



# Kathir College of Engineering

[An institution run by Lamika Educational and Charitable Trust]

Approved by AICTE, New Delhi | affiliated to Anna University | accredited by "NAAC"

"Wisdom Tree", Avinashi Road, Neelambur, Coimbatore 641062

Phone: 0422-2203787, 2203778 | Fax: 08030723600 | Email: kathirce@gmail.com | Web: www.kathir.ac.in

STANDARD OPERATING PROCEDURE FOR PREPARATION OF CLASS & INDIVIDUAL TIME TABLE	
SOP No	SOPs/21-22/TLP/001
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for preparing Master, Class and individual teaching time table.

**Responsibility:**

- All the teaching/non-teaching staff members
- Class tutors
- Department Time Table co-ordinators
- Institution Time Table co-ordinator
- Heads of the respective Departments
- IQAC
- Principal of the institution

**Procedure:**

S No.	Activities	Responsibility	Target dates/days	
			Odd	Even
1.	Preparation of academic calendar based on the University Academic schedule for the semester of the academic year	Principal, HoDs and IQAC	1 <sup>st</sup> week of April	3 <sup>rd</sup> week of November
2.	Releasing the academic calendar to all teaching/non-teaching staff members	Principal	2 <sup>nd</sup> week of April	4 <sup>th</sup> week of November
3.	Receiving students willingness on elective courses	HoDs and Tutors	3 <sup>rd</sup> week of April	1 <sup>st</sup> week of December
4.	Sharing the course option sheet to all faculty members	HoDs	4 <sup>th</sup> week of April	1 <sup>st</sup> week of December

5.	Conducting department meeting on course allocation based on willingness & competency	HoDs & faculty members	1 <sup>st</sup> week of May	2 <sup>nd</sup> week of December
6.	Course allocation meeting details to be used for class time table preparation	Department Time table co-ordinator	1 <sup>st</sup> week of May	2 <sup>nd</sup> week of December
7.	Call for 1 <sup>st</sup> common meeting of all department time table co-ordinators for sharing the information on service courses and Laboratory courses	Institution Time Table Co-ordinator	2 <sup>nd</sup> week of May	2 <sup>nd</sup> week of December
8.	Call for 2 <sup>nd</sup> Common meeting of all department time table coordinators for finalization	Institution Time Table Co-ordinator	3 <sup>rd</sup> week of May	3 <sup>rd</sup> week of December
9.	Detailed Time table preparation (both class-wise & individual) and circulation to all teaching & non-teaching members	Department Time table co-ordinator	3 <sup>rd</sup> week of May	3 <sup>rd</sup> week of December
10.	Preparation of department Master Time table	Department Time table co-ordinator	4 <sup>th</sup> week of May	4 <sup>th</sup> week of December
11.	Preparation of Institution Master Time table	Institution Time Table Co-ordinator	4 <sup>th</sup> week of May	4 <sup>th</sup> week of December
12.	Approval by Principal for Class, Individual and Master Time Table	Principal, departments & Institution Time table co-ordinators	4 <sup>th</sup> week of May	1 <sup>st</sup> week of January



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STANDARD OPERATING PROCEDURE FOR CLASSROOM ALLOTMENT	
SOP No	SOPs/21-22/TLP/002
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for classroom allotment to support the instructional program of the institution.

**Responsibility:**

- Department Time table co-ordinator
- Heads of the respective Departments
- Administrative Officer of the institution
- Principal of the institution

**Procedure:**

S No.	Activities	Responsibility	Target dates/days
13.	<b>Lecture Hall Statistics</b> List the total no: of lecture halls available along with their seating capacity	AO	2 <sup>nd</sup> week of April
14.	<b>Student Statistics</b> No: of Students admitted to each engineering branch has to be obtained year wise (First Year to Final Year)	Department Timetable Coordinator	2 <sup>nd</sup> week of April
15.	A common meeting shall be convened among the department coordinators, HODs and AO to share the statistical data collected.	Department Time table Coordinators & AO	3 <sup>rd</sup> week of April
16.	Based on the student strength and lecture hall size, each department shall be allotted required number of class rooms.	Department Time table Coordinators	3 <sup>rd</sup> week of April
17.	A common meeting of all department coordinators & AO shall be convened to prepare the final classroom allocation chart	Department Time table co-ordinators & AO	4 <sup>th</sup> week of April
18.	Approval by Principal for Classroom allocation	Department Time table Co-ordinator, HOD, AO	1 <sup>st</sup> week of May



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STANDARD OPERATING PROCEDURE FOR ACADEMIC REVIEW MEETING	
SOP No	SOPs/21-22/TLP/003
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for conduct academic review meeting

**Responsibility:**

- All the teaching/non-teaching staff members
- Class tutors
- Heads of the respective Departments
- Principal of the institution

