 1 (along with model answers) **UCS742_o18_quiz1.pdf**
9. Copy of MST Question Paper (Along with Model Answers) **UCS742_o18_MST_QP.pdf**
10. MST answer sheets. (Samples for best, average and poor performance) **UCS742_o18_MST_AB.pdf**
11. Quiz 2 (along with model answers) **UCS742_o18_quiz2.pdf**
12. Copy of End Semester exam (along with Model Answers) **UCS742_o18_EST_QP.pdf**
13. Notice to students for seeing the answer sheets **UCS742_o18_check_ans_sheet.pdf**
14. Final ongoing performance record indicating detail marks of all assessments. (out of 100) **UCS742_o18_performance_record.pdf**
15. Grade sheet **UCS742_o18_grade_sheet.pdf**
16. Copy of semester examination sheets (highest, average and lowest marks) **UCS742_o18_EST_AB.pdf**
17. Course outcome evaluation showing how the course outcomes have been achieved, as obtained through students survey and available on webkiosk **UCS742_o18_CO_evaluation.pdf**
18. CLO measurement data (excel sheet) **UCS742_o18_CLO_measurement.xls**
19. Closing Comments/Feedback by the teacher/Any difficulty/Suggestions/ improvements, if any **UCS742_o18_closing_comments.pdf**
20. Any Other Material/ Lecture Notes/Supporting Material/Presentations **UCS742_o18_material.pdf**
21. Minutes of meeting in case of multi-section course **UCS742_o18_minutes_of_meeting.pdf**
22. Instructor shall fill up and submit to HOD the proforma for monitoring the course coverage before the end semester examination. A copy of the proforma, duly signed by HOD shall be included in the course file.

Note: In case of hard copy, documents in the course file should be arranged in the descending order.



		Documented Information No. : DI/DEPT/10	
<p>Topic: Documented Information for review and disposition of non-conforming students.</p> <p>Purpose: To establish a documented information to ensure that non-conforming students are identified and corrective action is taken.</p> <p>Scope: Students' performance below the specified requirements during the instructional process.</p>			
S. No.	Activity	Responsibility	Reference
1.	<p>Trace the students' performance as per the following :</p> <p>Formative Evaluation:</p> <p>a) Non submission of assignment/tutorials/minor project</p> <p>b) Unsatisfactory performance in Mid Semester tests/quizzes/lab work</p> <p>Summative Evaluation:</p> <p>a) CGPA < 5.5</p> <p>b) Students who have completed 4 years but have back logs.</p> <p>c) Students who have exhausted 6 years full time but still has a back log.</p>	<p>Instructor Instructor</p> <p>DOAA DOAA</p> <p>DOAA</p>	
2.	Disposition of Non conformities :		
	<p>Formative Evaluation:</p> <p>a) Ask student to resubmit the assignment /tutorial/seminar/minor project.</p> <p>b) Call the academically deficient students after each mid semester test/quiz and advise them to work hard and inform their parents, if required.</p>	<p>Instructor</p> <p>Instructor/HOD</p>	
	<p>Summative Evaluation:</p> <p>a) Intimate the performance of academically deficient students to department student counsellor.</p>	Instructor/HOD	
	b) Identify the back loggers and try to accommodate their courses in timetable.	DOAA	

Documented Information No. : DI/DEPT/11

Documented Information for organizing national conferences, seminars, symposium and workshops

1.1 Purpose and scope

To establish Documented Information to ensure smooth organization of national conferences, seminars, symposium and workshops which may provide a forum for interaction of academicians and working professionals and opportunity for sharing of innovations and inventions in their respective fields.

1.2 Introduction

Conferences, seminars, symposium and workshops are an important means for extending benefit of scientific research work at the Institute to the society and also provide a forum for interaction of academicians and working professionals and opportunity for sharing of innovations and inventions in their respective fields. Therefore, as a matter of policy, the Institute encourages its academic Departments and Schools to organize such events from time to time. Such events enrich the professional experience and knowledge of faculty members as well as the participating delegates and thus make them better educators.

1.3 Conference Initiation

Each department/school/Centre will identify broad areas after discussions within the faculty members selecting topics of interdisciplinary nature, emerging and thrust areas. Each Conference, seminar, symposium and workshop (hereafter referred to as 'Conference') will have Convenor(s) and Organizing Secretary(s) who will be full time faculty members in the service of the Institute and they will be responsible for formulating the proposal, which will include

1. Planning of the work to be done.
2. Estimating costs, and
3. Identifying other members, who shall also be faculty member(s) in the service of the Institute.

Once the topic is finalized, a detailed proposal will be put up to the Director to obtain in-principle sanction for organizing the conference. *The proposal will be submitted in the requisite format (Format # TIET/DEPT/31).* The organizing secretary will obtain funds clearance with regard to the grant sanctioned by the Institute on the In-principle sanction form.

