



# MOOKAMBIGAI COLLEGE OF ENGINEERING

(AICTE Approved & Affiliated to Anna University)

(ESTD IN 1985)

SRINIVASA NAGAR, KALAMAVUR, KEERANUR - 622 502

PUDUKKOTTAI DISTRICT, TAMILNADU, SOUTH INDIA.

CENTRAL OFFICE : 5<sup>th</sup> MAIN ROAD, RAMALINGA NAGAR, WORAIYUR, TIRUCHIRAPPALLI - 620 003

KEERANUR : Reception : 04339 - 262273,  
262141,  
263565.

E-mail : pdkmce@gmail.com  
principal@mookambigai.ac.in

TRICHY OFFICE : 0431 - 2774796,  
2774694.

E-mail : mcetrichy@gmail.com  
centraloffice@mookambigai.ac.in

## Renewal of Memorandum of Understanding (MOU) Of Campus Connect Program

Infosys and Mookambigai College of Engineering had entered into a Memorandum of Understanding (MOU) on 24-Feb-06 with respect to enriching the technical education process and to jointly work for enhancing the quality of education imparted to students, faculty and management of selected colleges of the University related to the field of Information Technology (IT). This MoU was subsequently renewed on 23-Feb-09, 23-Feb-11, 22-Feb-13, 21-Feb-15 & 20-Feb-17. The term of MOU will be expiring on 19-Feb-19. The parties wish to extend this MOU for further period of Two (2) Years, and therefore agree the term of the MOU till 18-Feb-21. The Campus Connect MoU has undergone some modifications. The modified version is given along with this. The terms and conditions of the partnership are detailed out in the MoU.

Date: 07 Feb 19

Place: Bangalore

Name: Sundar K S

Designation: Associate Vice President & Head  
Campus connect Education Training & Assessment  
Infosys Ltd.

Signature:

Infosys Limited

Electronic City, Hosur Road,

Bangalore - 560100

Associate Vice President  
Infosys Limited  
Head Campus Connect Education  
Training & Assessment  
44, Electronic City, Hosur Road  
Bangalore - 560 100. India

Date: 24.1.19

Place: Kalamavur

Name: Dr. R. Elangovan

Designation: Principal

Authorized Signatory:

R. Elangovan 25/1/19,

PRINCIPAL

Institute Name: Mookambigai College of Engineering.  
KALAMAVUR-622 502.

Institute Seal:







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## Memorandum of Understanding

This Memorandum of Understanding ("MOU") is between Infosys Ltd, a company incorporated under the laws of India with its registered office at Electronics City, Hosur Road, Bangalore – 560 100, India (hereafter referred to as "Infosys"); and **Mookambigai College of Engineering** a university / engineering college committed to educational excellence having its office **Srinivasa Nagar, Kalamavur, Pudukkottai District, Tamil Nadu - 622 502** (Hereafter referred to as "Partner").

### RECITALS:

- A. WHEREAS Partner has been established for the purpose of enriching the technical education process and to jointly work for enhancing the quality of education imparted to students of all the engineering disciplines in the field of Information Technology (IT).
- B. AND WHEREAS Infosys wishes to collaborate with the Partner for the purpose of enriching the technical education in new subject areas, learning-teaching process and to jointly work for enhancing the quality of education imparted to students of all the Information Technology ("IT") disciplines.
- C. AND WHEREAS Partner with assistance from Infosys has goals for enhancing the quality of the technical education for students thereby enabling them to meet the industry needs and to be recognized globally.





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## NOW THEREFORE THE PARTIES HEREBY ACKNOWLEDGE AND AGREE AS FOLLOWS:

1. This MOU is for collaboration between both parties, for mutual benefit, to enhance the quality of the educational experience of students of the Partner and for the specific purposes detailed in Annexure I of this MOU
2. Infosys shall be responsible for providing the requisite course material, publicity material such as handouts, information brochures and posters and conducting faculty enablement programmes as agreed between the parties.
3. The Partner shall be responsible for providing the requisite infrastructure, network and internet access and any other facility required for the education and training.
4. It is agreed that the terms and conditions of any agreed cooperative project (s) as outlined in Annexure 1 of this MOU shall be the subject matter of separate definitive agreements to be negotiated and agreed upon by the Parties and/or any third parties, wherever applicable, provided always the decision whether to initiate and/or implement any proposed cooperative projects shall be subject to the availability of funds and human resources on the part of each Party.
5. The parties, their representatives, and/or assignees, following the execution of this MOU, desire to maintain close contacts with each other to achieve the goals and objectives of, and to develop the ideas acknowledged in this MOU.
6. Both parties hereby agree to designate a representative from its side who will be the primary point of contact on behalf of that party.
7. Any expenses incurred by the parties for the purpose of this MOU shall be agreed upon and shall be borne as per the mutual agreement.





