

HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY

(An Autonomous Institution Affiliated to Anna University, Chennai
Approved by AICTE, New Delhi & Accredited by NAAC with 'A' Grade)
Valley Campus, Pollachi Highway, Coimbatore 641 032.



ACADEMIC MANUAL

N. Madhavan
Dean Academics



October 2020

[Signature]
Principal

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Hindusthan College of Engineering and Technology

Valley Campus, Pollachi Highway, Coimbatore 641 032

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HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY

ACADEMIC MANUAL

ABOUT THE INSTITUTE

Hindusthan College of Engineering and Technology (HICET) is established in the year 2000, approved by the All India Council of Technical Education (AICTE), New Delhi and affiliated to Anna University, Chennai. The institution offers 15 UG Programmes and 6 PG Programmes. Hindusthan College of Engineering and Technology is recognized by Anna University Chennai to offer Ph.D. programmes. HICET is certified with ISO 9001:2015, accredited with 'A' grade by NAAC and NBA accredits five programmes. Hindusthan recognized as autonomous status from the academic year 2016-2017 onwards.

HICET works with the vision of producing qualified Engineering Professionals adorned with moral values and technical skill to uphold jobs at global level. The strength of our institution is the team of well-experienced Professors who involve themselves in grooming the students on par with global standard. We have implemented outcome-based curriculum. We impart student centric teaching learning and our institution is one of the fore frontier institutions among all the institutions in Tamil Nadu.

The Hindusthan Educational Institutions is led by our Chairman Shri.T.S.R.Khannaiyann, an industrialist and philanthropist. The secretary Smt.Sarasuwathi Khannaiyann, a well-known Educationalist and leading Entrepreneur in Coimbatore and she has been a proud recipient of many prestigious awards like Bharath Gauyrav Award, Rajiv Gandhi Shironmani Award, Indira Gandhi Sadbavana Award, Best Entrepreneur Award and Life Time Education Award. She also holds her honorary doctorate from International Tamil University for her active contribution towards education. She has a great passion and keen interest with perseverance on Women Education and Women Empowerment. The institution is managed by Smt. Priya Sathish Prabhu, Executive Trustee & Secretary and Chief Executive Officer Dr K Karanakaran.


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PREFACE

This Academic manual is intend to help faculty members and stakeholders to understand the various academic activities including co-curricular activities in Hindusthan College of Engineering and Technology (HICET). It provides a detailed description of statutory body that governs the Institutions policy and the various educational process including Curriculum design, and quality improvement. In addition, it provides a suitable guideline for the faculty members to develop the curriculum and syllabus that suits the needs of the society. This manual gives the faculty and all the stakeholders a clear understanding about the guidelines given by the various statutory bodies for the smooth functioning and also to achieve the vision and mission of the institution.


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VISION

To become a premier institution by producing professionals with strong technical knowledge, innovative research skills and high ethical values.

MISSION

- To provide academic excellence in technical education through novel teaching methods.
- To empower students with creative skills and leadership qualities.
- To produce dedicated professionals with social responsibility


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1. GOVERNANCE OF THE INSTITUTION

The college has the following committees to ensure proper management of academic financial and general administrative affairs:

Statutory and non-Statutory Academic Bodies

- Governing Body
- Academic Council
- Standing Committee on Academic Affairs
- Board of Studies
- Curriculum Development Cell
- Department Advisory Committee
- Academic Advisory Committee
- Academic Performance and Review Committee /Academic Audit Committee (Internal/External)
- Programme Assessment Committee / OBE Implementation and Monitoring Committee
- Research Advisory Committee & Research Ethics Committee
- Examination Committee



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2. GOVERNING BODY:

Constitution of Governing Body of Hindusthan college of Engineering and Technology

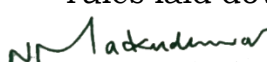
Number	Category	Nature
5 Members	Management	Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Educationist or Industrialist	Nominated by the management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government Nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio
2 Member	Dean Academics, Principal, Hindusthan Institute of Technology	Invited members

Term : The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

Meetings : Meetings of the Governing Body shall be held at least twice a year.