1.4 Budgetary Norms

1.4.1 Budget estimate for the organization of the conference will include the following heads:

1. Proceedings expenses
2. Conference Kit expenses
3. Refreshment expenses during conference days
4. Meals for delegates and other members including conference dinner or lunch
5. Accommodation expenses both for the Guesthouse as well as Hotel/Hostel accommodation
6. Stationery and printing expenses
7. Postage and dispatch expenses
8. TA/DA expenses payable to Chief Guest and other guests including keynote speakers
9. Tent/ Furniture expenses if any.

Estimates for the above expenses should be carefully prepared by the Convenor keeping in mind the market rates for material and services to be procured from market.

1.4.2 Funds availability for the estimated budget expenses will be under the following heads:

1. Grant from Institute
2. Grant from AICTE/CSIR/DST
3. Grant from other agencies
4. Sponsorship amount
5. Amount collected by way of registration charges

1.5 Conference Announcement

The announcement of the conference shall be done on the institute website as well as sending pamphlets to all universities, industry and organizations where potential delegates/experts in the field of the conference theme may exist. The announcement shall be made at least six months before the start of the conference and shall include the following information:

1. Objectives of the conference
2. Themes
3. Venue of the conference
4. Call for papers with time schedule
5. Registration fee
6. Information regarding accommodation
7. Members of the organizing and the steering committee
8. Registration form

A sample copy of the pamphlet to be printed and posted on the website is shown in format # TIET/DEPT/32.

1.6 Application to Funding Agencies

The convenor and/or the organizing secretary shall apply to the funding agencies as suggested in the in-principle sanction form (*Refer TIET/DEPT/31*). The application forms may be downloaded from their respective websites and submitted for consideration to the funding agencies.

Request letters to prospective sponsoring industries and organizations shall also be sent under the signatures of the Convenor. *A sample copy of the request letter for sponsorship is shown in format # TIET/DEPT/33.*

1.7 Appointment of Committees

The convenor and the organizing secretary will recommend committees consisting of 3 to 4 members for smooth conduct of the conference, consisting of faculty and staff for approval to the Director. Each committee will function under the overall control of the chairperson who will act upon the requirements enlisted by the convenor and the organizing secretary. The committees may also include students, if required. The committees will be required to follow institute approved purchase procedures in all cases of purchases. (Refer Institute purchase procedures). The major expenses (those exceeding Rs 10000/-) such as printing of proceedings, purchase of conference kits or expenses towards meals etc. must be incurred by inviting sealed quotations unless the Director, because of urgency, specifically waives off this requirement.

The purchase committee for major items as described above will have following membership:

1. Convenor or his representative
2. Organizing Secretary
3. Representative of Accounts

The details of the committees to be formed with their brief responsibilities are as under:

Technical and Publications Committee

The committee will review all the abstracts and/or full text papers and recommend either of the following

- Accepted for publication
- Can be published after revision
- Rejected

Reception and Registration Committee

The committee will set up desks at appropriate locations for registering the delegates and guests. The committee will be assisted by an accounts clerk for accepting cash registration charges on the opening day of the conference. The committee will hand over conference kits and prepare a detailed list of delegates registered for the conference-using *format TIET/DEPT/38*.

Invitation Committee

The committee will prepare a exhaustive list of guests to be invited for attending the conference and will send invitation cards to each one of them.

Accommodation and transportation Committee

The committee will compile the list of the delegates and guests needing accommodation and will make arrangements accordingly. Bookings will be made in the Guest House, Hostels and Hotels. Transport arrangements like booking of Institute car or bus or taxis shall be made in advance.

Auditorium and Dias Management Committee

The committee will look after the arrangements of furniture, decoration, inaugural lamp, operation of lights, P.A. system, and AC at the venue of the conference. The committee will also make arrangements for announcement and conduct of conference and will depute master of ceremonies for all sessions. In addition the committee will also make arrangements for Flowers, banners and erection of welcome gates.

Hospitality Committee

The committee will look after hospitality at all venues during the conference **including arrangements for Tea, Lunch and Dinner on all conference days.**

Press and Publicity Committee

The committee will make a press release and issue it to the local journalists of all major newspapers and electronic media. The committee will also be responsible for arranging photographer(s), video and/or audio recording.

E-Communication Committee

This committee will be responsible for posting all the required information on the institute website and also dealing with email replies and online dealings with regard to papers and liaison with delegates, Chief Guest and Keynote speakers.

Spot Purchase Committee for Miscellaneous and petty items

This committee will have a member from Stores, and they will make all petty and miscellaneous purchases. Such items will include Mementoes, Badges, Banners, and Flowers etc.

1.8 Opening of Bank Account

The organizers will open a current/saving bank account in the SBI, Institute branch after taking approval from the Director.(Use format *TIET/DEPT/34*) The Convenor and the Organizing Secretary will operate the account jointly. Any advance to individuals will be sanctioned by the convenor using the advance sanction form. (Same as being currently used for taking advances from Accounts). The organizing secretary will keep Retained Documented Information of all advances and the adjustments thereof, separately against each advance.