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8. Notwithstanding any other provision of this MOU, neither party shall have any right to use any trademarks or trade name of the other party, nor to refer to this MOU or the obligations performed hereunder directly or indirectly, in connection with any product, promotion, or publication without the prior written approval of the other party
9. All information which has been disclosed to or obtained by either party at any time during the implementation of this MOU, is confidential information. For this purpose, the parties agree to sign the binding non-disclosure agreement in Annexure II.
10. The terms and conditions mentioned herein shall commence on the execution of this MOU and shall continue for a period of two (2) years from the date thereof or for such period as may be determined or extended by the parties from time to time by written notice, unless terminated by either party in accordance with this MOU. Either party may terminate this MOU at any time by providing three (3) months written notice to the other party.
11. Any notice required to be given hereunder shall be in writing and shall be deemed to be sufficiently served on the party if sent by hand or by registered post to the addresses of the party as stated in this MOU. Notices shall be deemed received: -
  - (i) If sent by registered mail, three (3) days after posting;
  - (ii) If by hand, on the day of delivery; and
  - (iii) If sent by telex or facsimile to the correct number or designated address within seventy-two (72) working hours.
12. Both parties agree to take all reasonable steps to ensure the successful completion of the collaboration, and co-operate with each other in duly carrying out the obligation agreed upon.
13. The expiration and termination of this MOU will not affect the terms of those activities, which are in progress at the time of notification of expiry or termination of the MOU.
14. On the termination or expiry of this MOU or when requested by Infosys, the Partner undertakes to return all materials to Infosys without any delay.





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15. Each party shall ensure that they do not actively solicit the faculty of the other party who is involved in the implementation of this MOU during the period of such faculty's involvement with the program and for six (6) months thereafter.
16. Both the parties agree that Infosys is not obliged on account of this MOU to recruit any fixed number of students from the Partner.
17. This MOU is an indication of good faith and intent on the part of both parties and does not create any legal obligations between them. In the event of any differences or disputes arising from the implementation of the provisions of this MOU, the parties shall as far as possible settle such differences or disputes in good faith by consultation or negotiation between the parties.
18. Save and except for Clause 6, Clause 7 and Clause 8, this MOU is not a legally binding contract and under no circumstances does this MOU subject either of the parties to liability for breach, whether material or minor, of contract or any other liability under international law or the laws of the country of the respective parties or any other applicable law.
19. The parties hereby agree that they are not bound exclusively by this MOU and are at liberty to enter into any separate agreements or arrangements with any third party without reference to the other party.





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In written whereof both parties put their hard seal on the day, month and year herein mentioned.

Date: 27/Feb/19

Place: Bangalore

Name: Sundar K S

Designation: Associate Vice President & Head-,  
Campus Connect Education, Training &  
Assessment Dept., Infosys Ltd.

Signature:

Authorized Signatory  
For Infosys

Seal:

Associate Vice President  
Infosys Limited  
Head Campus Connect Education  
Training & Assessment  
44, Electronic City, Hosur Road  
Bangalore - 560 100. India

Date: 24.1.19

Place: Kalamavur

Name: Dr. R. Elangovan

Designation: Principal

Institute: Mookambigai College of  
Engineering

Signature:

R. Elangovan 25/1/19

PRINCIPAL  
Mookambigai College of Engineering  
KALAMAVUR-622 502.

Authorized Signatory  
for Partner

Seal:







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## ANNEXURE I

### **PURPOSE / SCOPE OF THE COLLABORATION:**

Infosys shall facilitate and share inputs with University / College for imparting technical and soft skills training to the students. The content of the training programs and the Faculty Enablement will be done by Infosys. The details shown in Annexure I are only indicative guidelines, and Infosys may change the following at short notice at its discretion.

