

## **I. VISION, MISSION, GOALS**

### **I.1 Management and Organization**

Board of Governors (BOG) Normally referred hereafter in short as “Board”, is the ultimate authority in the College which approves every action to be implemented. It can delegate its authority on any matter to any subcommittee or a person appointed by it. It shall constantly keep in view of the Mission and Goals of the college, make and approve all the new policy decisions, necessary action plans and strategy for implementation, apply mid course corrections, amend the policies etc. in achieving the mission and goals.

Secretary and Correspondent of the society being the member of the board of Governors shall interface with the board and has the powers delegated to him to take all the necessary decisions in running and managing the college, in every respect. He shall ensure all the policies are implemented in the college by providing directives to Principal, HODs, faculty and staff as the need may be.

#### **1.1. A Vision, Mission and Goals**

##### **Vision**

**"Striving for a symbiosis of technological excellence and human values"**

##### **Mission**

**"To arm young brains with competitive technology and nurture holistic development of the individuals for a better tomorrow."**

**Goals:** The Long term goals of the College are set and approved by the Board, keeping in view of the mission and with an ambition for overall growth.

- ⊕ **Autonomous Status**
- ⊕ **NBA Accreditation**
- ⊕ **Funded R&D Projects**
- ⊕ **Finishing School**

Each department shall also have long and short term goals keeping in view the mission, long term goals of the institution and develop itself as a Center for Excellence in some of their fields of specialization.

**I.1.B. Commitment:** The Board of the institution is totally committed to achieve the mission, long and short term goals in true spirit. It shall provide support in planning and monitoring of

1. Developmental and operational plans
2. Adequate Physical resources like Land, Space for buildings and grounds,
3. Adequate Equipment in all laboratories, Offices, etc..
4. Adequate Manpower for all operations of the college,

## 5. Financial requirements and budgets and their utilization

All the faculty/staff should put in their total effort and work with team spirit for the fulfillment of the goals and objectives.

**I.1.C. Attitude:** Board shall implement all its policies and also take every action to fulfill the mission and goals and constantly strive to improve upon. It is open minded for any innovation or suggestion for enriching the process of developing the College.

### **I.1.D Planning and Monitoring:**

Several committees are formed both at college and departments level for planning and monitoring operations of academic, financial and administrative matters.

1. College Academic Committee (CAC)
2. Research Development Committee (RDC)
3. Training & Placement Career Guidance Cell (TPCGC)
4. Purchase Committee (PC)
5. Anti Ragging Committee (ARC)
6. Disciplinary Committee (DC)
7. NSS Committee (NSSC)
8. Grievances Redressal Committee
9. Transport Committee (TC)
10. Women Protection Cell (WPC)
11. Department Academic Committee (DAC)
12. Library committee (LC)
13. Canteen Committee (CC)
14. Alumni Cell
15. Entrepreneur cell

**Planning:** The College shall have an approved annual plan for the growth of the College prepared taking into account the mission and goals.

All the academic and non academic growth planning shall be done by 'College Development Committee (CDC)' and it prepare annual plans for the college. It also Monitor their execution. Each Departmental Academic Committee (DAC)' shall prepare the Annual plans for the department and monitor their execution. Principal, HODs, and professor in Charges shall plan for their respective activities according to the annual plan for executing in any academic year and recommend to the CDC.

### **Monitoring:**

College Academic Committee (CAC) shall be responsible for monitoring all academic activity at the college level and Departmental Academic Committee (DAC) is responsible at the departmental level. The Hierarchical structure of the college as shown in the organizational chart permits hierarchical monitoring. Principal, HODs, shall submit reports on the Progress once in a semester.

Monitoring shall be effectively carried out by several committees and reports submitted by them once in a semester in the form of half yearly report with regard to extent of implementation of assigned / planned works towards achievement of the goals. The Annual Report of the College shall reflect all the academic, developmental, co-curricular and extracurricular achievements during any academic year.

Half yearly reports shall be given on the progress of implementation of any

assigned work by the Administrative in-charges. Same will be report to the Principal, who in turn shall prepare a consolidated annual report for the college.