Central Stores will issue cash receipt book to the convenor for recording amounts received in cash from delegates. Sponsorships amounts if any must be collected by cheque drawn in favour of the Convenor.

1.9 Handling of abstracts or Full texts

The technical review committee shall assign registration numbers in serial order to all the abstracts or full texts received and acknowledge the receipt by email or letter. (*See format TIET/DEPT/35*). The technical committee will review the abstracts or full text and the authors of the selected abstracts or full texts will be intimated about the observations of the review committee.

1.10 Instructions to Authors

To maintain consistency between all the academic units of the institute the following guidelines should be sent to the delegates while requesting for full text of the accepted paper.

The paper should be clear, concise, and complete. The work included in the paper should an authentic record of the original work carried out by the author and not presented/published anywhere else.

Page Setup

Manuscript must be printed on A4 size white paper with two columns (**other than** title, authors' name and affiliation and **abstract**) using high quality laser printer. The margins for each page must be as follows:

Top: 1"	Bottom: 1"	Left: 1"
Right: 0.75"		
Width of each column: 3"	spacing between columns: 0.52"	

The paper should be typed in MS Word using Arial font.

The total number of pages should not be more than eight including figure, photographs, tables etc.

Elements of the Paper

Paper should include title, author names and affiliations, abstract, nomenclature, body of paper and references followed by appendices, figures, tables. All these headings and subheading mentioned above must be **bold faced** with respective font size.

Title

The title of the paper should be concise and definitive. It should run from line 4 through line 6, in capital letters and centered with bold face font size 14.

Author Names and Affiliations

Author name be in **bold face** font size 12. The author affiliation should consist Company or College (with department name of company division) and e-mail (corresponding author) in font size 10.

Example:

Rakesh Kumar*
Department of Mechanical Engineering
XYZ Institute of Engineering and Technology, Ratlam
C. Sharma and P.Kumar
Department of Mechanical and Industrial Engineering
XYZ Institute of Engineering and Technology, Jabalpur
rakeshkumar@xyz.ac.in

Body Text: Text should begin at line 15 on first page and line 1 on subsequent pages. The text should be typed in single spacing. Text includes Abstract, headings, subheadings, body of the text, references etc.

Abstract: A short abstract (100 words maximum) with font size 10 and *italic*, should open the paper.

Nomenclature: The nomenclature list should be in alphabetical order (capital letters first, followed by lowercase letters), followed by any Greek symbols, with subscripts and superscripts last, identified with headings.

Heading: In **bold face** capital letters with font size 12, leave one line blank between heading and the first paragraph.

Sub-Heading: In **bold face** title case letter with font size 10, leave one blank between a heading and a subheading and between a sub-heading and first paragraph.

Body of text: Leave one-line blank between two consecutive paragraphs as well as between a paragraph and a sub-heading. Leave one line blank between the end of the paragraph and a heading. Use font size 10.

Mathematics: Equations should be numbered consecutively beginning with (1) to the end of the paper. The number should be enclosed in parentheses (as shown above) and set flush right in the column. Equations should be referenced within the text as Eq. (x).

Figures and Tables: The figure number should be used when referring to the figure in text and should be referenced as Fig. 1. **Figures and tables (including title/caption and Fig./Table No.) should be submitted on separate sheets of paper, not within the running text.** Since we will not undertake the drafting or redrafting of illustrations, all graphs, line drawings, photographs, etc. must be submitted camera ready. This artwork should be clear and sharp and of best available quality. Figures should be high-contrast black-on-white prints; good quality laser output is acceptable.

References: Within the text, references should be cited in numerical order according to their order of appearance. The numbered reference citation should be enclosed in square brackets.

References should be arranged in numerical order according to the sequence of citations within the text. Each reference should include the last name of each author followed by his initials.

Sample References

[1] Ning, X., and Lovell, M. R., 2002, "On the Sliding Friction Characteristics of Unidirectional Continuous FRP Composites," *ASME J. Tribol.*, 124(1), pp. 5-13.

[2] Jones, J., 2000, *Contact Mechanics*, Cambridge University Press, Cambridge, UK, pp.321-345.

[3] Lee, Y., Korpela, S. A., and Horne, R. N., 1982, "Structure of Multi-Cellular Natural Convection in a Tall Vertical Annulus," *Proc. 7th International Heat Transfer Conference*, U. Grigul et al., eds., Hemisphere, Washington, DC, 2, pp. 221–226.

Note: Authors are requested to follow the instructions strictly.

Submission of Paper

Author are requested to submit:

- Two Laser printed hard copies of the manuscript in the format mentioned above.
- Soft copy of the Text in MS word document in two 3.5-inch floppy diskettes.
- Soft copies of the figures, if any, after being pasted in MS word document

File name of the text document should be "text-" followed by paper reference number. E.g. **text-125.doc** and the "text" is to be replaced with "fig" for naming a document containing figures, tables etc.