**There will not be any cash incentive for the faculty members involved in the training programs (Technical / Soft Skills) at the institution. However, value-added offerings will be there to motivate the faculty members.**

### **Student / Education**

1. Create a project bank for final year students
2. Publish Infosys courseware On the Web and provide access
3. Conducting special lectures for students at campuses
4. Participate in Conferences at the national/international level in the college / Seminars/ Contests
5. Increase employability by providing technical and soft skills training
6. Encouraging the students to visit Infosys Campuses

### **Faculty**

1. Sharing Industry oriented-courseware and Technology
2. Faculty Enablement Program
3. Sabbaticals at Infosys
4. Interaction with subject matter experts

### **University / College**

1. Share best-in-class standards (a) College-college (b) Industry-college
2. Books / CDs / DVDs etc for the library
3. Strengthen relationship with Universities / Colleges
4. Work with education bodies / universities to align the industry requirements into the college curriculum





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## ANNEXURE II

### MUTUAL NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

This is an agreement ("Agreement" hereafter) between:

- **INFOSYS LIMITED**, with its registered office at Electronics City, Hosur Road, Bangalore 560 100 ("Infosys") including its successors; and **Mookambigai College of Engineering** operating out **Srinivasa Nagar, Kalamavur, Pudukkottai District, Tamil Nadu - 622 502** ("Partner") including the Partner's employees, affiliates and successors at the time of the entering the agreement and during the tenure of the engagement, that is effective 19.2.19.

The parties possesses competitively valuable Confidential Information (as hereinafter defined) regarding their past, current and future services and products, research and development, customers, business plans, software, listings, holdings, alliances, investments, transactions, intellectual property and rights associated thereto and general business operations. The parties wish to enter into a mutually beneficial relationship, and as such, wish to share their Confidential Information with the other party, including its authorized employees and agents. For the purposes of this Agreement, the party that discloses Confidential Information to the other party shall be referred to as the "Disclosing Party", and the party that receives such Confidential Information from the other party shall be referred to as the "Recipient".

The Recipient may be given access to the Disclosing Party's Confidential Information or to create new Confidential Information for the Disclosing Party.

In view of the above, the parties agree as follows:

#### 1. Confidential Information

"Confidential Information" includes any information:

- specifically indicated by the Disclosing Party, either verbally or in writing, as confidential;
- under the circumstances of the disclosure, that are to be treated as confidential; or
- the Recipient creates or produces while performing its obligations under this Agreement, regardless of the media that contains the information.





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Confidential Information does not include information, which:

- is generally available to the public at the time of its disclosure to the Recipient;
- becomes known to the public through no fault/action of the Recipient in violation of the terms herein;
- is legally known to the Recipient at the time of disclosure by the Disclosing Party;
- is furnished by the Disclosing Party to third parties without restriction; or
- is furnished to the Recipient by a third party who to the Recipient's knowledge legally obtained said information and the right to its disclosure.
- is developed independently by Recipient without use of or reference to the Disclosing Party's information.

## 2. Restrictions on Use

- (a) The Recipient will not disclose any Confidential Information to third parties for any purpose without the prior written consent of the Disclosing Party. However, where the Recipient is required to disclose Confidential Information in accordance with judicial or other governmental action, the Recipient will give the Disclosing Party reasonable prior notice unless such notice is prohibited by applicable law.
- (b) The Recipient will not use any Confidential Information for any purposes except those expressly contemplated or authorized by the Disclosing Party.
- (c) The Recipient will take the same reasonable security precautions as it takes to safeguard its own confidential information, but in no case less than reasonable care.
- (d) The Recipient undertakes to impose the confidentiality obligations on all directors, officers and employees or other persons who work for the Recipient or under its direction and control, and who will have access to the Confidential Information.
- (e) The Recipient will return all originals, copies, reproductions and summaries of Confidential Information in its control, or confirm its destruction as requested by the Disclosing Party.





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### 3. Action on Breach

- (a) The Recipient will notify the Disclosing Party immediately upon discovery of any breach of this Agreement by the Recipient, and will cooperate in every reasonable way to help the Disclosing Party regain possession of the Confidential Information and prevent further breach.
- (b) The Disclosing Party will be entitled, without waiving any other rights or remedies, to seek such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction.

### 4. Ownership and Warranties

- (a) All Confidential Information, including the inherent intellectual properties, remains the sole and exclusive property of the Disclosing Party and the Recipient shall no right, title or interest in the same. Similarly, the Disclosing Party does not own any of the intellectual property of the Recipient, including any proprietary methodologies, tools or practices, unless otherwise agreed.
- (b) The Disclosing Party, unless expressly confirmed, makes no warranty regarding the accuracy or reliability of Confidential Information.

