For the Academic Year 2021-2022

General Guidelines:

1. All daily huddles have to be continued online.
2. All goals to be achieved as listed.
3. Principals are responsible to ensure the goals & Targets are met.
4. Audit will be done every 4th month, Principal is responsible to give all details &
5. Presentation based on these goals & LIC checklist to be made by the Principal e
6. Rating of the college will be based on marks earmarked for each goal/ target.
7. Points to be evaluated/ formula to calculate the weightage and evidence require

T. JOHN Habits - Goals for 2021-2022						
Sl. N	**Goal**	**Weight**	**Guidelines**	**Points to be evaluted**	**Formula for weightage**	**Evidence required for**
	Mai	**87**				
1	100% Student	**9**	Alumini database build up (Through Almashine App),	Actual admissions vis a vis the sanctioned	Actual admissions X 9 points /	Final admission figures and
	100% Student Engagement a) Clubs	**4**	Clubs should focus on providing essential life skills to students. Clubs which do not serve this purpose should not be encouraged. New clubs where	1) Identify Skills to be devloped: objectives of the club 2) Identify parameters for assessing those skills 3) Pre-assessment of the students for	No. of Students successfully engaged X 4 points / Total student strength	Objectives of club, Skills identified, skill assessment criteria, activities planned (syllabus) and conducted, pre/post

2	b) Industry project / Research project / other Skill Development	**4**	Industry project/training for final year students only or as prescribed by the university (As per present situation this may not be possible now) Or Inculcate research bent of mind ; (As per present situation this may not be possible now) Or As per present	1.) All the industry project should be done in the industry 2)Relevant field-research within the campus - eg: Data analysis & classification of flora; Blood pressure tracking & analysis for staff / students; Water consumption; Fuel consumption trends; food habits of students / staff etc. 3)Yearwise, semester wise	No. of Students successfully completed course X 4 points/Total student strength	1.)Letter containing the contact details of project supervisors of the industry,Completion of project certificate/letter by the industry indicating duration and topic(email copy not accepted)and attendance of the students' presence in the Industry (Optional)
	c)Group online studi	**2**	Group online studies, webinars & debates, can be done. To be done on saturdays and	Group online studies, webinars, debates, clocking atleast 12hours / sem or 24 hours in	No. of Students successfully completed one Group online studies,	Attendance and discussion material to be shown as proof.
3	100% Student	**12**	The objective of this goal is to prevent any backlogs from arising. Incorporating modulewise & class wise slides to be made, notes, worksheets, &	The first time results (marks allotted 5). The remaining 7 marks can be bifurcated as -1. Assignments submission and corrected min. one per unit per	1)(Student passed in all subject /Student appeared in at least one subject) *5. 2) assignment submitted and corrected (per student per	University Result sheets and FMR, assignment sheets, unit tests corrected books. FMR - with the details updated

	results	**10**	The objective of this goal is to ensure students with backlogs are helped to clear them. Added to that Each subject faculty to provide online classes	This need to be monitored subject wise rather than per student. All the students who appeared for at least one supplementary exam will be	(number of subjects cleared after the results during the year/Total number of backlog subjects for all the active batches,	University Result sheets; University form filling / Hall ticket records. The class plan for remedial classes with
4	100% Placements	**17**	Every semester/year at least one project to be done by the stduent, this has to be planned and submitted before the sem/year starts by the taecher to HOD, Principal &	A student would be considered as placed only if individual offer letters are available and offer accepted. Intimation/ list of selected students from the	Number of students who have accepted offers X 17 points / Total number of students wanting placement; Full placement =	Questionnaires filled by all students; Placement format with all details filled in; NOCs (backed by evidence for foreigners,
5	Two University Rank	**5**	Only subject ranks will not be	Combination of ranks and	No. of ranks achieved / 2 * 5 Or, No. of distinctions obtained X 5	University/Distinction Rank tracker; print outs of university
6	Sponsored National / International conferences	**6**	**Target =1/Department for TJC & TJIT** At least 20% presentations should be from outside the state / country respectively for national / international conferences. Those presenting	a)Minimum no. of papers = 25 b)50% of the audience must be from outside T JOHN Group, of which 50% should be from relevant industry c)For sponsored FDPs, workshops, seminars, exhibitions, 35%	a)International conferences if = or > 1, then 6 points National conference = 1, then 4 points. If more than 1, then 6 points b)50% weightage is for fulfilling presentation	Details including topics, authors names, abstracts, conference proceedings, evidence showing 20% of papers were from outside state/country; for

7	Research Funding	**8**	The Funding can be from the following bodies: **A)** UGC - Major and minor research projects. **B)** AICTE Schemes: Research and institutional development scheme, Research	Total Funding Received, Project Completion	Total Marks divided into 2 parts i.e., 4 marks each **<u>First 4 marks</u> :** UPTO 1 LAKH - 1 MARK 1 TO 4 LAKHS - 2 MARKS 4 TO 8 LAKHS - 4 MARKS	1. Application photocopies/ duplicate copies, Letters of Correspondances through E-mails, and other replies received along with
8	Research Activities	**5**	As per UGC norms everyone should spend time on research / upgradation Target = one paper publication per faculty per year	Research papers / articles are to be published in indexed / journals with ISSN no.s. Papers coauthored with students would be considered only if published at least one year after the date of	No. of papers published by each faculty X weightage factor X 5 points /Total no. of faculty in the Department. Weightage factor = 1 for international publications, = 0.75 for	Paper publication details including journal name, issue, ISSN number, impact factor, paper extract / journal copy. List of faculty on rolls during
9	Industry - Academy collaboration	**5**	a)1.66 point will be awarded for each outcome, target- 3 outcome b)Student projects undertaken as per course requirements,	This is defined as the provision of technical/advisory / consultancy services or facilities to industry on payment basis	Each valid outcome = 1.66 point	Correspondence, MOU details, Payment Receipt, letter from company, profitability of
	Supplem	**13**				
10	Guest Lectures	**3**	Target = 6 / student / year	Students of all years should have participated in GL. Note : Career guidance,	No. Completed X 3 points / Target number	Correspondence mail/letter, semester wise student attendance,

11	Online Research-for students	**2**	Target =2 / student / year. Students can study and write up on different kinds of industry taking atleast 2 industry in each sector	Students of all years should have participated in this online Industry research.	No. Completed X 2 point / Target number	The report prepared by individual students, a summary excel with student name, sector,
12	a) Faculty Development	**2**	Every faculty must undergo Training / attend FDPs. Target = 20 hours / faculty / year.	Min of 20 hours training for each faculty comprising 15 hours of skill development and 5 hours of industrial training.	15 hours for skill development =1 pt, 5 hours for industrial training = 1 pt Total No. of FDP hours {limited to 15 hours per	correspondence mail/letter, registration form, certificate of completion of training.
	b) Faculty Upgr	**2**	(i) Enrolling for PhD (ii) Completing NET	(i) Admission to PhD program: Inactive research scholars and	(i) No. Admitted x 1 point /No. of non-PhD faculty in the	Copies of applications made, acceptance
13	Alumni Engagem	**2**	Target = 5. Only outcomes created through alumni will be considered	Valid outcomes are admissions, guest lectures, webinars, campus	No. of outcomes X 2 points / 5	Correspondence mail/letter, Alumni details,
14	College centric	**2**	Target = 4. All those acitivities will be considered where students	Activities such as graduation day,cultural event, sports day,	1 activity = 0.5point, 4 activities = 2 points	Events details, photograph, correspondence mail/letter,

ɛ documents to Audit team.
very 3 months to management.

ɐd for audit will be as given in the columns below.