**Feed Back:** Feedback from the students is collected twice every semester by the authorized persons and the results should be informed to HODs in the form of consolidated statements. The HODs shall take necessary action in counseling the faculty and if necessary apply corrections.

**Web Site:** College web site posts Placements updates, courses, staff Details, Academic Calendar and any other relevant information about college activities will be placed in the website. In-house publication like **ASIST Today**, **SRUJANA-Voice of ASIST** and all notifications related to Seminars, Conferences etc. will also be posted in the website.

#### **I.1.E Incentives:**

The college shall offer incentives in the form of Cash awards, Mementos Certificates, Scholarships to students & faculty. The policy of incentives and the eligibility conditions should be made known to all the concerned and all announcements in this regard will be made public. The CAC is responsible for recommending for these awards.

#### **I.1.F. Effectiveness:**

Discussion with stake holders: The mission, short term goals and long term goals are to be informed and explained to the parents, faculty, staff and students at the beginning of every academic year by the management. The progress towards achieving the goals / mission also should be informed and also various steps / initiatives that are being taken towards achieving these goals should also be explained to them in detail by all Head of departments.

Once in a semester Feedback will be obtained from parents and employers of the students from each department. Good suggestions and recommendations are implemented at the departmental level or forwarded to the Principal for consideration by the CDC. The CDC, with its recommendations, shall forward the same to the board for implementation once in a year.

#### **I.2.A. LEADERSHIP:**

This is provided at ASIST through a hierarchy of Academicians and Administrators as below:

#### **Secretary & Correspondent:**

The Secretary & Correspondent shall provide perspective plans for the growth of the college, direction and strategies for implementation through

- a. Financial planning and funding in the form of budget.
- b. Ensuring the end results by periodical monitoring.
- c. Coordinating all the policy matters and present it to the board for final approval.
- d. Interface with the Central and State Government statutory bodies like AICTE, UGC, APSCHE, DTE, etc.,
- e. Interaction with the affiliating university,
- f. Interaction with financial Institutions and Revenue department.

#### **Principal:**

He is the academic and Administrative head for day to day functioning of the college and the final authority to take decisions in the academic matters. He is also the member secretary to the Board of Governors. In general he is assisted by the HODs and other committees with specific tasks assigned to them. He shall be responsible.

- a. To prepare all the agenda items, co-ordinate the conduction of meetings, make the minutes and follow up all actions required.
- b. To provide leadership, guidance, help in implementation and monitoring all the academic activities as prescribed by the Affiliating University.
- c. To conduct periodical and final examinations.
- d. To initiate all the developmental activities, monitor the progress and report to the Board of Governors.
- e. To take specific initiatives to achieve long term and short term goals of the college and monitor the activity.
- f. To arrange and conduct the College Development Committee meeting once in a year and report to Board of Governors.
- g. To ensure and receive all departmental budgets in the prescribed form by 15<sup>th</sup> March of every calendar year for the next academic year. Prepare the institutional budget by the end of March for approval

**HOD :**

- a. Planning for the department operational, maintenance and development budgets for Board approval in consultation with Principal,
- b. Conducting DAC meetings for academic / Laboratory development periodically.
- c. Submitting the performance appraisals of faculty and staff quarterly, Half yearly & Annually.
- d. Preparing and submitting the departmental annual report to the principal.
- e. Preparation of teaching schedules, workloads for all the faculty members.
- f. Plan from time to time and assign any faculty any work regarding administration, academic development, maintenance and up keep, examinations, interface with outside bodies, inter disciplinary works, consultancy, counseling of students, interaction with industry, participation in community services, research and project works and any other work as and when required by the department.
- g. Utilize the services of any staff member and assign different duties from time to time or interchange the duties of various staff members in the department.
- h. Nominating members for the library committee and make suitable recommendations for journals, textbooks, reference books with the help of other senior faculty.
- i. Recommend to the library, the list of books and periodicals to be purchased.
- j. Conduction of all the course work, laboratory work, project work thesis work, assignments and supervising the faculty to maintain all the records properly.
- k. Preparation of lesson plans, course work schedules for each course and also ensures it is placed
- l. Monitoring all the student's related course work and the academic schedules are run in time.
- m. Counseling of students on academic matters, handle all the disciplinary problems and if necessary, refer cases to Disciplinary Committee (DC).
- n. Counseling the faculty in case of any complaint or the need arising from feedback
- o. Over all behavior and discipline of the faculty, staff and students of his department.
- p. Appraising all the faculty, staff and students about the college mission and goals and how to achieve them in the department
- q. All activities related to professional bodies in the department.
- r. Extra and co-curricular activities of the department.