### 5. Applicability of Provisions

- (a) The provisions of this Agreement are jointly and severally applicable and will not be considered waived by any act or acquiescence, except by a specific prior written confirmation. Accordingly, both parties will expressly agree in writing to any changes in the Agreement.
- (b) If any provision of this Agreement is held illegal, invalid or unenforceable by law, the remaining provisions will remain in effect. Moreover, should any of the obligations of this Agreement be found illegal or unenforceable for any reasons, such obligations will be deemed to be reduced to the maximum duration, scope or subject matter allowed by law.
- (c) If any action at law or in equity is necessary to enforce or interpret the rights arising out of or relating to this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees, costs and necessary disbursements in addition to any other relief to which it may be entitled.





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## 6. Jurisdiction

This Agreement will be governed by the laws of India on all substantive aspects, and both parties consent to the jurisdiction of the courts in Bangalore.

## 7. Tenure and Survival

All obligations created by this Agreement shall survive change or termination of the parties' business relationship for a period of two years from the date of the disclosure of the Confidential Information or the change in/termination of the business relationship of the parties whichever is later.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized representatives as of the date first set forth above.

Infosys Limited

By: \_\_\_\_\_

Name: Sundar K S

Title: Associate Vice President & Head-Campus connect Education Training & Assessment  
Infosys Ltd.

Date: 27/ Feb/19

Seal:

Associate Vice President  
Infosys Limited  
Head Campus Connect Education  
Training & Assessment  
44, Electronic City, Hosur Road  
Bangalore - 560 100. India

M/s Mookambigai College of Engineering

Name: Dr. R. Elangovan

Title: Principal, Mookambigai College of Engineering.

Date: 24.1.19

Sign: \_\_\_\_\_

Seal:

R E Langovan  
PRINCIPAL  
Mookambigai College of Engineering  
KALAMAVUR-622 502.



# Action Plan Template

College/Institute Name: Mockambaj College of Engineering  
 Description of end state that the College/Inst. proposes to achieve: To make students industry ready, employable and marketable  
 Measures and targets associated with the Campus Connect Program:

Top 3 Priorities for your college: e.g Faculty Improvement, Student Placement etc											
1	Imparting current industry practices to the students										
2	Provide opportunities to the faculty members to interact with software professionals and to create awareness in recent trends in IT										
3	Student placement										
Anchor: Dr. M. Sivakumar											
Date: 12/1/2019											
SI No	Initiative/ Description	Unit of Measure to indicate Closure/Success of this action item	Priority(High,Medium,Low)	Responsibility	Resources Needed	Start Date	Target End Date	Review Frequency, Date and by Whom	Status	Key Concerns	Escalation Role/Name
1	1.1 College Principal / Management	Principal can check progress of campus connect through	High	SPOC & PRINCIPAL	Dedicated desktop with print facility and internet	Every month		Chief Executive and Director (Every)	Completed, Principal Dr. R. Elangovan	To improve the quality of engineering education in institution that meets industry requirement.	HOD/CSE
1.2	Internal Communication - Students, Core Team, Department Head, Staff Members etc	SPOC send circular through principal to the concerned	High	SPOC after obtaining permission from Principal	Dedicated desktop with print facility and internet	Whenever need arises		Principal, HOD and SPOC (Every)	Internal communications are sent to respective people through	To avoid communication gap in intimating the communication sent by infosys.	HOD/CSE
1.3	Infosys	SPOC will receive the emails from infosys, take	High	SPOC	Dedicated desktop with print facility and internet	Whenever need arises		Principal, HOD and SPOC (Every day)	Completed, SPOC will send and receive emails to infosys.	This action item will be monitored by HOD CSE&IT to ensure success of campus connect.	HOD/CSE
2	2 FACULTY Development										
2.1	Identify 2 faculties to participate in FEP workshop	Staff members from CSE & IT departments with min 2 years	High	HOD CSE&IT	Print Facilities, Faculty List who have not attended FEP	Whenever informal on is		HOD CSE&IT	Waiting for information regarding FEP 5.0 for academic year 2019 from CC team.	Improving faculty skills, industry flavors for faculty and recognizing the faculty	HOD/CSE
2.2	Identify 2 faculties to participate in Soft Skills workshop	Yet to be planned	High	Yet to be planned	NA	Not Yet Finalised		HOD English	NA	Imparting business english skills on faculty members before tra.	HOD/ENGLISH
2.3	Identify 2 faculties to participate in Train-The-Trainer workshop	NA	NA	NA	NA	NA		NA	NA		NA
2.4	Identify Pool of faculties to handle technical course	Senior faculty members who have attended Foundation	High	HOD CSE&IT	List of Faculties attended FEP on FP 5.0	Twice in a year January to		HOD CSE&IT	Mr. S. Prakash and Mr. V. R. Madhavan are identified to rollout FEP 5.0 for the Batch I of	To ensure the objectives of the foundation program is met and check whether student understood the	HOD/CSE
2.5	Identify Pool of faculties to handle soft skills course	Yet to be planned	High	HOD ENGLISH	NA	Yet to be Finalised		HOD English	Yet to identify the faculty members.	To ensure objectives of the soft skill program is met and check whether student understood the	HOD/ENGLISH
3	3 PROGRAM MANAGEMENT										
3.1	Foundation Program Rollout	Planning for Foundation Program rollout are in progress.	High	HOD CSE&IT AND SPOC	Desktop with Internet Connectivity to connect with	1/1/2019 (Batch I) &	5/1/2019 (Batch II) till Dec	HOD CSE&IT	Tentative Dates are identified for rolling out FP 5.0 for Batch I and Batch as per guidance	Doubt clarifying session and Project evaluation are scrutinized by HOD CSE & IT in order to help	HOD CSE