Send your manuscripts **UNFOLDED**, in A4 size envelope only, to **Organising Secretary**, _
*Log on to www.thapar.edu for **Format, Sample Paper and Registration Form***

1.11 Invitation to Chief Guest and Keynote speakers

The organizing committee will shortlist a panel of three distinguished persons not below the rank of a professor or at a senior position in an organization of repute and will send letters requesting them to be Chief Guest at the inaugural function. The invitation letters will be sent under the signatures of the Director. The keynote speakers for each session in line with the theme of the session will be identified. The keynote speakers will be invited by the convenor of the conference. (A sample letter is appended at page)

1.12 Conference Schedule

The conference schedule will be sent to the Chief Guest(s), keynote speakers, invited guests, delegates and all concerned at least two weeks before the start of the conference in the following format.

<i>Event</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>	<i>Any other information</i>
<i>Inauguration</i>				
<i>Tea</i>				
<i>Plenary session(s)</i>				
<i>Technical session(s)</i>				
<i>Valedictory</i>				
<i>Lunch/Dinner</i>				

1.12 Proceedings

The proceeding will be printed in hardbound copy and the name of the Institute and its logo will feature prominently on the cover page and the side for easy accessibility in Library.

A copy of the conference proceedings will be submitted for Retained Documented Information to the following:

- Director's office
- Dean(RP&G)
- Library
- Funding agencies as desired

1.13 Conference Report

The organizing secretary will prepare a detailed report about the conference, which may include outcome and major recommendations. The report will be exhaustive and will provide details of all the sessions. The report will be submitted to the Director and a copy of the report will be forwarded to Faculty concerned, who will post the information on the website, Newscaster, and Institute News.

1.14 Submission of bills

The convenor and the organizing committee will ensure that the bills pertaining to the holding of the conference are submitted to the Internal Audit Section(IAC) within one month of the receipt all sanctioned amounts from various agencies. The respective committee members must sign all the bills and the entries of the bills shall be made in a register-using format *TIET/DEPT/36*. The bills will be submitted in original with a covering note showing details of the income and the expenditure. (See *Format TIET/DEPT/37*) Following documents will be appended with the covering note:

1. List of registered delegates (See format *TIET/DEPT/38*)
2. Original bills
3. Receipt book (s)
4. Adjustment forms against all advances
5. Copy of the approved committees including purchase committee
6. Copy of the in-principle sanction form (*TIET/DEPT/31*)
7. Conference announcement pamphlet (*TIET/DEPT/32*)
8. Sanction letters received from the funding agencies
9. Sponsorships and endorsements received
10. Sanction for opening bank account
11. Entries of the bank account in the passbook
12. Closing of Bank Account
13. Details of expenditure under each head as approved by the funding agencies in their sanction letter (*TIET/DEPT/39*)
14. Utilization certificate for grant from institute from the UGC unassigned grant. (*TIET/DEPT/40*)

The audit of accounts shall be completed within two weeks. The audited utilization statement shall be sent by the convenor to the funding agencies in the prescribed format after the completion of the audit.

The copy of the Income and the Expenditure statement including the bills will be sent to the Accounts Section for incorporating in the Annual Balance Sheet.



TIET/DEPT/31

In-principle sanction form for holding a conference, seminar, symposium, workshop

1. Type of Activity (Tick appropriately):
Conference/Symposium/Workshop/Seminar
2. Topic and Subject of Symposium/Seminar/Conference/Workshop
3. Date and venue
4. Duration (No of days)
5. When was a Symposium etc. on the topic organized last?
6. How many delegates are expected to participate?
7. How many delegates would read papers?
8. Will the proceedings be published? If so, how many copies are expected to be published?
9. Indicate briefly the relevance and scientific/technological importance of organizing the conference etc
10. Total anticipated expenditure under the following heads (Rs.):

SNo	Expenditure head	Estimated expenditure
1	Proceedings	
2	Conference kits	
3	Accommodation	
4	TA/DA to Chief Guest/ Keynote speakers etc	
5	Refreshment expenses during conference days	
6	Meals including Lunch/Dinner	
7	Printing and stationery	
8	Postage and dispatch	
9	Travel	
10	Tent/Furniture etc	
11	Others	

Page 1 of 2



TIET, PATIALA DEPARTMENTAL DOCUMENTED INFORMATION

10. Total anticipated income out of the following heads (Rs):

SNo	Income head	Estimated income
1	Grant from Institute	
2	Grant from AICTE/CSIR/DST	
3	Grant from other agencies	
4	Sponsorship/ Endorsements	
5	Registration fee	
6	Sale of Proceedings	
7	Any other	

11. Name of the Convenor and the Organizing Secretary:

Convenor _____

Organizing Secretary _____

(Head of the Department/School/Centre)

SANCTIONED/NOT SANCTIONED

(DIRECTOR)

- For use in Finance and Accounts Section
- Sufficient funds are available/not available under budget head _____ of Unit/Dept _____
- Funds cleared vide no. _____ on _____ for Rs. _____

