

COLLEGE OF ENGINEERING PERUMON



(Under CAPE, Established by Govt. of Kerala)

Perinad P.O, Kollam - 691 601, Kerala

ACADEMIC INITIATIVES

21/7/15

	Action/initiatives	Responsibility
GENERAL		
1	All staffs are to undertake all duties/responsibilities assigned CAPE director/Principal/HODs/Faculty-in-charges time to time for Institutional development	All Staff
2	All faculty/technical staff must be available in campus at least for 1 hour daily evening for contact/interaction with students	Faculty and Technical Staff
3	Evaluation of faculty by students/HODs by faculty/Head of the Institution by faculty (atleast once in every semester)	Faculty coordinator, Computer Instructor, HODs
4	Faculty members will be deputed for FDPs in IITs/IIMs/NITs or equivalent national level institutions only (except in most emergency situations by Principal).	Principal/HoDs
5	Registration of students to higher semesters: arrangements and planning	HODs/Class Advisors
6	First year admission, handbook for fresher's and ID cards of students: Norms and Procedures	First year Coordinator /Brochure Committee
7	General timetable shall be published 1 week prior to the commencement of classes	General Timetable Coordinator
8	Timetable and Roll number entry in Campus Software shall be completed 1 week prior to the commencement of classes	Campus Software Coordinator and Department Software coordinators

9	Student Attendance/Duty leave Entry in Campus Software	HODs/Class Advisors
A. Academic Matters (Institute Level)		
12	Academic calendar needs to be published one week prior to the commencement of classes and needs to be strictly adhered to.	Principal/ Course Coordinator/HODs
13	Department timetable shall be published 2 weeks prior to the commencement of classes	HOD/Academic Coordinator
14	Students' programmes should be accommodated in the evenings/weekends without affecting the normal working hours except in most emergency situations	Staff Advisors/HoDs

PRINCIPAL

Copy To,

All HOD's

All Staffs

Staff NB's

COLLEGE OF ENGINEERING PERUMON



(Under CAPE, Established by Govt. of Kerala)

Perinad P.O, Kollam - 691 601, Kerala

ACADEMIC INITIATIVES CIRCULAR

NO-E-134/CEP/2015

3/8/15

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