Plan Revision History



	Measures/ Definition	Unit of Measure to Indicate Closure/Success of this action item	Priority(High/Medium/Low)	Responsibility	Resources Needed	Start Date	Target Date	Review Details (Frequency, Date and by Whom)	Status	Key Concerns	Escalation Role/Name	Plan Revision History
3.2	Soft Skills Program Rollout	Planning for Soft Skills Program rollout are in progress	High	HOD ENGLISH	Desktop with Internet connectivity to connect with	Not Yet Finalized	Not Yet Finalized	HOD English	Yet to be finalised	NA	HOD ENGLISH	Action Plan template version0
3.3	Road Show	Planning to conduct in mid of February. Yet to consult with	Medium	SPOC	LCD Projector, Desktop with Net connectivity in	Before Starting of Batch I	NA	SPOC in consultation with Principal	Tentative dates are identified as per guidance of Principal	Importance of campus connect. Imparting the knowledge of gap between industry and academics to	HOD CSE	Action Plan template version0
3.4	Industrial Visits	Batch yet to be completed.	Medium	SPOC	Travel Expenses and other Miscellaneous	Mid of February	End of March	Principal	Yet to confirm the dates as batch completion process is in progress	To understand the software development life cycle. To understand work culture, industry practices	HOD CSE	Action Plan template version0
3.5	Events - Seminars / Webinars	Not yet finalised	Medium	HOD CSE&IT	LCD Projector, Desktop with Net connectivity in	Yet to be Finalized	Yet to be Finalized	HOD CSE&IT	NA	To understand the current trends in IT	HOD CSE	Action Plan template version0
3.6	College Sr. Mgmt Reviews and Participation/Involvement in the Program Rollouts in the college	Tentative dates for college Sr. Mgmt Reviews and Participation in the Program	High	DIRECTOR, PRINCIPAL, HOD CSE&IT, SPOC	LCD Projector, Desktop with Net connectivity in Seminar hall.	Mid of January 2019	Yet to be Finalized	Chief Executive and Director (Every month)	Progress	To let management know about various pgms conducted in CC and how it makes students proficient.	HOD CSE	Action Plan template version0
4	OPERATIONS MANAGEMENT											
4.1	Lab Support	Technical Assistants are identified for successfully	High	System Incharge	Desktop, Print facility with Internet Connectivity.	Thru out the year	Thru out the year	HOD CSE&IT, SPOC	A brief idea about FP is delivered to Technical Assistants already.	Ensure the computer system with internet facility is available for 60 students at a time.	HOD CSE	Action Plan template version0
4.2	Absenteeism in Batches	In case of absenteeism list of defaulters will be sent to HODs	High	FP anchors of institution	Desktop, Print facility with Internet Connectivity.	Thru out the year	Thru out the year	HOD CSE & IT	A proper mechanism is devised to control the students absenteeism for the FP and SS	List of absentees for doubt clarifying session, project evaluation and online test are monitored	HOD CSE	Action Plan template version0
4.3	Logistics - Photocopy, Marker Pens, Stationery etc	Logistics will be obtained earlier to start of the foundation and	Medium	SPOC	NA	Twice in a year	Twice in a year	Principal, SPOC	Arranged logistics for the upcoming batches	Approval is sent to management and waiting for the response.	HOD CSE	Action Plan template version0
4.4	Courseware Availability to Students (Hardcopy / College Intranet)	Courseware are available to the students through intranet.	High	SPOC, HOD CSE & System Incharge	Necessary zip file is downloaded from portal	Thru out the year	Thru out the year	HOD CSE&IT, System Incharge	Already FPS.0 courseware hosted in intranet server	Courseware is already downloaded for FPS.0 and placed in intranet for student access.	HOD CSE	Action Plan template version0
4.5	Review	Review will be conducted by Principal, HOD CSE & IT.	High	PRINCIPAL & HOD CSE&IT	Online Feedback facility	Twice during batch rollout	Twice during batch rollout	Chief Executive and Director	Tentative review dates are identified	Review is yet to be conducted regarding the progress of FPS.0	HOD CSE	Action Plan template version0
4.6	Feedback Analysis and Actionising	Feedback will be received from students, HOD CSE&IT.	High	PRINCIPAL & HOD CSE&IT	Online Feedback facility	Twice during batch rollout	Twice during batch rollout	Principal, Director and Chief Executive	Tentative feedback mechanism is devised. Feedback analysis dates are identified.	Feedback are collected from students, CC team of our institution and discussed with Director	HOD CSE	Action Plan template version0
5	INFRASTRUCTURE											
5.1	Classroom Set up	equipped with necessary facilities are identified for	Medium	SPOC and Seminar Hall In-charge	Chairs with pad, Fans and Tube lights	Wherever it is needed	Before the start of rollout by SPOC	Available	Available	Seminar hall availability is ensured for conduct of foundation program rollouts	SPOC	Action Plan template version0
5.2	Overhead Projector	Projector is already equipped in seminar hall	Medium	SPOC and Seminar Hall In-charge	LCD Projector with power cable and cable to needed	Wherever it is needed	Before the start of rollout by SPOC	Available	Available	Overhead projector availability is ensured for conduct of foundation program rollouts	SPOC	Action Plan template version0



