

**Rajiv Gandhi College of Engineering and Technology,
Kirumampakkam, Puducherry**

INTERNAL QUALITY ASSURANCE CELL

Date: Thursday, August 8, 2024

CIRCULAR

Sub: Department Benchmarks and Responsibilities for Academic Year [2024-2025]

To: All Heads of Departments, Department Coordinators, and Responsible Persons

Dear Colleagues,

In our ongoing commitment to excellence and continuous improvement, we have established specific benchmarks and responsibilities for each department. These benchmarks will guide us in maintaining and enhancing the quality of education and services we provide to our students. Below, please find the detailed department benchmarks and responsibilities for the upcoming academic year.

Question	Responsibility	Institute Benchmark	Reporting Period	Department Benchmark
Student – Full-time Teacher Ratio	HOD	<20:1	Monthly	<20:1
Pass percentage of Students during last five years	HOD	>=90%	Semester	>=90%
Average number of sports and cultural programs participated	HOD	>=30	Monthly	>=6
Percentage of students undertaking project work/field work/internships	HOD	>=35%	Monthly	All 3rd year and Final year students to participate
Feedback on academic performance and ambience	HOD	A	Semester	All feedback to be submitted to the IQAC at the end of the semester
Number of extension and outreach programs	NSS	>=40	Monthly	Ensure department students participate in at least 10 programs in a year
Percentage of expenditure on maintenance of infrastructure	HOD	>=25%	Monthly	As per Budget prepared
Number of Add-on/Certificate/Value-added programs	HOD	>=25	Monthly	Conduct one program for each department per semester
Percentage of students enrolled in and completed programs	HOD	>=50%	Monthly	Ensure all students take part in the program once in a year

Percentage of full-time teachers against sanctioned posts	HOD	$\geq 75\%$	Annual	$\geq 75\%$
Percentage of students benefited by guidance for competitive exams and career counseling	HOD	$\geq 40\%$	Monthly	Guidance for 2nd, 3rd, and final year students
Number of workshops/seminars/conferences conducted	HOD	≥ 40	Monthly	Each department to conduct at least 2 programs
Percentage of full-time teachers with higher qualifications	HOD	$\geq 75\%$	Monthly	$\geq 75\%$
Number of research papers published per teacher	HOD	≥ 10	Monthly	Each faculty to publish at least 2 journal papers per year
Number of books/chapters published and papers in conference proceedings	HOD	≥ 10	Monthly	Each faculty to publish at least 2 conference papers in proceedings
Percentage of students qualifying in state/national/international level exams	HOD	$\geq 10\%$	Annual	At least 15% of final year students should clear the examinations
Percentage of teachers attending conferences/workshops and membership of professional bodies	HOD	$\geq 50\%$	Monthly	Each faculty should participate in at least one program or hold one membership per year
Percentage of teaching and non-teaching staff in development programs	HOD	$\geq 50\%$	Monthly	Each staff member to participate in at least one FDP/PD/admin training program per year
Percentage of placement and progression to higher education	Co-ordinator Training, Placement and Corporate Services	$\geq 60\%$	Monthly	$\geq 60\%$
Number of awards/medals for outstanding performance in sports/cultural activities	HOD, Dept. of Phy. Edn. And Sport/Convenor (CULTURAL)	≥ 30	Monthly	≥ 10

Facilities and initiatives for sustainability and inclusiveness	MAINTENANCE INCHARGE	A	Semester	Benchmark: A
Percentage of expenditure on infrastructure augmentation	MAINTENANCE INCHARGE	>=25%	Monthly	As per Budget prepared
Quality audits on environment and energy	IQAC	A	As per Calendar	Benchmark: A
Quality assurance initiatives	IQAC	A	As per Calendar	Benchmark: A
Percentage of students benefiting from scholarships	SCHOLARSHIP WING	>=70%	Annual	>=70%
Implementation of e-governance	HOC/CCL	A	Annual	Benchmark: A
Student - Computer ratio	HOC/CCL	<=5:1	Monthly	<=5:1
Percentage of seats filled against reserved categories	CONVENOR (ADMISSION)	>=80%	Annual	>=80%
Enrolment percentage	CONVENOR (ADMISSION)	>=80%	Annual	>=80%
Number of MoUs/collaborations/linkages	Co-ordinator Training, Placement and Corporate Services	>=20	Monthly	>=9
Grants received for research projects	RESEARCH CO-ORDINATOR (CREST AND RISE)	>=15	Monthly	>=1
Capacity building and skills enhancement initiatives	CO-CURRICULAR/CLUB CO-ORDINATORS	A	Monthly	Benchmark: A
Mechanism for redressal of student grievances	Grievance Redressal Committee	A	Quarter	Benchmark: A

Action Required:

1. All Convenors, HODs and Coordinators are requested to review the benchmarks specific to their departments.
2. Ensure that the benchmarks are integrated into your department's operational plans.
3. Regularly monitor and report on the benchmarks as per the reporting periods specified.
4. Submit your monthly and semester reports to the Internal Quality Assurance Cell (IQAC) and other relevant committees as stipulated.

Your cooperation and proactive efforts are crucial in achieving these benchmarks and upholding the institution's standards of excellence.

Thank you for your attention and commitment to our collective goal.


PRINCIPAL
Dr. E. VIJAYKRISHNA RAPAKA
B.Tech. (Aerosp.), M.Tech. (Energy), Ph.D. (IIT Madras),
M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.C.I.I.
PRINCIPAL
Rajiv Gandhi College of Engineering & Technology
Pondy - Cuddalore Main Road,
Kirumampakkam, Puducherry - 607 402.

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