Functions of the Governing Body:

Subject to the existing provision in the by-laws of respective college and rules laid down by the state government/parent university, the Governing Body


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shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and /or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

Input for the Governing Body:

- Outcome of Academic council meeting
- Financial statement from finance committee
- Reports of Academic Internal/External Audit
- Reports of ISO Internal/External Audit
- Results from office of Controller of Examination
- Infrastructure requirements from Principal and Heads of the Departments
- Recommendation of Planning & Evaluation Committee
- Review of Academic Feedback
- Achievements of the institution, Teacher & students
- Reports of IQAC


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3. ACADEMIC COUNCIL:

Constitution of Academic Council of Hindusthan College of Engineering and Technology:

1. The Principal (Chairman)
2. Dean-Academics
3. Member Secretary Academic Council
4. All the Heads of Departments
5. Four teachers of the college representing different categories of teaching staff by rotation based on seniority of service in the college.
6. Academic Experts
7. Industry Experts
8. Alumni Members
9. Principal of Hindusthan Institute of Technology (HITECH)

Term : The term of the nominated members shall be three years.

Meetings : Academic Council shall meet at least twice a year

Functions of the Academic Council:

The Academic Council shall have powers to:

- Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different


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programmes of study in the college keeping in view the policy of the Government.

- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body.

Input for the Academic Council

- Recommendation of Standing Committee on academic affairs.
- Minutes of all the Boards of Studies.
- Recommendation from Curriculum Development Cell
- Recommendation of Academic Performance and Evaluation Committee
- Recommendation of Program Assessment Committee
- Reports of Academic Internal/External Audit
- CO's / PO's attainment from different program
- Recommendation from IQAC
- Feedback from Alumni, Employers, Parents and Students on Curriculum
- UGC /AICTE /NBA/University guidelines
- Regulations


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4. STANDING COMMITTEE

Constitution of Standing Committee of Hindusthan college of Engineering and Technology

1. The Principal (Chairman)
2. Dean-Academics
3. All the Heads of Departments in the college
4. Controller of Examinations
5. Member Secretary Academic Council

Term : The term of the nominated members shall be three years.

Meetings : Standing Committee shall meet at least twice a year.

Functions of the Standing Committee:

- The Standing Committee shall be responsible for the maintenance of the Standards of curriculum, syllabi and examination within the campus.
- The maintenance of Academic standards within the college, and the planning, co-ordination, development, oversight, validation and review of the curriculum and all academic work of the Institution.
- Standing Committee discuss the comments given by the BoS members of the various programs before submitting the regulations and curriculum to Academic council.
- To scrutinize the curriculum and syllabi of every program approved by Board of Studies, with reference to the University norms, scheme of examinations and examination reforms and to give suggestions to the BoS reports.
- Recommend to the Academic council regarding regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.


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- Recommend to the Academic council institution of scholarships, studentship, fellowship, prizes and medals, and to frame regulations for the award of the same.

Input for the Standing Committee

- Minutes of all the Boards of Studies.
- Recommendation/Minutes from Curriculum Development Cell
- Recommendation of Academic Performance and Evaluation Committee
- Recommendation of Program Assessment Committee
- Reports of Academic Internal/External Audit
- CO's / PO's Attainment from different program
- Recommendation/ Minutes from IQAC
- Feedback from Alumni, Employers, Parents and Students on curriculum
- UGC /AICTE / NBA /University guidelines
- Regulations


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5. BOARD OF STUDIES:

Composition of Board of Studies:

1. Head of the Department concerned (Chairman).
2. One University Nominee
3. Few Senior faculty from each specialization.
4. Two subject experts from outside to be nominated by the Academic Council.
5. One representative from industry/corporate sector/allied area relating to placement.
6. Student Nominee
7. One Parent Nominee
8. The Chairman/Chairperson of BoS from HITECH.
9. One Academic Expert from Top institution in India/Abroad.
10. One Academic Expert from Partner Institution from Malaysia.
11. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
 - (a) Experts from outside the college whenever special courses of studies are to be formulated.
 - (b) Other members of staff

Term : The term of the nominated members shall be three years.

Meetings : The Board of Studies shall meet at least twice a year.

Functions of the Board of Studies

The Board of Studies of a Department in the college shall:

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council.
- Suggest methodologies for innovative teaching and valuation techniques.


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- Suggest panel of names to the Academic Council for appointment of examiners.
- Coordinate research, teaching, extension and other Academic activities in the department/college.

