Policy Document

Preamble

The Department of Electronics at G. Venkataswamy Naidu College, Kovilpatti (GVN College) was established in 1996. It aims to foster academic excellence, research orientation, and community engagement in the domain of electronics. This policy frames the guiding principles, norms, and standards for departmental functioning, aligned with the college's overarching regulations.

1. Mission, Vision & Objectives

Vision:

- To enrich our students with technical skills in electronics to meet the global challenges.

Mission:

- To equip the students compatible with recent trends in Electronic industries.
- To educate the students with strong foundations to enable them for continuing education.

Objectives

- ❖ Ensure that students acquire strong conceptual and practical knowledge of electronics.
- ❖ Keep the curriculum up to date through periodic revision and industry feedback.
- ❖ Encourage faculty and students to engage in Internships and projects.
- ❖ Facilitate student development via seminars, guest lectures, workshops, hands-on training.
- ❖ Ensure department laboratories and infrastructure are maintained and upgraded.

2. Curriculum Framework and Academic Design

- ❖ The department functions under the Choice Based Credit System (CBCS) that the college has implemented.
- ❖ Faculty, alumni, and industry experts are consulted during frequent reviews of the course material and syllabus.
- ❖ Course outcomes (COs), program outcomes (POs), and program educational objectives (PEOs) are stated and mapped in each course.
- ❖ Elective courses and Allied electronics courses may be offered to broaden students' domain knowledge.
- ❖ Interdisciplinary themes and modern developments (e.g. IoT, robots, embedded systems) might be combined.

3. Faculty Roles and Responsibilities

- ❖ Faculty are expected to engage in regular teaching, guidance, project supervision, and assessment.
- ❖ Faculty are encouraged to attend professional development events (such as conferences, workshops, seminars).
- ❖ The faculty profile is maintained and updated on the college website.

4. Laboratory Resources and Infrastructure Management

- ❖ The department should maintain well-equipped laboratories with essential instruments, tools, and software.
- ❖ Lab usage schedules must be well defined, giving all students adequate access.
- ❖ Periodic maintenance, calibration, and safety inspections of lab equipment is mandatory.
- ❖ The department must submit proposals for equipment upgradation as per budgetary allocations.

5. Instructional Practices and Evaluation Methods

- ❖ Teaching methods should include lectures, tutorials, demonstrations, lab work, assignments, mini-projects and seminars.
- ❖ Use of ICT tools, simulation software, and hands-on demonstrations is encouraged.
- ❖ Internal assessments include tests, quizzes, assignments and lab work.
- ❖ End-semester examinations (theory and practical) follow college and affiliating university norms.
- ❖ Feedback from students on teaching and courses should be collected and acted upon.

6. Innovation and Outreach Activities

- ❖ Final year projects and mini projects should be encouraged to reflect real-world applications and innovation.
- ❖ Faculty and students should be motivated to publish papers in journals or present at conferences.
- ❖ The department should collaborate with industry, research organisations, or governmental programs to undertake funded projects.
- ❖ Extension and outreach initiatives include organizing awareness programmes such as e-waste awareness campaigns and conducting seminars in local communities.

7. Code of Conduct and Safety Regulations

- ❖ Students and staff should adhere strictly to professional ethics.
- ❖ All students must strictly follow the prescribed laboratory safety rules and adherence to all standard safety procedures.
- ❖ Misuse or damage of equipment, unsafe behavior, or violation of rules will attract disciplinary action under college policy.
- ❖ Participation in departmental and college events must maintain decorum and respect for rules.

8. Continuous Improvement and Quality Enhancement

- ❖ Collect feedback from students, alumni, employers, and faculty for continuous improvement.
- ❖ Use the outcomes of feedback and assessment to revise curriculum, teaching methodology, laboratories, and other practices.
- ❖ Contribute to institutional accreditation and evaluation processes.

9. Financial Planning and Resource Development

- ❖ The department shall prepare and submit annual budget proposals for consumables, maintenance, new equipment, software, workshops.
- ❖ Expenditure must adhere to the college's financial and procurement policies.

10. Student Admission, Registration, and Mentorship Support

- ❖ Admissions to the B.Sc. Electronics programme follow eligibility and selection criteria as prescribed by the university/State Government.
- ❖ Maintain transparency in admission and enrolment records.
- ❖ A faculty mentor is assigned to each student to help them with their academic work and career/life preparation.