Approved redeployment of funds

DR(F&A)

Approved
Redeployment of funds

DIRECTOR



NATIONAL CONFERENCE

ON

(Title)

(Conference Dates)



ORGANISED BY

_____ DEPARTMENT

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY
(Deemed to be University)
Patiala (Punjab) – 147004

OBJECTIVES

THEMES

VENUE OF THE CONFERENCE

The conference is being organized by _____ Department of Thapar Institute Of Engineering & Technology (TIET), Patiala which was established in 1956. TIET is a premier institute of technical education in the Northern Region and is known for its excellence in teaching and research. It enjoys the status of a Deemed to be University and runs academic programmes from undergraduate to Doctoral level in all the major fields of Science and Engineering. TIET is a part of 250 acre lush green Thapar Technology Campus (TTC) that also houses the Thapar Centre for Industrial Research and Development (TCIRD) and Thapar Polytechnic (TP).

The princely township of Patiala is refreshingly quiet with opulent lush green cover dotting its entire landscape. October end is moderately cool and light warm clothing may be required.

Patiala is well connected by Road and Rail with New Delhi (4 hours) and surrounding locales like Chandigarh (1 hour) and Shimla (5 hours).

ATTRACTIONS

CALL FOR PAPERS

Three copies of the extended Abstract (not more than three A4 size pages) of the paper are invited by both email and post addressed to the Organizing Secretary. The experts shall review the extended abstracts and the selected authors shall be asked to submit their full-length papers for the presentation. The extended abstracts must include brief Introduction, Methodology, Key Results and References. Abstracts should be laser printed, in single space, using Arial font size 10 and should include the title of the paper, author(s) name and their affiliation.



PROCEEDINGS

Papers selected for the presentation in the conference will be published in the proceedings of the conference.

AUTHOR'S SCHEDULE

Abstract submission closes _____
Notification of acceptance _____
Full-length paper submission _____

REGISTRATION FEE

Student delegates _____
Delegates from institutions _____
Industry and other delegates _____

The registration fee is to be paid through demand draft drawn in favour of “_____” payable at State Bank of Patiala (SBOP), Patiala.

Registration fee includes the following:

Conference kit
Copy of Proceeding
Meals during conference days

ACCOMMODATION

Limited accommodation will be arranged for the delegates in the P.G. Hostel
However, accommodation in hotels in the city can be booked on request, against an advance booking amount sent. Hotels are located within 3 kms from the venue. They range from two to three stars standard with tariffs ranging from _____ to _____.

NATIONAL STEERING COMMITTEE



ORGANISING COMMITTEE

Patron

Director, TIET

Convener

Organizing Secretary

Joint Secretaries

Members

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY
REGISTRATION FORM

Name:

Designation:

Organisation:

Address for Correspondence:

Phone:

Fax:

Email:

Title of the Paper

Co-author(s)

Name

Organisation

1.

2.

3.

Please tick in the appropriate box:

I plan to attend the conference

I intend to present a paper at the conference

Date:

Signature

COMMUNICATE TO

Organising Secretary

Department of _____,

Thapar Institute of Engineering & Technology,

P.O. Box – 32, Patiala – 147004 (Pb.)

Email:

Visit us at: www.thapar.edu

TIET/DEPT/33

Sample letter for sponsorships

Dear Sir

The _____ Department of Thapar Institute of Engineering & Technology (TIET), Patiala is organizing a **National Conference** on _____, on _____ to present the latest advances in the research and technology practices and also the projections of future trends.

We have received highly encouraging response from the mechanical engineering fraternity. During the conference, TIET will be a colosseum of the hundreds of researchers and experts. The delegates participating in the conference are eminent researchers and pursuing their work in various field of _____.

This conference will provide a platform to industries/institutions to advertise their products/services and publicize to a large number of users.

Being identified as a highly reputed industry/institution, it is our great pleasure to invite you to join hand with us by providing sponsorship or an advertisement, to meet the goal of this event. Your participation will make the conference a great success.

I am enclosing herewith the sponsorship tariff cum booking form for your perusal please.

With due regards

Yours sincerely

(Convenor)



SPONSORSHIPS

Industries, reputed companies, Institutions are invited to sponsor/co-sponsor/support financially the symposium. Due recognition will be given to such support besides the following concessions:

- Sponsorship: Rs. _____
(Five delegates without registration fee + Two stalls for exhibition + Full page advertisement in souvenir)
- Co-sponsorship: Rs. _____
(Three delegates without registration fee + One stall for exhibition + Full page advertisement in souvenir)

ADVERTISEMENTS IN SOUVENIR

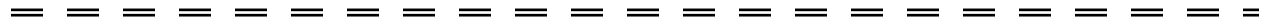
Souvenir to be published for the Conference would offer opportunity for advertisement

- | | | | |
|---------------------|-----------|--------------------|-----------|
| ➤ Back Cover | Rs. _____ | ➤ Inside full page | Rs. _____ |
| ➤ Inside back cover | Rs. _____ | ➤ Inside half page | Rs. _____ |

EXHIBITION OF EQUIPMENTS/ SOFTWARE/ BOOKS

- Per stall Rs. _____

The request must reach the Organising Secretary by _____. The payments should be made through a demand draft in favour of _____ Payable at Patiala.



