# Mandatory Additional Requirement for Completion of B.Tech Degree

Heritage Institute of Technology Kolkata

## **Student Activity Review Group**

As a mandatory additional requirement for earning B.Tech degree, students need active participation in the co-curricular and extra-curricular activities from this year. They have to earn following specified points by performing various activities listed by the Institute:

- For final year students 50 points
- For third year students 75 points during remaining span.
- For remaining students 100 points during remaining span.

For actively monitoring and reviewing the activities performed by the students a special group named "Student Activity Review Group" is formed by taking faculties from each degree awarding department.

### Purpose:

To assess the activities performed by the students of Heritage Institute of Technology and periodically report the progress to the higher management with the intention of instituting changes in the procedure if necessary.

Procedure: Following procedure will be adapted.

- Activities may be performed in the campus or out of campus and can be initiated by
  - o individual student
  - individual department for their students
  - o different clubs/groups already formed for this purpose
- Student needs to select the activities to be performed in a semester and inform it to his/her mentor well in advance for necessary intimation/approval.
- Mentor will record it to a preformatted "Activity Register" (excel sheet attached) for monitoring and follow up.
- After completion of the activity student needs to intimate his/her mentor the proof of participation and completion in the form of photos/certificates/attendance record etc.
- Mentor will assign points based on that information and record them in the "Activity Record Sheet For Student" (excel sheet attached).
- Every student needs to preserve the same "Activity Record Sheet" and related proof of participation and completion during full span of course. They need to produce that information in the department when asked for.
- On regular basis mentor will monitor the progress of each student and perform necessary follow up
  if necessary.
- Once in every two months, mentor will transfer that register to the member of SARG assigned for that department.
- SARG will consolidate those data and report the progress to higher management and suggest any
  improvement if necessary. The report will be prepared and circulated twice in a semester (
  proposed dates are 31 July, 30 Nov, 28 Feb, 31 May).
- The report will be generated automatically using pivot table reporting tool of excel based on the data of Activity Register for flexible reporting format.



#### Fwd: Student Activity Review Group

1 message

From: kamal podder <kamal.podder@heritageit.edu>

Date: Wed. Jul 4, 2018 at 3:47 PM Subject: Student Activity Review Group

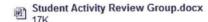
To: shounak dasgupta <shounak dasgupta@heritageit.edu>, suttamkumar dash <uttamkumar.dash@heritageit.edu>, soumik das@heritageit.edu>, sangita bhattacharjee <sangita.bhattacharjee <sa sudipta mitra (sudipta mitra (sudipta mitra (heritageit edu), soma banerjee (heritageit edu), vishnukumar singh (heritageit edu), rudraprasad roychowdhury (rudraprasad roychowdhury (meritageit edu), vishnukumar singh (heritageit edu), rudraprasad roychowdhury (meritageit edu), rudra shilpi saha <shilpi saha@heritageit.edu>, np nayak <np nayak@heritageit.edu>, Subhashis majumder <subhashis majumder @heritageit.edu>

Please refer to our discussion on 3 July 2018.

I have prepared a draft purpose and procedure for student activity monitoring and review. The same is enclosed herewith for your valued comments and changes, if any. I am also inviting you to a meeting on 6th July 2018 to discuss and finalize the procedure. Please attend.

Thanks Kamal Podder

#### 2 attachments



ActivityRegister.xlsx 20K

Transferring data from ci3.googleusercontent.com...



np nayak <np.nayak@heritageit.edu>

## Mandatory additional requirement for completion of UG degree

5 messages

np nayak <np.nayak@heritageit.edu>
To: notice <notice@heritageit.edu>

Thu, Jul 12, 2018 at 2:33 PM

Dear All

This to inform you that a committee for monitoring mandatory additional requirement for UG degree started functioning from last week. Committee members have adopted some policies to monitor the activities of the students from 1st to 4th year in our Institute. Please find the attachments for necessary information.

I will be sending the list of mentors shortly.

The mentors will be required to get in touch with the committee member(s) in their respective departments for necessary advice . .

Regards

N.P.Nayak

Dean-Student Affairs

3 attachments



committee members.doc 37K



Student Activity Review Group-1.doc



ActivityRegister.xls 89K



## **List of Activity Group**

SI. No.	Name of the Activity	Points	Maximum Points allowed
1	MOOCS (SWAYAM/NPTEL/Spoken Tutorial) (per course) etc.	20	40
2	Tech Fest / Teachers Day / Freshers Welcome		
	(i) Organizer	5	10
	(ii) Participants	3	6
3	Rural Reporting	5	10
4	Tree Plantation (per tree)	1	10
5	Participation in Relief Camps	20	40
6	Participation in Debate/Group Discussion/ Tech quiz	10	20
7	Publication of Wall magazine at Institutional level (magazine/article/internet)	10	20
8	Publication in News paper, Magazine & Blogs	10	20
9	Research Publication (per publication)	15	30
10	Innovative Projects (other than course curriculum)	30	60
11	Blood donation camp		
	(i) Donor	8	16
	(ii) Camp Organizer	10	20
12	Participation in Sports/Games		
	(i) College Level	5	10
	(ii) University Level	10	20
	(iii) District Level	12	24
	(iv) State Level	15	30
	(v) National / International Level	20	40
13	Cultural programme (Dance, Drama, Elocution, Music etc.)	10	
14	Member of Professional Society	10	20
15	Student Chapter Activities / Seminars		
	(i) Participant	5	20
	(ii) Presentation	10	
	(iii) Organizer	10	
16	Relevant industry visit & report	10	20
17	Activities in different clubs at HIT	5	10
	(Photography Club, Cine Club etc.)		
18	Participation in Yoga Camp	5	-
19	Self-Entrepreneurship programme	20	And the second second second
20	Adventure sports	10	20
21	Training to under privileged / Physically challenged		
22	Community Service & Allied Activities	10	20
23	Hackathon (State / National Level)		
	(i) Participation in Hackathon	10	20
	(ii) Qualifier for final round (not prize winner) in Hackathon	20	
	(iii) Prize Winners of Hackathon	30	60