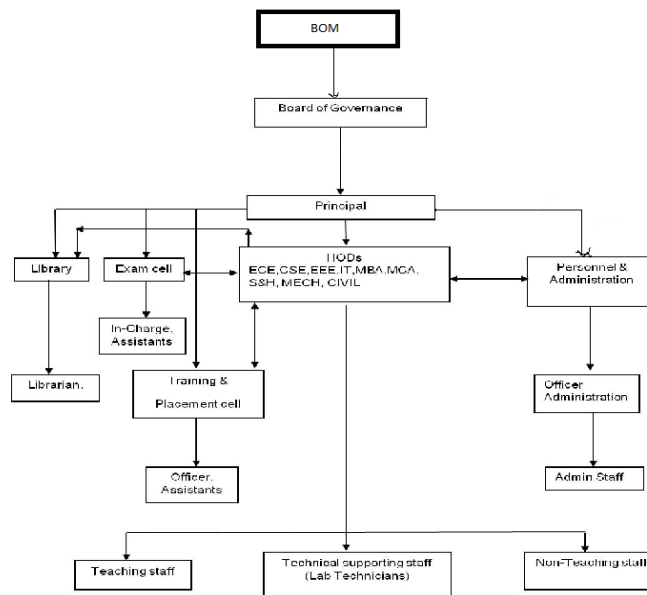
- s. Being in constant touch with the students.
- t. Participation in meetings with the parents periodically and take suggestions for improvement of the department.
- u. Inviting the guests for lecturers, conducting seminars, workshops, symposiums in the department.
- v. Establishing thrust areas for R&D and inter disciplinary activities and to provide encouragement.
- w. Up keep of all class rooms, furniture, fixtures and cleanliness with the help of Administrative Officer.
- x. To inculcate organizational and leadership qualities among students.

#### **I) Officer In charge / Examination Section In charge:**

Holding an independent charge of examination activities in the college. He will monitor, resolve matter in the functioning of any activity with the approval of Principal. He is also responsible for implementing all the college policies in regard of the activity under his charge.

1. Proposing college academic plans for the approval of College Academic Committee (CAC).
2. Conducting examinations as per approved college academic plan.
3. Compiling students performance reports related to examinations, attendance and sending the reports to departments and parents accordingly.
4. Initiating actions for any malpractices cases.
5. Maintenance of Academic records like award lists, answer scripts, attendance registers.
6. Ensuring confidentiality while conducting university examination.
7. Posting student information like attendance, results, etc both in automation data base as well up dating in web site

## ORGANISATION CHART



### I.2.B. Motivation:

Faculty and staff are motivated by exemplary leadership by Principal and HODs, to work with a team spirit for betterment of the college, take active part in developmental activities

- a. The Principal has to conduct meetings of staff of various departments once in a quarter and explain Institution policies and the benefits derived out of it and also inform various incentive schemes available for faculty and counsel them for better performance,
- b. HODs have to constantly counsel the faculty members for better performance, inform them regarding their performance appraisals, encourage the sincere and dedicated faculty/staff and counsel other faculty/staff for improving.
- c. HODs also have to inform the college mission, long and short term goals and motivate faculty staff and students to work towards achieving these goals. They should address at least twice in a semester.
- d. HODs have to inform about various incentive schemes available to the faculty and staff and also about various faculties available to them.