EVENT BOOKING FORM

Name of the Organization:
Name and Address of Contact Person:

Please tick the appropriate head under which your organization wishes to support the event

- Sponsorship
- Co-sponsorship
- Financial Support

Booking of stalls in exhibition : No. of stalls :

Details of demand drafts (to be attached with this form):

DD no.....Issuing bank..... Amount Rs.....

TIET/DEPT/34

Format for opening of Bank account

Date:

Branch Manager
State Bank of Patiala
TIET Branch, Patiala

Sub: Opening of an current/saving bank account in the name of _____ (*Short name of Conference e.g. NCME for ational Conference on recent developments in Mechanical Engg*)

Dear Sir,

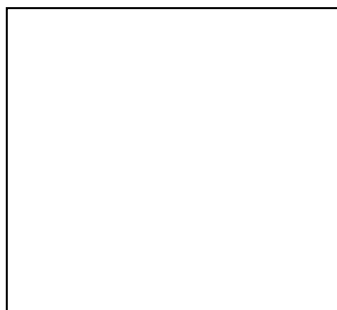
Kindly open a current/saving bank account in the name of _____ for holding a conference by the Department of _____. The account will be jointly operated by the Mr _____, convenor and Mr _____ organizing secretary and all transactions will be made jointly by them. You are also requested to issue a 100 page Cheque book. Each leaflet will be stamped with as per sample shown below.

The specimen signatures of Mr _____, Convenor and Mr _____, Organizing Secretary are attested as under:

Specimen signatures of Mr _____, Convenor _____

Specimen signatures of Mr _____, Organizing Secretary, _____

The specimen of the conference stamp on each transaction is as under:



Signatures Attested

(DIRECTOR)

Sample letter for inviting keynote speakers or chief guest

Date:
Ref. No.

Dear Prof. _____

The _____ Department of Thapar Institute of Engineering & Technology (TIET), Patiala is organizing a National Conference on _____ from _____ to _____. We have received highly encouraging response from the _____ engineering fraternity and it is expected that TIET will be a coliseum of the hundreds of researchers and experts for exchanging the views during the conference.

In this regard, I am pleased to take this opportunity to invite you as one of the speakers for the plenary/technical sessions. Your close encounter with and substantial contribution in the field of _____ are well recognized. Therefore, I request you to deliver a talk related to the contemporary issues and recent developments in the field of _____ or any other relevant topic.

Your participation itself would make the occasion cherishing and immensely thought provoking for one and all.

Kindly accede to our request and convey your acceptance at the earliest so that conference programme can be finalized and be published in proceedings. Also, we will need one hard copy of the talk at yours earliest convenience. It is needless to mention that your travel, boarding and lodging shall be borne by us.

Regards

(CONVENER)

Date:

Acknowledgement

Sub: National Conference on _____

Dear Mr./ Ms.....,

We feel obliged for the interest you have shown in our conference _____.
We have received your extended abstract/paper titled

and will be informing you soon to send the full script of paper after our “Technical Review Committee” goes through it.

The registration number of the paper is _____. Kindly quote this serial number in all future correspondence in this regard.

With thanks and due regards,

(Organizing Secretary)

Income and Expenditure account of National Conference on _____ held from _____ to _____

Income			Expenditure		
Date	Particulars	Amount	Date	Particulars	Amount
	Registration fee				
	1. By Cheque				
	2. By Draft				
	3. By cash				
	Financial support from				
	1. AICTE				
	2. DST				
	3. CSIR				
	4. Institute				
	5. Other Agencies				
	Sponsorship amount				
	1. Organization 1				
	2. Organization 2				
	3. Organization 3				
	4. Organization 4				
	Sale of proceedings, if any				
	Any other income				



List of Registered delegates

Delegates From Industry

S.No.	Name	Receipt No	Amount	DD/Cash

Delegates from Institution

S.No.	Name	Receipt No	Amount	DD/Cash
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Student Delegates

S.No.	Name	Receipt No	Amount	DD/Cash
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Delegates from sponsoring agencies

S.No.	Name	Receipt No	Amount	DD/Cash
1.				
2.				
3.				
4.				
5.				
6.				

TIET/DEPT/40

Utilization Certificate For The Grant Received From The Institute Out Of UGC Unassigned Grant

Statement Of Expenditure For Organisation Of Seminars/Symposia/Workshops/ Trained Programmes/Conferences (International/National /State Level).