Input for the Boards of Studies

- AICTE/NBA/UGC/University guidelines
- Feedback from employers, alumni, parents and students on curriculum
- Teachers and students feedback on teaching learning process and assessment
- Curriculum Trends in industry
 - Curriculum and Syllabus of school education(if UG)
 - Recent reports of world economic forum
 - Reports of India Skill Report
 - FICCI Report on higher education
 - Deloitte Report on higher education
 - WEF Report
 - Last Board of Studies comments and action taken
 - Previous Academic Council Meeting
 - Feedback from Teachers
 - Suggestions from Governing Body/Academic Council/
Curriculum Development Cell/Academic Audit
 - Regulations


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6. CURRICULUM DEVELOPMENT CELL

Constitution of Curriculum Development Cell of Hindusthan college of Engineering and Technology

1. The Principal (Chairman)
2. Dean-Academics
3. All the Heads of Departments in the college
4. Controller of the examinations
5. Director, Corporate relation
6. IQAC coordinator
7. NBA coordinator
8. Member Secretary Academic Council

Term : The term of the nominated members shall be Two years.

Meetings : Curriculum Development cell shall meet at least twice a year

Functions of the Curriculum Development Cell

- A Curriculum Development Cell has been formed in the College to take initiatives in restructuring the curriculum periodically, based on the UGC and AICTE guidelines, and accomplishing the objectives of the institution in equipping the students with multi-disciplinary and multitasking skills, the Curriculum Development Cell formulates the course structure and guidelines for curriculum restructuring, periodically.
- Promote faculty recharge programmes and skill development for faculty.
- Introduce inter/multidisciplinary studies
- Develop the curriculum, syllabi and look for new sources required for the various courses run by the University. It needs to maintain and promote an ambience of creativity, innovation and improving quality.

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- To Implement the Choice Based Credit System in the Institution.
- To identify the needs of stakeholders
- To Prepare the list of criteria that suits for the outcome based education
- To Creating curriculum matrix
- To create semester wise courses and credits template
- To fix the credits range for the programs
- To identify the pedagogy/Instruction methods
- To Identify and establish evaluation methods
- To Creating awareness among the stakeholders

Input for the Curriculum Development Cell

- AICTE/NBA/UGC/University guidelines
- Feedback from employers, alumni, parents and students on curriculum
- Teachers and students feedback on teaching learning process and assessment
- Curriculum Trends in industry
 - Curriculum and Syllabus of school education, if UG
 - Recent reports of world economic forum
 - Reports of India Skill Report
 - FICCI Report on higher education
 - Deloitte Report on higher education
 - WEF Report
 - Last Board of Studies comments and action taken
 - Previous Academic Council Meeting
 - Regulations


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7. DEPARTMENT ADVISORY COMMITTEE (DAC)

Constitution of Department Advisory Committee (DAC) of Hindusthan college of Engineering and Technology

1. Convener/Chairman BoS
2. DAC Coordinator
3. Subject Experts
4. Alumni Experts
5. Parent Nominee
6. Student Nominee

Objectives


The Department Advisory Committee (DAC) has been framed with the objective of remaining up to date with the latest requirements of the industry and incorporating necessary components in the curriculum as much as possible.

Roles and Responsibilities

- The Department Advisory Committee is chaired by HOD who receives the report of the Department Advisory Committee and monitors the progress of the program.
- The committee develops and recommends new or revised goals and objectives of the program.
- The committee also reviews and analyzes the gap between curriculum and Industry requirement and gives necessary feedback or advice actions.
- NPTEL, Spoken tutorial , FDP, STTP / Guest lecturers monitoring


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The DAC gives guidelines related to following areas

- Program Educational Objectives and Program Outcomes
- Academic plans preparation by faculty members for their respective courses allotted by the Department
- Thrust areas to conduct Co-Curricular activities
- Topics beyond the syllabus and additional experiments to meet PEO's and Po's
- Functioning of Centre of Excellence/Incubation Centre
- Value added training courses

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8. ACADEMIC ADVISORY COMMITTEE

Constitution of Academic Advisory Committee of Hindusthan College of Engineering and Technology

1. Dr Priya Sathish Prabhu - Executive Trustee & Secretary, HICET
2. Dr K Karunakaran - Chief Executive Officer, HICET
3. Dr Mylswamy Annadurai - Former Vice president for Tamil Nadu State Council for Science and Technology
4. Dr S Chandrasekar - Director, Roots Group of Companies
5. Dr E Balagurusamy - Former Vice-Chancellor of Anna University, Chennai.
6. Principal, Deans & Directors

Objectives

Academic Advisory Committee (AAC) focuses its work on aiding and enhancing the broad range of academic skills necessary for all the students to be successful. The Academic Advisory Committee is responsible for evaluation of the academic performance of students. One of its goals is to ensure that students continue to make normal academic progress toward graduation.