	Measures/ Definition Installation	Unit of Measure to Indicate Closure/Success of this action item	Priority(High,Medium, Low)	Responsibility	Resources Needed	Start Date	Target End Date	Review Detail, Frequency, Date and by Whom	Status	Key Concerns	Escalation Role/Name	Plan Revision History
5.3	Laptops and Server Installation				External CD Writers	When ver it is needed		Before the start of rollout by SPOC		Laptops and Server installations are ensured for conduct of foundation program rollouts		
5.4	Client machine	Laptops are arranged Client machines are arranged to provide lab for students	Medium	SPOC and System Incharge SPOC and System Incharge	Softwares needed for Client machines	When ver it is needed		Before the start of rollout by SPOC	Available	Client machine availability is ensured for conduct of foundation program rollouts	SPOC	Action Plan template version0
5.5	Internet Connection	11 mbps broadband internet connection	Medium	System Incharge	Routers, Modem, Switches, Fibre optic	When ver it is needed		Before the start of rollout by SPOC	Available	Internet Connectivity availability is ensured for conduct of foundation program rollouts	SPOC	Action Plan template version0
5.6	Speaker Phone	Speaker phone is arranged	Medium	Seminar Hall In- charge		When ver it is needed		Before the start of rollout by SPOC	Available	Speaker phone availability is ensured for conduct of foundation program rollouts	SPOC	Action Plan template version0
5.7	Web Cam	Webcam is arranged	Medium	System Incharge	Device driver for webcam	When ver it is needed		Before the start of rollout by SPOC	Available	Webcam availability is ensured for conduct of foundation program rollouts	SPOC	Action Plan template version0
5.8	White Board	White board is arranged	Medium	Seminar Hall In- charge		When ver it is needed		Before the start of rollout by SPOC	Available	White Board availability is ensured for conduct of foundation program rollouts	SPOC	Action Plan template version0
5.9	Flip Chart Board	Flip chart board is arranged	Medium	Seminar Hall In- charge		When ver it is needed		Before the start of rollout by SPOC		Flip chart availability is ensured for conduct of foundation program rollouts	SPOC	Action Plan template version0
5.10	Speakers / Microphone	Microphone and Speakers are arranged	Medium	System Incharge		When ver it is needed		Before the start of rollout by SPOC	Available	Speakers and Microphones availability is ensured for conduct of foundation program	SPOC	Action Plan template version0