**Procedure:**

S No.	Activities	Responsibility	Target dates/days
19.	Planning of academic review meeting	Principal, HODs	After the end of Internal test I & II <b>(Twice in a semester)</b>
20.	Information to be sent through circular from the head of the institution regarding conduct of academic review meeting	Principal	Last day of Internal test I & II
21.	Tutors have to inform the parents regards meeting through phone	Tutors	Three days prior to the meeting
22.	Tutors have to prepare the consolidated marks (Internal test & end semester exam), individual academic performance and attendance percentage of students	Tutors	Three days after the completion of Internal test I & II
23.	Highlighting the performance of the students to their parents	Parents, Tutors and Faculty members handling the classes	Day of Academic review meeting
24.	Getting feedback from parents	Tutors, Parents	Day of Academic review meeting
25.	Booking of hall	Principal, HODs	The day before the meeting





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STANDARD OPERATING PROCEDURE FOR DEPARTMENT FACULTY MEETING	
SOP No	SOPs/20-21/Department/001
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:**

- a) To detail the agenda of the activities to be carried out
- b) To discuss about the implementation aspects
- c) To assign the tasks to concern faculty members

**Responsibility:**

- All the teaching/non-teaching staff members
- Heads of the respective Departments
- Principal of the institution

**Procedure:**

S No.	Activities	Responsibility	Target dates/days
26.	Preparation of Agenda for the meeting	HoD	Before 2 days
27.	Posting the Agenda to all the teaching /non-teaching faculty members	HOD	Before 2 days
28.	Preparation of materials that is required for the discussion in the meeting	HoD & Faculty Members	Before the meeting
29.	Availability of the fixed venue & arrangement of chairs should be made	Attendees	A day before
30.	A Reminder for the meeting	HOD	A day before
31.	Arrival of Faculty members and HOD to the venue	HoD & Faculty Members	Before 10 minutes
32.	Commencement of the discussion based on the Agenda with general greeting.(Adhering strictly to the agenda)	HoD & Faculty Members	On time
33.	Taking Minutes	Faculty member identified by the HOD	During the meeting

34.	Work allotments that is made in the discussion should be noted	Concerned Faculty members	During the meeting
35.	General discussions & suggestions	HoD & Faculty Members	Last session of the meeting
36.	End of the meeting	HOD	On time
37.	Preparation of minutes in both soft & hard copy	Faculty member identified by the HOD	Next day of the meeting
38.	Circulation of minutes of meeting	HOD Faculty members ( Attenders)	Next day of the meeting
39.	Filing of the minutes	Identified faculty member	Next day of the meeting



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STANDARD OPERATING PROCEDURE FOR PURCHASE OF EQUIPMENTS	
SOP No	SOPs/21-22/Department/002
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for purchasing equipment

**Responsibility:**

- All the teaching/non-teaching staff members
- Lab in-charges
- Senior Faculty Team
- Purchase Committee in charge
- Heads of the Departments
- Principal of the institution

**Procedure:**

S No.	Activities	Responsibility	Target dates/days
40.	List of equipment required for individual labs as per new revised curriculum is to be submitted by the Lab in-charges	Lab in charges	1 <sup>st</sup> week of Feb
41.	A team of senior faculty members identified by the HOD, within the Department will scrutinize the requirements. Justifications have to be given for the requirements if necessary.	Senior Faculty Team and Lab in-charges	2 <sup>nd</sup> week of Feb
42.	After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers (minimum of 4) and should inform the same to the senior faculty team.	Senior Faculty team and Lab in-charges	1 <sup>st</sup> week of March
43.	With the approval of the senior faculty team regarding the suppliers,	Senior Faculty team and Lab in-charges	2 <sup>nd</sup> week of March



	quotations have to be collected from those companies.		
44.	A demo should be made available to the set of Faculty members about those equipment's functions and specifications from all companies.	Non-teaching staff, Faculty members	1 <sup>st</sup> week of April
45.	The senior faculty team should clarify all necessary queries including the functionalities, warranty, replacements, service backups, compatibility when changes occur in future and so on.	Faculty members	2 <sup>nd</sup> week of April
46.	A meeting should be organized with Purchase committee in charge and the senior faculty team to discuss about the outcome of the demonstrations made by the companies.	Purchase committee in-charge and Faculty members	3 <sup>rd</sup> week of April
47.	Recommendations are collected by the purchase committee in charge from the Faculty members and the senior faculty team and the pros and cons are to be discussed.	Purchase committee in-charge and Faculty members	3 <sup>rd</sup> week of April
48.	The Purchase committee in charge may request all the companies to give the best revised price again after the demonstrations.	Purchase committee in-charge	4 <sup>th</sup> week of April
49.	With the new revised cost, a comparative statement has to be prepared and remarks should be given suitable under each product and the minimum cost of different equipment for different companies should be highlighted.	Purchase committee in-charge and HOD	4 <sup>th</sup> week of April
50.	The Purchase committee in charge should give a final recommendation for the purchase of the product based on the feedback given by senior faculty team. Different products can be from different suppliers.	Purchase committee in-charge and HOD	4 <sup>th</sup> week of April