Responsibilities of Academic Advisory Committee

- An advisory committee is a collection of individuals who bring unique knowledge and skills, which augment the knowledge, and skills of the formal board of directors in order to more effectively guide the organization.
- Responsibility of the Academic Advisory Committee * (AAC) is to contribute to the academic quality and viability of academic programs.
- AAC provides insight of program development, quality and management
- Program Outcomes and Evaluation
- Outreach and Enrollment Development


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- Research Funding & Seed Money for Research
- Program Creation and Planning
- Planning and Implementing Public Relations
- The Academic Advisory Council provides strategic and external inputs on issues of key importance as the Institute growth.
- The Academic Advisory Council comprises of eminent and leading academicians and meets every year to discuss academic issues.
- The advisory committee serves to make recommendations and/or provide key information to the board of directors
- The advisory committee may evaluate the performance of a program, review/monitor/assess a specific program, serve as advocate for the organization to the community it serves, gather input from/serve as a liaison with relevant constituencies, provide feedback to the organization from the community, provide technical expertise, provide an independent/unbiased sounding board, and assist staff in determining important activities.


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9. ACADEMIC PERFORMANCE AND REVIEW COMMITTEE/ACADEMIC AUDIT COMMITTEE (Internal/External):

Composition of Academic Review and Audit Committee

1. The Principal (Chairman)
2. Dean-Academics
3. Heads of all the Departments
4. Academic Expert
5. University Nominee
6. Controller of Examinations
7. IQAC coordinator
8. Director, Corporate Relationship
9. Internal Review Members

Term : The term of the nominated members shall be three years.

Meetings : At Least Three times in a semester

Purpose of the Academic Review and Audit Committee

The objective of ARAC is to evaluate the performance of the institution and to identify the issues that are to be attended to in order to improve the quality of Teaching and learning.

- To understand the existing system and assess the strengths and weaknesses of the Department and Administrative units and to suggest the methods for improvement and for overcoming the weaknesses while teaching, learning and evaluation, student support and progression.
- To ensure the setting and maintenance of academic standards.
- To promote and enhance high quality teaching and to ensure the quality of students learning opportunities.
- To establish whether the Departments/ centers are functioning efficiently and effectively with proven records of capacity building,


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research projects and publications and extension over a period of time or not

- To identify the bottlenecks in the existing administrative mechanisms and to identify the Opportunities for academic reforms, administrative reforms and examination reforms for a Long term progression with excellence and to face the challenges of Internationalization in
- Higher education.
- To suggest the methods of improvement for maintaining quality in higher education.
- Internal Review Members will check all the class logbooks and personal logbooks of all the faculty members.
- Check the internal attendance of less than 75% students list.
- Check the logbook and e-campus entry with less than 80% students list, informed to parents, and come within next week to meet the dean.
- Slow learners list are identified and give special coaching class to train them
- Monitoring the Completion of syllabus as per the course plan.
- To take remedial actions which are necessary to improve the standard of the students and teaching learning process.

Input for the Academic Review and Audit Committee

- BoS /Academic Council Minutes of Meeting
- Regulations
- Class committee and peer group meeting report
- Course coordinator file
- Attendance and assessment record
- Course information sheet
- Slow learners coaching and performance record
- Class advisor file & Faculty course file
- Co's & Po's attainments
- Academic Audit format


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10. PROGRAMME ASSESSMENT COMMITTEE / OBE IMPLEMENTATION AND MONITORING COMMITTEE

Composition of Programme Assessment Committee / OBE Implementation and monitoring committee

1. The Principal (Chairman)
2. Dean-Academics
3. Heads of all the Departments
4. Faculty members from various Department
5. IQAC coordinator
6. NBA coordinator
7. Controller of Examinations
8. Director, Corporate Relationship

Objectives

- To assess and Monitor the OBE Process implemented across the institution in line with the guidelines stipulated by NBA.
- To improve and update the OBE process for the benefit of students.

Functions of the Programme Assessment Committee / OBE Implementation and monitoring committee

- To create an awareness among faculty and students on outcome based education.
- To conduct training workshops to disseminate the knowledge about the implementation of OBE
- The effectiveness of a professional education programme can be seen in the extent to which its graduates are able to internalize the knowledge, competencies as well as attitudes required for the profession they are prepared for.
- The end of the programme tests/examinations are but one indicator of a specific set of expectations or expected learning outcomes.


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- The actual performance of students is revealed in the formative evaluation or continuous internal assessment adopted during the programme.
- The extent of student awareness about the POs and their actual performance reflecting these would be the real indicators of success or outcome of the programme.