### I.2.C. Transparency:

The college is transparent in its functioning through publicizing its policy decisions, development plans, and budget provisions, performance appraisals of faculty and staff, conduct of examinations, Service rules and conditions of the College.

Students are entitled to see their examination answer scripts, attendance reports.

### Development:

- a. The HODs will collect from the proceedings of the Department Academic Committee (DAC) all the development plans and make a yearly plan and submit to the CDC,
- b. CDC in turn establishes priorities according to the college policy and include

them in its yearly plan for the college development. It will be sent to the board for final approval.

**Budget:**

Budgets to each department/unit/office will be approved in principle by the management after discussion with Principal and HODs and will be utilized by the HODs or In-charges to meet the expenditure towards purchase of equipment, consumables, operating and contingency expenditure by taking prior approvals of the competent authority.

**Monitoring:**

Purchase Committee will co-ordinates all purchases in the College. Records and Stock ledgers shall be audited by an external auditor periodically once in every year in the even semester. Inter departmental audit will have to be conducted once in an year in the odd semester.

**Faculty Selection:**

Selection for the permanent posts shall be made by the 'selection committee' constituted as per college service rules and regulations. For permanent positions rule of reservations is followed. "Temporary vacancies at any level may be filled through Institution selection committee comprising Principal, subject expert, HOD of the concerned department and one senior faculty of the relevant discipline/specialization preferably one outside organization. Steps to be initiated to get the staff selection ratified by the university and min of 40% staff should be ratified by university.

**Staff Selection:**

Written and demo test will be conducted for the candidates called for interview. College selection committee comprising of the Principal, HOD and subject/Skill expert will interview and select the candidates for appointments.

After selection, the minutes are to be sent to BOM with full details of candidates performance. After final approval, the appointment order are to be released.

**Promotion policy:**

College norms are strictly adhered to.

- Based on Experience and qualification
- Commitment towards growth of the Institution.
- Research Activity

**Incentive Scheme:**

All available incentive schemes are given below

- a. Best Teacher awards in each department with cash prizes of Rs.5000/-.
- b. For every research article published in International Journal of reputed standard, Rs. 5000/- will be awarded.
- c. For every research article published in Indian Journal of reputed standard, Rs. 3000/- will be awarded.

**Staff Grievances:**

The staff member is at liberty to put in his grievance in writing to the HOD. If it cannot be redressed at that level, HOD will forward the application to the Principal who in turn will interview the staff and if the matter is settled amicably a record may be maintained. If not, a meeting of the grievance Committee is called, staff

interviewed, the decision is informed to the staff member and record is maintained.

Grievances Committee Constitution:

1. Principal            Chairman
2. One HOD            Convener
3. Other HODs        Members

#### **I.2.D Decentralization and Delegation:**

The ASIST organization chart indicates the hierarchical delegation of powers in the overall management structure. Apart from the administrative heads like Principal, HOD, etc.,. Several committees control and monitor the functioning of various activities in the College.

##### **Institution Level:**

Several committees are formed to plan, monitor, taking decisions and make recommendations to the Management in either academic or operational or developmental activities. These are listed in 1.1.D

##### **Department Level:**

The responsibilities and duties entrusted to various faculty members are: Timetable, Examination, Attendance, Sessional marks, Lab in-charges, Department library in-charge, Department Academic Committee, Departmental discipline, projects monitoring etc.

##### **Decision Making:**

The HOD in consultation with the faculty shall form various committees and appoint in-charges to take charge of specified activities. They have to take their own decisions and fulfill the job transparently and report back to HOD.

##### **Governance:**

The HOD will coordinate various activities like time tables, preparation of lesson plans, monitoring of lesson plans, conduction of class work and laboratory work, development of labs, departmental library, extracurricular activities, professional bodies, R & D, Student discipline, Student attendance, Counseling. Academic plan for each semester to be prepared and submitted to the principal's action at the start of academic year.

##### **Purchase:**

HOD is responsible to obtain quotations, for developmental / lab equipment, make comparative statement and submit the same to the purchase committee.