51.	The purchase approval along with the comparative statement is sent to the Management for the final approval.	Purchase committee in-charge, HOD and Principal	1 <sup>st</sup> week of May
52.	The Purchase committee in charge has to give the justification to the Management regarding the recommendations if required.	Purchase committee in-charge and HOD	1 <sup>st</sup> week of May
53.	Once after getting the final approval, the purchase order should be made ready and sent to the supplier and the terms and conditions should be followed strictly.	Purchase Committee in-charge and HOD	3 <sup>rd</sup> week of May
54.	The details of the order placed with the one supplier should not be known to the other supplier and there should not be any personal communication regarding the purchase, failing in which will leads to enquiry and memo.	Purchase Committee in-charge and Faculty members	3 <sup>rd</sup> week of May
55.	Follow up should be made regarding the delivery	Purchase Committee in-charge	3 <sup>rd</sup> and 4 <sup>th</sup> week of May
56.	Once after the delivery, all the equipments should be thoroughly verified by the lab in charges in terms of quantity, functionalities, help manuals, warranty cards and bills	Lab in charges and Faculty members, Non teaching staff	1 <sup>st</sup> week of June
57.	The purchased Equipments should be entered in the respective stock register	Lab in-charges, Purchase Committee in-charge, HOD and Principal	2 <sup>nd</sup> week of June
58.	From the date of delivery, the bill has to be settled with the office within two weeks	Purchase Committee in-charge	3 <sup>rd</sup> week of June



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## STANDARD OPERATING PROCEDURE FOR PURCHASE OF CONSUMABLES

<b>SOP No</b>	<b>SOPs/21-22/Department/003</b>
<b>Version</b>	1
<b>Date of implementation</b>	03.06.2021
<b>Prepared by</b>	IQAC
<b>Approved by</b>	Principal

**Objective:** To elaborate the procedure for purchasing consumable

### Responsibility:

- All the teaching/non-teaching staff members
- Lab in-charges
- Purchase Committee in charge
- Heads of the Departments
- Principal of the institution

### Procedure:

S No.	Activities	Responsibility	Target dates/days
59.	List of consumables required for individual labs as per new revised curriculum is to be submitted by the Lab in-charges	Lab in charges	1 <sup>st</sup> week of April
60.	The purchase committee in-charge will scrutiny the requirements. Justifications have to be given for the requirements if necessary.	Purchase Committee in-charge and Lab in-charges	2nd week of April
61.	After the finalization of the requirements, the individual lab-in-charges have to identify the reputed suppliers (minimum of 3) and should inform the same to the Purchase Committee in-charge	Purchase Committee in-charge and Lab in-charges	3rd week of April
62.	With the approval of the Purchase Committee in-charge regarding the	Purchase Committee in-charge and Lab in-	3rd week of April

	suppliers, quotations have to be collected from those companies.	charges	
63.	Based on the quoted price, the actual cost for the entire requirements should be calculated with the comparative statement by choosing the best supplier. The approval of the purchase for the actual amount has to be received from the Management.	Purchase Committee in-charge, HOD and Principal	4 <sup>th</sup> week of April
64.	Once after getting the approval from the Management, proforma invoice from the best supplier is to be collected and a request has to be put up to the Management regarding the cheque for the actual amount in the name of supplier.	Purchase Committee in-charge and HOD	2 <sup>nd</sup> week of May
65.	Once after receiving the cheque from the Management, the concerned lab in-charges have to purchase the consumables with the supplier.	Lab in-charges, Non teaching staff	4 <sup>th</sup> week of May
66.	The purchased consumables should be entered in the respective stock register	Non teaching staff, Lab in-charges, Purchase Committee in-charge, HOD and Principal	4 <sup>th</sup> week of May
67.	From the date of delivery, the bill has to be settled with the office within two weeks	Purchase Committee in-charge	1 <sup>st</sup> week of June



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STANDARD OPERATING PROCEDURE FOR ASSOCIATION ACTIVITIES	
SOP No	SOPs/21-22/Department/004
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for association activities.

**Responsibility:**

- All the teaching/non-teaching staff members and student members
- Association In charge
- Treasurer
- Student Secretary
- Student Joint Secretary
- Office Bearers

**Procedure:**

S No.	Activities	Responsibility	Target dates/days
68.	Selection of Association In charge and Treasurer	HoD & all teaching Staff Members	1 <sup>st</sup> week of July
69.	Requesting schedule of activities from all staff members	Association In Charge	2 <sup>nd</sup> week of July
70.	Preparation of budget	Association In Charge & Treasurer	3 <sup>rd</sup> week of July
71.	Preparation of schedule of activities	Association In Charge	4 <sup>th</sup> week of July
72.	Selection of Secretary from IV year	Association In Charge & HOD	1 <sup>st</sup> week of Aug
73.	Selection of Joint Secretary from III year	Association In Charge & HOD	1 <sup>st</sup> week of Aug
74.	Selection of Office bearer from II year	Association In Charge & HOD	1 <sup>st</sup> week of Aug