(Strike out items not applicable/Add what is relevant)

1. Name of the Programme:

2. Duration:

3. Opening Date:

Closing Date:

Number of Participants:

a) Outstation

b) Local

c) Total



2. Items of expenditure incurred:

i)	Boarding and lodging charges for _____ Outstation participants/resource persons.	Rs.
ii)	Hospitality to _____ local participants/ Resource persons.	Rs.
iii)	TA & Incidental charges to outstation participants _____ including resource person _____ etc.	Rs.
iv)	DA to foreign participants (if any)	Rs.
v)	Internal Travel to foreign participants (if any)	Rs.
vi)	Honorarium to Director and resource persons	Rs.
vii)	Misc. & Contingencies	Rs.
	Total Expenditure incurred	Rs.
	Grant received from the UGC	Rs.
	Income from any other source (please indicate the source and amount)	Rs.
		Page 1 of 2
	Total	Rs. _____

	Income	Rs.
	Expenditure	Rs.
	Balance	Rs. _____

Certified that an amount of Rs. _____ against the grant of Rs. _____ has been spent for organization of _____ as per UGC guidelines. If as a result of check or audit some irregularity is brought to the attention of the Institute, action will be taken to regularize the same as per rules of the audit.

Utilization of grant received from the funding agencies

1. Name of the Programme:
2. Duration:
3. Opening Date: Closing Date:
4. Name of funding agency:
5. Reference details of sanction letter (*Attach copy*)
6. Number of Participants:
7. Details of expenditure under each head

S.No	Budget Head	Amount sanctioned	Expenditure	Difference (if any)

Documented Information No. : DI/DEPT/12

Department/School Planning & Policy Committee (DPPC/SPPC)

In the present system, the Head is chosen amongst Professors and Associate Professors on a rotational basis for a fixed period of three years. For effective working, the Head nominates UG/PG program coordinators, ISO coordinators, media coordinators, IAP coordinators, and/or any other committee for the department/school.

The working of the departments/schools can be made more transparent and effective by constituting Department/School Planning & Policy Committees (DPPC/SPPC)

Department/School Planning & Policy Committee (DPPC/ SPPC)

The constitution of DPPC/SPPC is to bring transparency in academics and research of the department/school for its growth and growth of individual faculty members. All the administrative and financial decisions shall be taken by DPPC/SPPC. It will be mandatory for departments/schools to bring all matters to DPPC/SPPC so that all decisions are taken transparently.

Constitution and Functions of the Department/ School Planning & Policy Committees (DPPCs/SPPCs)

1. Each Teaching Department/School shall have a Department/School Planning & Policy Committee.
2. The Head of the Department/ School will be the Ex-officio Member & Chairman of the Department/School Planning & Policy Committee.
3. Constitution of the Departments/Schools Planning & Policy Committees
 - (a) Departments/Schools Planning & Policy Committee shall ordinarily consist of seven members in addition to the Head of the Department/School as under:
 - a) Two from Professors or above;
 - b) Two Associate Professors
 - c) Two Assistant Professors.
 - d) One Lecturer

Chairman of the DPPC/SPPC will nominate one of these Assistant Professors as secretary of DPPC/SPPC.

Excluding the Head of Department/School, where the number of Professors or above, Associate Professors, and Assistant Professors do not exceed two, all of them shall be members of the Department/School Planning & Policy Committee. If there are more faculty in any category, it will be on a rotational basis by the order of seniority. If there are less number of faculty in any category, the same shall be filled by the lower category. For example if in any department, there is one Professor and three Associate Professors, ten Assistant Professors, and 5 Lecturers in addition to the Head, then one Professor, and three Associate Professors will be members of DPPC/SPPC and there will be two members from Assistant Professor and one from Lecturer category on rotation by order of seniority, Head being the chairman of this committee.

A person appointed after superannuation from the Institution or part-time basis, will not be a member of the Planning & Policy Committee.

(b) The term of the Department/School Planning & Policy Committee shall be one year, namely, 1st July to 30th June.

(c) The notification of the Department/School Planning & Policy Committee shall be issued by the office of the Registrar in early June for each department/school.

4. Procedure for the conduct of the meetings of Planning & Policy Committees:

(a) The Department/School Planning & Policy Committee shall meet at least once a month, preferably in the first week of each month, as decided by the department/ school.

If the Chairman of the Committee is not available on the date fixed for the meeting of the Committee, he may, in consultation with the Secretary of the Committee, postpone the meeting to a date not later than ten days from the date of the scheduled meeting. However, if the Chairman does not attend two consecutive meetings, the matter shall be reported to the Director/ Deputy Director/ Registrar for such necessary remedial action as he may deem fit.

(b) In the absence of the Chairman, the meeting will be presided over by the senior-most person on the Committee.

(c) The time for the meeting of the Committee will be decided by the Chairman and shall be notified along with the agenda by the Secretary. The secretary shall issue a circular to faculty inviting agenda items 10 days before the meeting and prepare the agenda.

(d) The agenda will be issued normally four days before the meeting by the nominated Secretary. The agenda items shall be approved by the Chairman.