##### **Budget:**

Operational, Maintenance and Development budgets of the department are prepared by the HODs at the departmental level and the Principal shall prepare these budgets at the Institute level for presenting it to the management.

#### **I.2.E Involvement of faculty:**

Departmental faculty and various faculty in-charges for laboratories in their meetings will discuss and finalize the budgetary requirements for operational, maintenance and development budgets and submit to the HOD and he shall forward the same to the Principal. The Principal will consolidate and also include in the central budget along with other units and offices and form the total budget requirement and submit for the management approval.

The department Academic Committee (DAC) wherein senior faculty members, HOD and external experts, will review all the labs and facilities, syllabus, project works extensively and submit a report with suggestions for further development. This report should be reviewed in the department faculty meeting Department Academic Committee (DAC) will forward this to



the College Development Committee (CDC). This will be forwarded to the board of governors for consideration.

Apart from the above, all faculty meeting is held with Secretary and Correspondent, Principal twice a year and the faculty suggestions are collected. Minutes are recorded.

**I.2.F. Efficiency:**

Performance and up Keep: Every record of students, faculty and staff shall be meticulously maintained. Any information should be in a position to be retrieved immediately. The Financial, Human, Capital and Physical resources available at the disposal of college should be optimally utilized.

**I.2.G. Pay Revision / Increment Implementation :**

Pay revision and increment implementation for all regular staff is as per College service rules and regulations.

**I.2.H Audit:** a. In each department, All the equipment, departmental library books should be audited (Stock verified) every year once in the odd semester by the internal faculty of the other departments and once a year in the even semester by the outside auditors.

b. Stock checking in the library should be done once a year

*All the stock verification/audit reports must be submitted to the Principal indicating the full status on Loss of equipment/books etc., Excess equipment/books fund, status of loan slips for receipts and issues etc.,*

## Financial and Physical Resources:

**II. 1. Financial Resources:** Financial resources of the College are basically the Income through tuition fee

paid by the students, donations and grants from society or external bodies.

### II.1.A. Capital Resources:

**Adequacy :** The capital resources should be adequate to meet the requirements of operational, maintenance and development budgets.

**II.1.B. Development Resources and Budget:** All items that are to be capitalized are to be included in this budget. The following items are to be included.

S.No.	Department expenditure on	Institution expenditure on
1.	Equipment	All central facilities like LAN,
2.	Library books	Seminar halls
3.	Journals	Play grounds
4.	Furniture (Department)	Furniture
5.	Subscriptions	Vehicles
6.	Increase in intake of existing courses	Audio visual facilities
7.	Audio visual facilities	Internet
		Reprographic facilities
		Water coolers and Aqua guards
		Expenditure on new courses
		Buildings & Land development
		Canteen, Library Books
		Miscellaneous expenses.

Budget on the above lines should be maintained for the last two years, current year and for coming year with the above breakup and also financial statements tallied and filed. The department should submit operational budget, maintenance budget and development budget by March every calendar year for the coming academic year.

Institution to maintain Central Stock Ledger in the central store containing all the equipments along with their locations. However, Departments must have the stock ledgers corresponding to the equipments, consumables and furniture of their department.

**II.1.C. Operational Budget:** All expenditure recurring in nature and consumables are to be included in the operational budget. The items to be included in operational budget of department and the institution are:

S.No.	Department	Institution
1.	Departmental and Lab consumables	Establishment charges (Salaries etc.)
2.	Department workshops and symposiums	Electricity and Telephone bills
3.	Industrial, visits and tours and TA/DA	Taxes and Interests
4.	Postage	Internet charges
5.	Guest lectures	News papers and Magazines
6.	Affiliation fees	Play grounds and PED consumables
7.	Inspection expenditure	College day celebrations
8.	Expenditure on continuing education	Incentives and Travel,
9.	Departmental Celebrations	Postage & Office Consumables
10.	Office consumables	News letter, College Magazines

**II.1.D. Maintenance Budget:** This is for the up keep of the department and institution separately. Department will also maintain expenditure details. The following expenditure is to form part of this budget:

**Department Level**

Equipment repair / maintenance  
Furniture repair / maintenance  
Modernization/alteration of labs (civil works)

**Institute Level**

General equipment repairs  
Building repairs and maintenance  
Transport and Vehicle maintenance  
Generators and electrical maintenance  
Books maintenance  
Canteen equipment maintenance  
Garden maintenance

**II.2.A. Land: 10.39** Acres has been ear marked for ASIST

**II.2.B. Buildings:** Space shall be provided up to the desirable level in the norms. Record should be maintained at college level considering all the central facilities like stores, guest house, canteen, Post Box, seminar hall, library, dispensary, central stores, cooperatives stores, power rooms, examination section, toilets, open air stadium, boys common areas, girls common areas, area for reprographic facilities, student amenities Center (indoor games, NSS etc). **Principal must have the total campus layout and also displayed at a central place.**

Buildings for departments, classrooms, tutorial rooms, departmental library, departmental staff room, HOD room, office, toilets, departmental seminar halls, reprographic area, stores should be as per norms except faculty rooms which are given at the rate of not less than five square meters per person.

**II.2.C. Hostels :** The management shall initiate steps to construct two hostels, one for boys and other for girls with the following facilities.

1. **Space :** Plans with layouts are to be filed giving details of the rooms, dining halls, play fields, kitchen, parking area, office, compound walls, mentioning the total area including common area.
2. **Facilities:** Protected drinking water, kitchen, dining halls, newspapers, telephones, toilets and bathrooms should be maintained as per norms. Every student in the hostel should be provided with a cot, study table, chair and a rack. One fan and one light are also to be provided in each room.
3. **Amenities:** Common rooms, playrooms like TT room, rooms for small indoor games, local computer center, TV room, newspaper, generator are to be provided.
4. After construction of full-fledged hostel, Hostel committee may be formed.
5. **Hostel Committee is responsible for ensuring all the facilities in hostels.**

**II.2.D. Support Services:** Maintenance of support services like water, electricity and communication are supervised by the administration. Additional facilities required will be provided by the management.

**Department Level:** 1. Departments should also ensure that adequate potable drinking water facility is available for students, faculty and staff at all working times.

2. Departments should also ensure that proper communication arrangements are made between various laboratories, HOD, Principal and central facilities with intercom. All internal correspondence should be LAN/Computer based.
3. Existing facilities are to be strengthened.

**Institution Level:**

**Water:** Required number of water coolers with aqua guards are to be provided to supply drinking water to all staff and students.

**Electricity:**

1. HT supply is provided to the campus and different blocks in the institution are connected through Underground LT cables.
2. Perfect electrical wiring in all classrooms / labs should always be ensured.
3. No open wire should be allowed.
4. Adequate lighting should be ensured in all classrooms and laboratories to run the college even during night times. Lighting in General corridors, roads and in all central facilities like seminar halls, indoor stadiums etc. is to be ensured in working condition.
5. In addition to maintaining the existing 125 KV diesel generator set, it is desirable to acquire 1.25 KV Motor Generator set to improve the reliability as the college has to conduct on-line examinations. Systems are to be modified with automatic switch over facility. Log books for operation of generator with consumption particulars are to be maintained and recorded on monthly basis.

**Safety:**

1. Every department is to be equipped with proper firefighting equipment in all the laboratories and common areas and also central facilities like Seminar halls, libraries and canteen.
2. Safety measures with charts are to be displayed in all laboratories.
3. Departments are to ensure that all buildings, staircases, corridors, common areas are protected with railing / parapet walls.
4. All electrical machinery / mechanical department equipment must be provided with proper safety guards / Welded mesh guards.
5. All the equipment in all the laboratories is to be grounded with proper and perfect earthing system.
6. Lightning arrestors should be fixed in all the buildings as per norms.
7. All students before entering the labs are to tuck-in and wear shoes. Dress code should be implemented.
8. All doors leading to terrace in all buildings must be locked and keys preserved with maintenance department.