75.	Meeting with Secretary, Joint Secretary and office bearers to discuss the schedule of activities	Association Charge,HOD and Treasurer	In 2 <sup>nd</sup> week of Aug
76.	Rescheduling of activity after getting input from student member, if needed	Association Charge,HOD and Treasurer	In 3 <sup>rd</sup> week of Aug
77.	Inaugural of Association activity	Association Charge,HOD and Treasurer	In 3 <sup>rd</sup> week of Aug
78.	Seminar, Guest lecture, Workshop, FDP, Conference etc	Association members & Event organizing Staff members	staff As per schedule
79.	Guest Confirmation	Association members & Event organizing Staff members	staff Before 2 weeks/ atleast one week before the event
80.	Budget of Event	Association members & Event organizing Staff members HOD Principal Management	staff A month before the event
81.	Hall Booking	Association members & Event organizing Staff members	staff A month before the event
82.	Transport/ Boarding facility	Association members & Event organizing Staff members	staff A month before the event
83.	Food/snacks	Association members & Event organizing Staff members	staff A week before the event
84.	Accessories to the participants	Student members	A week before the event

85.	Flex design	Student members	At least two week before the event
86.	Decoration, Kolam, reception desk, battery for mic	Student members	A day before the event
87.	MC desk	Student members	A week before the event
88.	For workshop-lab arrangement	Association staff members & Event organizing Staff members Lab assistant	A week before the event
89.	Report of the event	Association staff members & Event organizing Staff members Student members	Within three days after the event
90.	Expenditure statement along with bills	Association staff members & Event organizing Staff members Student members	Within two days after the event



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STANDARD OPERATING PROCEDURE FOR SUBJECT ALLOTMENT	
SOP No	SOPs/21-22/TLP/004
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for allocating Theory Subjects and Practical labs to staff members

**Responsibility:**

- All the teaching/non-teaching staff members
- Class tutors
- Heads of the respective Departments
- IQAC
- Principal of the institution

**Procedure:**

S No.	Activities	Responsibility	Target dates/days	
			Odd	Even
91.	Preparation of academic calendar based on University academic schedule for the semester	Principal, IQAC and HoDs	1 <sup>st</sup> week of April	3 <sup>rd</sup> week of November
92.	Releasing the academic calendar to all teaching/non-teaching staff members	Principal	2 <sup>nd</sup> week of April	4 <sup>th</sup> week of November
93.	Receiving students willingness on elective courses	HoDs and Tutors	3 <sup>rd</sup> week of April	1 <sup>st</sup> week of December
94.	Receiving service courses from the relevant departments	HoDs	3 <sup>rd</sup> week of April	1 <sup>st</sup> week of December
95.	Sharing the course option sheet to all faculty members	HoDs	4 <sup>th</sup> week of April	2 <sup>nd</sup> week of December
96.	Analysing the competency of	HoDs	4 <sup>th</sup> week of	2 <sup>rd</sup> week of



	staff members in subject chosen based on their possession of PhD/Publication/MOOC certification/FDP certification in addition to the M.E. Specialization		April	December
97.	Allocating the subjects to the faculty based on the number of times the subject handled, result analysis and student's feedback	HoDs	4 <sup>th</sup> week of April	2 <sup>rd</sup> week of December
98.	Assigning the Practical labs corresponding to the theory allotted to the faculty.	HoDs	4 <sup>th</sup> week of April	2 <sup>rd</sup> week of December
99.	Conducting department meeting on course allocation based on willingness & competency	HoDs & faculty members	1 <sup>st</sup> week of May	3 <sup>rd</sup> week of December
100.	Approval by Principal for Subject allotment	HoDs	1 <sup>st</sup> week of May	3 <sup>rd</sup> week of December



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STANDARD OPERATING PROCEDURE FOR MONTHLY REPORT	
SOP No	SOPs/21-22/Department/005
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for preparing Monthly Report.

**Responsibility:**

- All the teaching/non-teaching staff members
- Department Monthly Report co-ordinator
- Institution Monthly Report co-ordinator
- Heads of the respective Departments
- Principal of the institution

**Procedure:**

S No.	Activities	Responsibility	Target dates/days
101.	Sharing the various activity option sheet to all faculty members.	Department Monthly Report co-ordinator	1 <sup>st</sup> day of Every month
102.	Day by day updating the shared sheet along with photographs(if available)	All the staff members	1 <sup>st</sup> to 4 <sup>th</sup> week of Every month.
103.	Consolidation and Preparation of department Monthly Report.	Department Monthly Report co-ordinator.	4 <sup>th</sup> week of Every month
104.	Submitted to HoD for necessary approval for Department Monthly Report.	Heads of the respective Departments	Last day of Every month
105.	Consolidation and Preparation of Institution Monthly Report.	Institution Monthly Report co-ordinator	1 <sup>st</sup> week of Consecutive months.
106.	Submitted to Principal for necessary approval for Institution Monthly Report.	Institution Monthly Report co-ordinator	1 <sup>st</sup> week of Consecutive months.
107.	Releasing the Monthly Report to all	Principal of the institution	1 <sup>st</sup> week of next

	teaching/non-teaching members.	staff		Consecutive months.
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STANDARD OPERATING PROCEDURE FOR STUDENT'S FEEDBACK	
SOP No	SOPs/21-22/TLP/005
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for preparing students feedback.

