

Exam use
B.I

Instructions to be followed.

PRINCIPAL	SPOC	COURSE FACULTY COORDINATOR	STUDENTS
The principal needs to get updates from the SPOC for the activities assigned to /Training Partner/Students/faculty mentors.	Ensure all students are onboarded.	Faculties should ensure that the students are ensured their semester of study (4th or 6th) in the NAAN MUDHALVAN portal.	Every student should ensure their semester of study (4th or 6th) in the NAAN MUDHALVAN portal.
Principal need to ensure power connectivity, Wi-fi Connectivity and other infrastructural requirements for the smooth conduction of every course in the college.	SPOC should coordinate all the courses running in the college with faculty mentors.	Will be coordinating with student teams to ensure attendance of the students for training.	Every student should ensure they are getting the mandatory course mapped with the consent of their SPOC.
Principal is responsible to communicate any emergency information received from Anna University/ NAAN MUDHALVAN team.	SPOC should ensure timely execution of industry use case tasks given by various training partners for the concerned courses.	Faculties should ensure that the correct students' details are entered in the NAAN MUDHALVAN portal.	After getting Information from the SPOC, each student should enter into the NAAN MUDHALVAN portal and check the details such as course name, applicable semester.
Principal need to address to any specific need of the training partner for industrial visit to students/ any special tasks	Assigning Faculty Mentors for each course running in the college.	The student attendance should be obtained for training partner's practical and AMA Sessions.	After the start of the course by the training partner, every student should ensure their attendance on the prescribed day of the week. If case of discrepancy, inform the SPOC immediately.
	SPOCS should ensure any operational difficulties during the course and inform the NAAN MUDHALVAN team.	The faculty mentors should ensure industrial use task is finished on time.	As every course has got task for Industrial use case, he/she should ensure the given task is finished within the allotted time.
	SPOCS is responsible to get any communication from NAAN MUDHALVAN team during the execution of the course and convey to the faculty mentor/students for effective conduct of the course.	Student assessment should be carefully done for every task.	Assessment will be done as per the RUBRIX determined by the specific training partner in coordination with faculty/SPOC.
	SPOC has to inform the principal about the progress of the courses and sort out any internal issues from student/faculty mentors.	Internal Marks to be carefully arrived by carrying out timely task evaluation.	All the tasks needed for completion of the course should be finished to earn internal/external marks.
	SPOC need to ensure appropriate infrastructure and facilities needed to conduct the courses in the colleges.	Attending Support sessions organized by vendors (Orientation Session, Technical Session & AMA Sessions).	AMA Session which will be followed by physical session taken by the training partner mostly every alternate week you be utilised by the student to successfully complete the given task.
	SPOC need to liaise the training partners when they come physically/ when the home college student goes out to other colleges for physical training by the training partner.	Coordinating with Industry Mentor/Evaluator.	
	SPOCS needs to monitor the assessment done by faculty mentors and training partners for timely assessment of industry use case tasks.	Faculty has to create a team of 3 students and assign each team an industry use case in day 1 itself with guidance from industry partner Faculty has to ensure timely completion of every task and update of marks in the portal Faculty has to mentor and handhold the students throughout the semester. Faculty has to establish strong network with training partner and ensure all the student queries are addressed through their guidance Faculty has to encourage creativity and innovation among students while they execute projects and monitor to avoid plagiarism and inculcate competitive spirit to bring best from them to facilitate their winning prospects in Student Hackathon to get attractive incentives like IIT Internships/Premier firm internships /Abroad visits, Sponsorship for high value courses, educational gadgets etc	