**Other Resources:** Every department should have adequate office equipment to function effectively.

**A. Office Equipment :**

**1. Nature:** Nature of total equipment available in the offices is listed below.

**Department:**

- a. Two PCs with Word Processor
- b. One PC with LAN
- c. One Photo Copier
- d. One Laser Printer
- e. One Digital Camera
- f. One Telephone

**Institution:**

- a. One high speed photo copier and network printer
- b. One FAX machine and a digital scanner
- c. One book binding, cutting, stitching machine (Library)
- d. One P.A. System with audio cassette recorder
- e. Central Printing facilities (on payment basis in the library) (HOD to indent for use of these facilities.)

**2. Condition:** all the equipment in the department/Institute should be 100% up all the times. The renewals of maintenance contracts, warranties and guarantees if any, are to be ensured.

**3. Availability:** User logbook and consumables record are to be maintained for equipment in the department office.

**4. Adequacy:** HOD should submit a report on Adequacy and need for any new requirements with justification. Details of utilization should be submitted once in a year.

**II.3. B. Canteen:** The seating capacity of the present canteen is to be enhanced. Separate Dining facility is to be provided for day scholars.

**Facilities:** Water facilities

- I.** Cold water with aqua guards for drinking
- II.** Water for cleaning and washing
- III.** Adequate lighting and fans are to be provided.

**Availability :** The canteen should be kept open from 7.30 a.m. to 5. 30 p.m. on all working days. On Sundays, Holidays and whenever the computer centers and libraries are open, canteen should be kept open and snacks, coffee and tea should be made available. Cooking should be done by only using gas, or electric ovens.

All the used plates and dishes after removing the leftovers should be washed with cold water with detergents, cleaned with cold water and dipped in hot water and dried with cloth /dryer. Floor area and table tops should be cleaned minimum twice a day with phenol mixed water.

Minimum of two Fly / insect catchers should be provided in the canteen at the items supply points.

Canteen committee must meet once in a month and minutes recorded.

### **II.3.C Transport:**

**Availability:** Busses are provided from all stay of places. Transport facility should be given for the students and faculty who use college facilities like sports, computer laboratory and library or conduct their developmental work.. Only pass holders can utilize this facility. Every bus should be fitted with first-aid kit.

Light transport vehicles are available on all 365 days for emergency purpose like students health – day scholars and hostellers, for faculty, guest lecturers, seminars, committees, university emergency work and any other work assigned by the Principal.

#### **Industrial visits:**

Free transport facility should be made available for one day local (within district) industrial visit on prior request letter from the department.

For local Trips and tours free transport facility will be made available for student / faculty. Whenever students want to go on this kind of trip, faculty should accompany them.

Any route permissions that are required as per statutory requirement are to be strictly adhered to. Prior route permissions and payment of all taxes should be as per law. For all the transport vehicles of the college and all the statutory requirements like vehicle inspection, travel licenses, vehicle comprehensive insurance, brake certificate are mandatory and no vehicle should run without any of these in force. The transport in charge is responsible for maintaining the above. All the staff of transport must wear uniform when on duty. Staff are provided with uniforms.

### **II.3.D. Medical Facilities:**

#### **Availability:**

Dispensary in the campus has facilities like first aid kit, blood pressure equipment, thermometer, stethoscope, patient examination table with cot for checking primary health.

All the minimum primary medicines / injections for emergency are made available in the dispensary on payment basis. All the departments have first aid kits in their office and in workshop.

**Ladies amenities:** The ladies waiting hall is equipped with a cot for emergency use. Sanitary napkins and pain killer tablets shall be maintained with a lady staff member of the concerned department on chargeable / replaceable basis.

One doctor on part time basis visits at least on every alternate day – one hour for boys and one hour for girls. Tie up are arranged with a full-fledged hospital for admission on emergency cases. College shall Tie up with one local physician in the city for immediate diagnosis, treatment of the problem.

**Adequacy:** Usage Log Book: A committee is to be formed to monitor, observe and recommend the medical facility to be made available in the college and make arrangements from time to time for purchase of medicines required. One clerk / lab assistant from chemistry / biotech departments is to be deputed on part time basis to look after this facility and maintaining the medicines and log registers.