**Responsibility:**

- Class tutors
- All the students
- Heads of the respective Departments
- IQAC
- Principal of the institution

**Procedure:**

S No.	Activities	Responsibility	Target dates/days	
			Odd	Even
108.	Preparation of format for feedback and sending to students.	IQAC & HoD	November 1 <sup>st</sup> week & December 1 <sup>st</sup> week	April 3 <sup>rd</sup> week & May 1 <sup>st</sup> week
109.	Tutors shall monitor and collect the feedbacks from students.	Tutors & students	November 1 <sup>st</sup> week & December 1 <sup>st</sup> week	April 3 <sup>rd</sup> week & May 1 <sup>st</sup> week
110.	Consolidate the collected feedback from students	HoD	November & December	April & May
111.	Necessary actions will be taken based on feedbacks	HoD and Principal	November & December	April & May



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STANDARD OPERATING PROCEDURE FOR ACADEMIC PERFORMANCE MONITORING	
SOP No	SOPs/21-22/TLP/006
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for Academic performance monitoring of faculty

**Responsibility:**

- All the teaching staff members
- Class tutors
- Heads of the respective Departments
- IQAC
- Principal

**Procedure:**

S No.	Activities	Responsibility	Target dates/days*	
			Odd	Even
112.	Preparation of course information for academic year	Concerned subject handling faculty	1 <sup>st</sup> week of April	1 <sup>st</sup> week of November
113.	Verification and approval of course information	HoDs	2 <sup>nd</sup> week of April	2 <sup>nd</sup> week of November
114.	Preparation of course content for 60% of syllabus	Concerned subject handling faculty	1 <sup>st</sup> week of July	3 <sup>rd</sup> week of January
115.	Sharing the course plan and course information to students through google classroom	Class tutors and Concerned subject handling faculty	4 <sup>th</sup> week of June	1 <sup>st</sup> week of December
116.	Implementation of class room lecture delivery	Concerned subject handling faculty	1 <sup>st</sup> week of July	3 <sup>rd</sup> week of December
117.	Monitoring class room lectures of each faculty by	HODs	Continuous	Continuous

	respective HODs			
118.	Preparation of question paper for continuous internal assessment based on revised blooms taxonomy	Concerned subject handling faculty	2 <sup>nd</sup> week of August	2 <sup>nd</sup> week of January
119.	Evaluation and distribution of answer sheets on stipulated time.	Concerned subject handling faculty	Within 3days from the commencement of exam	Within 3days from the commencement of exam
120.	Anna University portal Entry	Faculty Members, Tutors and HODs	As per Anna University schedule	As per Anna University schedule
121.	Preparation of question bank	Concerned subject handling faculty	2 <sup>nd</sup> week of october	2 <sup>nd</sup> week of February
122.	Receiving feedback from students	HoDs	4 <sup>th</sup> week of october	4 <sup>th</sup> week of March
123.	Mapping of end semester examination result with CIA to measure the attainment level	Concerned subject handling faculty	After announcement of end semester result	After announcement of end semester result

- Subject to change according to the Anna University notification



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<b>STANDARD OPERATING PROCEDURE FOR DEPARTMENT BUDGET</b>	
<b>SOP No</b>	<b>SOPs/21-22/Department/006</b>
<b>Version</b>	1
<b>Date of implementation</b>	03.06.2021
<b>Prepared by</b>	IQAC
<b>Approved by</b>	Principal

**Objective:** To elaborate the procedure for preparing Department Budget.

**Responsibility:**

- All the teaching/non-teaching staff members
- Department Budget co-ordinators
- Heads of the respective Departments

- Principal of the institution

**Procedure:**

<b>S No.</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Target dates/days</b>
124.	Establishment of a budget implementation team to start working on budget Planning & Preparation	HoD	1 <sup>st</sup> week of April
125.	To start working on Department Budget preparation, based on the requirement and new high priority spending initiatives.	Principal and HoD	2 <sup>nd</sup> week of April
126.	Reviewing and Prioritizing the on-going and new activities by Budget Committee & sending it to Chairman	Principal and HoD	3 <sup>rd</sup> week of April
127.	Preparation of Draft Budget plan	HoD	4 <sup>th</sup> week of April
128.	Reviewing current program budget structure (Program budgeting), developing program narratives and performance indicators based on actual resources.	HoD	1 <sup>st</sup> week of May
129.	Study the requirements through sending an internal budget circular to all Department faculty members.	HoD	1 <sup>st</sup> week of May
130.	Conducting a Department Brain storm session for Budget Preparation.	HoD	2 <sup>nd</sup> week of May
131.	Prioritizing requirements and finalising proposals for Budget preparation for Current Academic year .	HOD	3 <sup>rd</sup> week of May
132.	Preparing Detailed proposal of Internal Department Budget and Submitting the proposals to the Principal.	HoD	3 <sup>rd</sup> week of May
133.	Preparing final draft budget for current academic year	HoD	4 <sup>th</sup> week of May
134.	Presenting the Draft Budget to Principal	All HODs	4 <sup>th</sup> week of May
135.	Attending the Budget hearing meeting of other departments	HoD	4 <sup>th</sup> week of May
136.	Budget Revision based on Budget hearing meeting decision.	HoD	4 <sup>th</sup> week of May

137.	Presenting the budget proposal to the Chairman	HODs & Principal	4 <sup>th</sup> week of May
138.	Conveying approved Budget to department	HoD	4 <sup>th</sup> week of May
139.	Releasing the Budget Fund to Approved Budget Proposals	Management	4 <sup>th</sup> week of May





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STANDARD OPERATING PROCEDURE FOR COMMUNICATION WITH PARENTS	
SOP No	SOPs/21-22/TLP/007
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for preparing Communication with parents.