(e) An emergent meeting of the Committee may be convened with the permission of the Chairman on 24 hours' notice.

In case of any dispute in regard to the agenda, the matter will be referred to the Department/School Planning & Policy Committee, and still, if there is a dispute, it can be referred to the Director/Deputy Director/Deans/Registrar for final decision.

All the decisions are expected to be taken by DPPC/SPPC collectively coming to a consensus, and in the absence of consensus, the dissent may be recorded, and this may be referred to the Director/Deputy Director/Deans/Registrar for advice and final decision.

The chairman can also call various nominated Coordinators like UG /PG program coordinators, ISO coordinators, media coordinators, IAP Coordinator, or any committee in this meeting, but these members will not contribute towards decision making on any agenda item unless that faculty is a member of DPPC/SPPC.

(f) More than 50% of the total strength of the Committee shall be its quorum.

(g) All decisions of the Committee shall be executed by the Chairman in letter and spirit, and he shall report the action taken by him in the next meeting of the Committee.

(h) Proceedings of the meetings signed by all members shall be recorded in a permanent register and confirmed by the Chairman. The record is to be circulated through email to all faculty members.

(i) Copies of proceedings of the meetings of the Committee will be forwarded to the Director, Deputy Director, Deans, and Registrar within a week of the date of the meeting of the Committee. The Director/Deputy Director/Deans/Registrar may refer back any item/ decision to DPPC/SPPC for reconsideration/deletion.

(j) If any member of the Department/School Planning & Policy Committee does not attend three consecutive meetings he/ she shall be debarred from membership of the Committee for the remaining term.

6. The Planning & Policy Committee shall exercise the following powers and perform the following functions, namely:

To decide and report on various academics, research, infrastructure, faculty, finance, and students-related issues or any other item within the preview of the department/school.

Academics

- a) To decide all administrative and academic matters of general interest and to see that the departmental duties and privileges are equitably allowed to all the members of the Department/ School.
- b) To decide about new courses and increase/decrease in intake.
- c) To decide about admission-related issues for PG programs following university guidelines.
- d) To suggest outlines of tests, syllabi and courses of reading for consideration of the concerned Board of Studies in consultation with other staff members who are not members of the Committee. The committee can also check the completion of the syllabus by faculty and the quality of question papers and evaluation issues, if any. The committee shall ensure the proper conduct of tutorials/practicals.

- e) To set guidelines and frame the timetable and rationalise the distribution of teaching work amongst the teachers of the Department after consultation with them.
- f) To suggest names for appointment as members of the Board of Studies and Panel of Experts for Faculty/ Staff Selections of the Department, if any, for consideration of the Director.

Research

- a) To ensure freedom for each faculty member/Research scholar to pursue his/her research work independently or in collaboration.
- b) To check the publications of research scholars before submitting of PhD and discourage paid publications.
- c) For appointing different panels of faculty for conducting seminars/reports and ensuring proper distribution of ME/MTech/MSc students for thesis/project.
- d) To ensure proper formation of a Doctorate committee in the case of PhD students.
- e) To encourage faculty to submit Research and sponsored projects/inter-disciplinary research/Collaborations with other institutes and to enhance the infrastructure facilities in the department.
- f) To encourage faculty members for publication in SCIE/ SSCI journals

Infrastructure

- a) To lay down the procedure for the purchase of books, journals, etc., for the University/Departmental Library and to look into all the matters.
- b) To prepare lists of equipment, chemicals, accessories, furniture, stationery, etc., and to process the purchase of the common departmental articles consistent with the requirements and availability of funds with stores.
- c) To arrange for proper checking of articles when received by the Department and for their proper storage.
- d) To provide a periodic check on the maintenance of equipment and other items and to arrange for their repair or disposal, whenever needed.
- e) To establish research labs by procuring the latest equipment and software.

Faculty

- a) To decide about the filling of faculty/ non teaching positions. The matter regarding specializations and qualifications of these posts shall be decided by the Committee.

- b) To organize conferences, seminars, symposia, etc., in the Department.
- c) To formulate a general policy for providing equitable opportunity to members of the Department for deputation to conferences, seminars, short-term courses, workshops, symposia, etc, both in India and abroad (except in case of personal invitation to a member).
- d) To look into faculty grievances in the department/school.
- e) To suggest guidelines for the consultancy service provided by the Department, if any.

Students

- a) To look into the complaints of the students and to mentor and encourage undergraduate students in specified research areas.
- b) To suggest improving the placement of students.
- c) To encourage students for extra-curricular activities of the Department

Finance

- a) To decide all matters of allocation of common funds provided by the University.
- b) To maintain up-to-date lists of firms for inviting quotations for purchase of various articles.
- c) To check all the expenses incurred by departments/schools under various heads. Also, to check expenditures on account of Conferences/ Workshops and Short term courses.
- d) To look at and procure items demanded by faculty members.

The minutes of the meetings should be recorded under various heads such as Academics, Research, Infrastructure, Faculty, Students, Finance, and any other item.