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11. RESEARCH ADVISORY COMMITTEE & RESEARCH ETHICS COMMITTEE

Composition of Research Advisory Committee & Research Ethics Committee

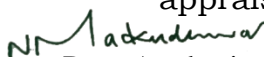
1. The Principal (Chairman)
2. Director, Research
3. Heads of Various Departments
4. Faculty members from various Department

Objectives

- To develop and recommend the adaption of Research related policies within the faculty
- To support Research Development opportunities for faculty to make determination regarding Internal Research Funding opportunities.
- To review the Research proposal and finalize the topic of the Research.
- To guide the research scholar to develop the study Design and Methodology of Research
- To Periodically review and assist in the progress of the research work of the Research scholar
- To support inter Departmental Research collaborations
- To review Ethical safeguards of the proposed Research
- To ensure the Rights, Safety and well-being of the trial subjects /Respondents /Participants
- To regulate the matter pertaining to Ethical Research Practices
- To support activities for plagiarism prevention
- To promote Quality Research in search of knowledge and truth

Functions of the Research Advisory Committee & Research Ethics Committee

- Identification of Major Research Areas within the domains of study in the respective Departments
- Formulation and implementation of Research policies such as research appraisal policy, Research Quality policy conference and training Deputation


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policy, Research funds utilization policy, Internal Revenue sharing policy, etc

- Identification of training needs of faculty to strength the R& D culture.
- Developing linkages with National and International institutions for R&D.
- Motivating Faculty for applying for research grants from National, International and private Funding Agencies, Scientific Research Institutions Scientific Associations and Bodies.
- Developing Centers of Excellence at various Departments.
- Organizing Conference, Workshop, Seminar and other Research oriented events through various funding Agencies.
- Increase the number of patents applied and publications each year.
- Prohibiting against artificially constructing, falsifying, or misrepresenting research data and curbing the practice of plagiarism will ensure quality research that contribute to find lasting solutions.
- Encouraging the values of being Independent and true and avoiding individual subjectivity.
- Adopting a high level of academic moral character, and Intellectual Honesty as well as assuming personal responsibility for the actions committed and omitted by the Researcher.
- Developing an environment where the researchers can respect the privacy, Autonomy, Diversity, values and Dignity of Research subjects.
- Ensuring the privacy and Confidentiality of the source of information of researcher.
- Ensuring that researcher must possess unbiased and honest attitude in knowing and stating the truth.
- To enquire the complaints against Research supervisors / Guides / candidates and make suitable recommendations to the chairperson.


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12. VALIDATION OF CURRICULUM

Composition Validation

The members from the QS rated institutions (India/Abroad)

Purpose of the Validation of Curriculum

- Validity in Education refers to the multiple sources of evidence to support the use or interpretation of different aspects of a curriculum. In this approach, there are multiple sources of content-related validity evidence which, when accumulated, give credibility and strength to curriculum consensus guidelines.
- Initial delineation of curriculum content, by document analysis of a textbook and curriculum of a top rated institutions, review by five local subject-matter experts validation of curriculum content by conducting a survey with all content experts in QS rated institutions.
- Respondents were asked to indicate for each item, whether it should be included, modified, or deleted. They were also asked to provide justifications for modifying or deleting content. Finally, they were invited to indicate additional content they thought should be included.


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13. EXAMINATION COMMITTEE

Composition of Examination Committee

1. The Principal (Chairman)
2. Controller of Examination
3. Director, MBA
4. Heads of Various Departments- Civil, Automobile, Computer Science & Science and Humanities
5. Deputy Controller of Examination
6. Assistant Controller of Examination
7. Controller of Examination of Hindusthan Institute of Technology(External Member)

Objectives

- To establish procedures and instructions within the framework of the CBCS and OBE and following the recommendations of AICTE, UGC, NBA, NAAC, Anna University and Academic Regulations for assessing and Determining the results of examinations, both Internal and End semester examinations
- To draft and approve the Examination manual.
- To suggest the mode of Examinations.
- To approve the Examination schedule.
- To approve the action to be taken against deviations by the Examiners in Question paper setting, scrutiny, Evaluation and award of marks.
- To approve the award of marks for inappropriate questions in Evaluation.
- To approve the action to be taken against the malpractice in the Examination.
- To review and approve the request or fast track, withdrawals, scribe, retest and revaluations.
- To attend the recommend the action to be taken on suggestion from the examiners, faculty members and students in regard to examinations
- To approve the Budget of the office of COE.


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- To monitor and suggest for improvement of the functioning of the office of Controller of Examinations.
- To ensure the quality, time frame, transparency and confidentiality in the examination system.


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