**Responsibility:**

- All the teaching staff members
- Class tutors
- Heads of the respective Departments
- Principal of the institution

**Procedure:**

External communication is an integral part of any System. It is our goal to engage parents and the community in the way decisions are made, communicated, and implemented so that collaborative decision-making is embedded in daily operations. Therefore, the following Standard Operating Procedures have been developed to keep parents and the community informed and to gather perceptions from parents and the community so input/feedback is gathered consistently and effectively. Surveys will be done throughout the year to determine parents' perceptions regarding various areas of interest.

S No.	Activities	Responsibility	Target dates/days
140.	A survey based on parent's feedback regarding infrastructure and lab facility	Principal & HoDs	1 <sup>st</sup> week of August
141.	Informing the parents via post or call in case of any discrepancies	HoDs & Tutors	Real time
142.	Academic meetings with parents along with the students	HoDs, Tutors & Teaching Staff	After CIA-1 and CIA-2



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STANDARD OPERATING PROCEDURE FOR FEEDBACK ABOUT FACULTY MEMBERS	
SOP No	SOPs/21-22/TLP/008
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for Collecting feedback about faculty

**Responsibility:**

- All the students
- Class tutors
- Heads of the respective Departments
- Principal of the institution

**Procedure:**

S No.	Activities	Responsibility	Target dates/days
143.	Preparation of format for feedback i) To be collected from students (ONLINE)	HoDs	Beginning of every semester
144.	Sharing of feedback forms to students through Google forms	Tutors	Mid of the semester
145.	Entry of Feedback from students in Google forms	Students	Within one week (After the form is shared)
146.	Consolidate the collected feedback from students	Tutors and HoD	Within one week (After the form is filled)
147.	Necessary actions will be taken based on feedbacks for faculty performance improvement	HoD and Principal	Immediate



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STANDARD OPERATING PROCEDURE FOR ACADEMIC PERFORMANCE INDEX	
SOP No	SOPs/21-22/Faculty/001
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal, Management

**Objective:** To elaborate the procedure for filling up Self-Appraisal forms to evaluate and document one's own performance to facilitate Career advancement of the faculty members.

**Responsibility:**

- All the faculty members of the respective Departments
- Heads of the respective Departments
- Principal of the institution
- Management

**Procedure:**

S No.	Activities	Responsibility	Target dates/days
148.	Faculty appraisal form circulated by Principal to all the faculty members.	Principal	1 <sup>st</sup> week of April
149.	Faculty members can fill the appraisal form as per the guidelines given by the principal	Individual faculty	2 <sup>nd</sup> week of April
150.	HODs can review the filled appraisal form	HoDs	3 <sup>rd</sup> week of April
151.	HOD's shall submit the appraisal forms to the principal	HoDs	4 <sup>th</sup> week of April
152.	Principal shall evaluate the forms and shall submit the same to the Chairman.	Principal	1 <sup>st</sup> week of May



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STANDARD OPERATING PROCEDURE FOR RESEARCH PROPOSAL	
SOP No	SOPs/21-22/Faculty/002
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for preparing Research Proposal.

**Responsibility:**

- All the Full time / part time research scholars
- All the teaching staff members
- Heads of the respective Departments
- Principal of the institution

**Procedure:**

S No.	Activities	Responsibility	Target dates/days
153.	Individual researchers will undertake periodic reviews of the research calls of relevance to their research	Researchers / Staff members	ASAP/monthly/Round the year
154.	Researchers contacted by an organization / individual to join a consortium already created or to investigate the possibility to collaborate with KCE in any capacity are to inform the Head of the department by e-mail of their intention to contribute to the application process	Researchers / Staff members	ASAP/monthly/Round the year
155.	Researchers will upload any relevant documentation to Research Funding agencies	Researchers / Staff members	ASAP/monthly/Round the year
156.	Researcher to log the application through funding agency portal	Researchers / Staff members	ASAP/monthly/Round the year

157.	Researcher to provide contact details of all potential partners involved in the proposal (indicating Principal Investigator, Co-Investigator)	Researchers / Staff members	ASAP/monthly/Round the year
158.	Researcher to meet with Research coordinators to prepare the budget proposal for the project	Researchers / Staff members	ASAP/monthly/Round the year
159.	Researcher to meet with Head of the department to identify potential resources needed to complete the project	Researchers / Staff members & HoD	ASAP/monthly/Round the year
160.	The decision to further develop the proposal will be taken jointly among the Researcher and co coordinators about <ul style="list-style-type: none"> <li>▪ Timelines for proposal submission</li> <li>▪ Other upcoming calls and proposals</li> </ul>	Principal Investigator, Co Investigator	ASAP/monthly/Round the year
161.	Researchers are required to <ul style="list-style-type: none"> <li>▪ Upload the draft proposal</li> <li>▪ Provide supporting documentation (budget, Plan of activities etc.)</li> </ul>	Researchers / Staff members	ASAP/monthly/Round the year
162.	Researchers to review and amend proposal if required and to resubmit for second stage of approval	Researchers / Staff members	ASAP/monthly/Round the year
163.	Second stage Approvers to review final proposal	Researchers / Staff members	ASAP/monthly/Round the year
164.	Researcher to submit proposal	Researchers / Staff members	ASAP/monthly/Round the year
165.	Researcher is to ensure that all finalized document versions are uploaded <ul style="list-style-type: none"> <li>▪ Description of work (final version to be submitted)</li> <li>▪ Detailed projected Project budget breakdown - full proposal</li> </ul>	Researchers / Staff members	ASAP/monthly/Round the year
166.	Researcher is required to requested to	Researchers / Staff	ASAP/monthly/Round

	<p>provide copies of the following documents</p> <ul style="list-style-type: none"> <li>▪ Evaluation report with scoring (for successful and non-successful projects)</li> <li>▪ Details of Grant Preparation (when proposal has been successful)</li> </ul>	members	the year
167.	<p>Researchers are requested to upload copies of the following documents from the implementation of the project</p> <ul style="list-style-type: none"> <li>▪ Deliverables for which KCE is responsible</li> <li>▪ Milestones for which KCE is responsible</li> <li>▪ Dissemination and Communication Plans</li> <li>▪ All budgetary and financial communications Interim Project Activity Reports</li> <li>▪ Final reports</li> </ul>	Researchers / Staff members	ASAP/monthly/Round the year
168.	<p>Researchers are responsible for uploading all peer reviewed publications, proceedings, and conference papers etc.</p>	Researchers / Staff members	ASAP/monthly/Round the year



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STANDARD OPERATING PROCEDURE FOR LABORATORY MAINTENANCE	
SOP No	SOPs/21-22/Department/007
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** The procedure is to establish a controlled method for Inspection/calibration, Maintaining and Upgrading Teaching, Analysis and Research equipment.

#### Responsibility:

- Head of Department (HoD).
- Lab In charges.
- Researchers.
- Lab technicians.

#### Procedure:

S No.	Activities	Responsibility	Target dates/days
169.	Maintain the teaching equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab In charges and Lab Technicians	1 <sup>st</sup> week of April
170.	Maintain the Analytical equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab technicians	2 <sup>nd</sup> week of April
171.	Teaching equipment that have a local sponsor should have an Annual Maintenance Contract (AMC) from the authorized local sponsor. The AMC shall be revised and renewed yearly.	Lab In charges and Lab Technicians	3 <sup>rd</sup> week of April

172.	The "Equipment Calibration/Maintenance log" has to be filled and signed and kept in file in HoD office and a copy in the lab coordinator's office.	Lab In charges. HoDs	4 <sup>th</sup> week of April
173.	A copy of the teaching equipment manual shall be kept in soft and/or hard copy in the lab.	Lab In charges and Lab Technicians	1 <sup>st</sup> week of May.
174.	A sticker with "Calibrated on DD/mm/yyyy" shall be pasted on the equipment.	Lab technicians	2 <sup>nd</sup> week of May
175.	Check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model,	HODs, Lab In charges and Lab Technicians	3 <sup>rd</sup> week of May
176.	Providing a list of the required lab tools that will be used in the next academic year, in order to get them before the due date.	Lab In charges, Lab Technicians and HOD	3 <sup>rd</sup> week of May
177.	Maintain the research equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Researchers	4 <sup>th</sup> week of May
178.	Unused or out of performance equipment should be marked with a sticker that the equipment "Out of service and not to use".	Lab technicians	4 <sup>th</sup> week of May
179.	Proper forms like equipment list has to be maintained for conducting labs both inter and intra department.	Lab In charges and Lab Technicians	Every day
180.	Housekeeping register has to be maintained for laboratories.	Lab In charges and Lab Technicians	Every day







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STANDARD OPERATING PROCEDURE FOR CLASS ROOM MAINTENANCE	
SOP No	SOPs/21-22/TLP/008
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for Maintaining the class room.

**Responsibility:**

- House keepers
- Students
- All the teaching/non-teaching staff members
- Class tutors
- Administrative Officer (AO)
- Institution Technician/system Administrator of respective department.
- Heads of the respective Departments
- Principal of the institution

**Procedure:**

S No.	Activities	Responsibility	Target dates/days
181.	Allotment of department wise classroom block.	Principal	1 <sup>st</sup> week of May
182.	Allotment of individual classrooms for respective Class students	HoDs	1 <sup>st</sup> week of May
183.	Projector screens in classrooms, Smart board with stylus	System administrator.	1 <sup>st</sup> week of May
184.	Arrangement/Repair of student's Desks and teacher's desks/tables.	AO	2 <sup>nd</sup> week of May
185.	Repair of existing electrical outlets- Light bulb replacement	Technician/system Administrator of respective department	3 <sup>rd</sup> week of May

186.	Ventilation/Window Treatments	AO	3 <sup>rd</sup> week of May
187.	Routine services or maintenance	House keepers	Everyday
188.	Keeping the classroom clean and tidy	Students and Teaching staff	Everyday
189.	Classroom security with lock system.	Students ,Tutors and non teaching staff members.	Everyday



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STANDARD OPERATING PROCEDURE FOR SANCTIONING OF LEAVE, ON DUTY FOR FACULTY	
SOP No	SOPs/21-22/Faculty/003
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure for sanctioning of Leave/On Duty for Faculty

**Responsibility:**

- All the teaching/non-teaching staff members
- Heads of the respective Departments
- Principal of the institution

**Procedure:**

Leave Type	Rules
Casual Leave(CL)	Casual leave is a leave which can be availed at any time to meet emergent/ unforeseen and occasional reasons by a faculty member. It shall, however, be got sanctioned in advance unless unavoidable. (HODs/ FHs/ Directors are the only authority to sanction leave over the telephone.)
	Total twelve (12) days Casual Leave is admissible to a faculty member during one full academic session (1st June to 31st May).
	One CL is accrued for every one month of service in the Institution. Hence, during first year of joining service of the Institution by a faculty member, Casual Leave will be permitted proportionately on accrual basis
	After completion of one full year's service with the Institution, twelve days CL may be credited to faculty member's CL account on 1st June each year.
	Not more than three days CL, limited to the availability of balance in his CL account, whichever is less, can be availed at a time by a faculty member.
	CL can be availed for even half a day.
	CL cannot be accumulated. It shall lapse at the end of the academic year (31st May every year).

	Generally CL should also be availed after getting sanctioned or prior permission, but in peculiar circumstances it may be got sanctioned after availing. However, proper communication has to be made either to the HoD or any colleague of the Department for remaining on CL.
Compensatory Casual Leave(CCL)	Faculty members, who were detained or called upon for work beyond their normal hours of work, Sundays and/or other holidays, are eligible for Compensatory Off.
	The compensatory off should generally be availed off within the same month or the month following in which the extra work was done
	The compensatory off is not allowed to be availed or carried forward beyond two months.
Leave on Loss of Pay(LOP)	If a faculty member is not eligible for casual leave (awarded on accrual basis), is granted LOP.
On Duty(OD)	On Duty is eligible for faculty member when they are going for Faculty Development Program(FDP), Conference, Seminar, Workshop with prior approval from the Principal

**Note:**

**Principal reserves the right to change the Rules & Regulations regarding Leave, Compensatory Off, On Duty at any time.**



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STANDARD OPERATING PROCEDURE FOR DEPARTMENT LIBRARY	
SOP No	SOPs/21-22/Department/009
Version	1
Date of implementation	03.06.2021
Prepared by	IQAC
Approved by	Principal

**Objective:** To elaborate the procedure to describe the activities carried out by the department library.

**Responsibility:**

- All the teaching/non-teaching staff members of the college
- Student Members
- Department library in-charge
- Heads of the respective Departments
- Principal of the institution

**Procedure:**

S No.	Activities	Responsibility	Target dates/days
190.	The department library in-charge receives books from the main library / recommended copies from publishers.	library in-charge	Round the year
191.	New books are recorded in the library stock register where each volume is assigned an accession number. <b>The details of the entry include:</b> access number, author title, book title, name of the publisher, the price and remarks.	library in-charge	Round the year
192.	Issue / Return of library materials are a routine operation of the library <b><u>While Issuing Books:</u></b>	library in-charge / staff members	Round the year

	<p>Quickly glance the book for any damage.</p> <p>The details of the book are recorded in the issuing register and signed by library in-charge.</p> <p><b>The details of the entry include:</b> access number, author title, book title, staff name and date of issuing.</p> <p><b><u>While Receiving the Books:</u></b> Quickly glance the book for any change, recorded the date of return in the issuing register and signed by library in-charge.</p> <p>Send them to stack for shelving.</p>		
193.	<p><b>Outside Visitors</b> Students/faculties from other department, who wants to make use of the library facility, are allowed to use the library for consultation only, with the prior permission of library in-charge.</p> <p>Visitor need to produce a letter of introduction from their parent HODs with a valid identity card.</p> <p>No borrowing facility shall be allowed to the outside visitors.</p>	library in-charge / staff members / student members	Round the year
194.	<p><b>Theft / Misuse of library resources</b> The theft (or) abuse of library resources like books and project reports will be viewed very seriously. If found guilty, the matter will be reported to HOD for needful action.</p>	staff members / student members	Round the year
195.	<p><b>Loss / Mutilation / Damage to documents by faculty</b> Borrowers are responsible for the documents they borrow.</p> <p>Documents lost, torn (or) damaged (tearing of pages and damaging of</p>	staff members / student members	Round the year

	<p>binding) shall attract action like replacement of documents concern. The lost / damaged documents shall be replaced by the borrower with latest edition.</p>		
196.	<p><b><u>Documents that can be borrowed:</u></b> Books from the general shelf can be borrowed.</p> <p><b><u>Documents that cannot be borrowed:</u></b> Reference books and project reports are to be referred within library premises and are not available for issuing out.</p>	library in-charge	Round the year