**Staff Welfare:** Medical Facilities to faculty and staff: Medclaim Insurance Policy shall be arranged for the permanent faculty and staff of the college as per the service rules and regulations, covering the spouse and two children or two dependent parents and up to an amount of **Rs.1.5 lacs**.

## **I. HUMAN RESOURCES : FACULTY & STAFF**

The College will maintain a minimum staff, student ratio of 1:15 at all times for UG Courses and 1:12 for PG Courses. A minimum of one Professor with Ph.D. and three Associate Professors must be maintained at all times by every department. All the four should preferably specialized in four different major areas of specialization. The balance of the staff should be Assistant Professors and of them should be postgraduates. The above policy is for a department with an intake of sixty students. The staff strength should be doubled for a department with an intake of 120 students. A minimum of one Professor and one Associate Professor is a must for PG courses and the rest can be Assistant professors. Institution is strictly maintained faculty cadre ratio is 1:2:6.

Each department should also take into account the strength of I year students on its rolls and calculate the requirement of faculty as per the statutory norms.

However, in the departments like CSE,ECE,EEE etc., where more number of courses are handled by other departmental/Discipline faculty this ratio is maintained to a level sufficient to handle all the activities prescribed in the policy document.

Faculty/Staff Personal data: When an employee joins the College, a personal file shall be opened containing:

1. His application and Appointment Orders, Joining report, agreements etc..
2. His Academic certificates, selection committee minutes, etc..

These will be maintained by the college.

### **III.1. Faculty:**

**III.1.A Numbers:** The faculty, students ratio to be maintained for UG program is 1:15 and for PG program is

1:12, Faculty ratio to be maintained is (Professor: Asso. Professor: Asst. Professor) = 1:2:6. However one Professor with Ph.D. in each department is a must for UG courses and for a double department 2 Professors with Ph.D. are a must. For PG program one Professor, one Asso. Professor and two Asst. Professors are a must. The total number of Faculty for individual subjects like Applied Sciences, Maths, Humanities and English will be taken as one identity for calculation of Professors, Asso. Professors and Asst. Professors.

### **III.1.B. Qualifications: College Policy:**

- a. Professors - Ph.D. with 10 years experience in teaching / Research / Industry or Candidates from industry/R&D with M.Tech, with professional work done equivalent to Ph.D., with 10 years experience and with good publications reputed national and international journals.

- M.Tech. I class with 5 years Teaching / research Experience with good
- b. Asso. Professors track  
record with good publications in reputed national and international journals,
- c. Asst. Professors - M.Tech. candidates are normally.

### III.1.C. Recruitment Procedure:

Selection for permanent posts is made by the selection committee constituted as per Norms of the statutory bodies and the university. Open advertisement will be given for positions in two leading newspapers, one in English and the other in Telugu. Temporary vacancies at any level may be filled through college selection on as time bound term appointment / on contract basis through the selection committee comprising of Chairman, Correspondent, Principal, Director, HOD of concerned program and one senior faculty of the relevant program by giving an open advertisement in two leading newspapers one English and the other Telugu. Internal promotions are made basing on their performance, feedback reports, results and contribution to the Department / College development.

### III.1.D. Work Load:

The college shall run on all working days for 8 hours. Faculty should work for 48 clock hours a week out of which 16 clock hours should be teaching hours. Two Tutorial / Lab hours is counted as one teaching hour.

In the beginning of the semester the teacher will give his “Work Plan” and every month he will submit a work report in the standard proforma to the HOD who in turn will assess and write his comments and a record of this is to be maintained. The work plan of teacher shall ensure the utilization of the stipulated 40 hours per week in a most productive way with regard to the role, jobs and targets assigned to him by the Department / Institution. The work plan is to include all the work assigned to the staff in the form of teaching, Research Consultancy, Administration and any other work assigned. All the teachers shall be present in the Institution during the working hours unless engaged in official work outside.

Keeping abreast of new knowledge and skills help generate new knowledge and help dissemination of such knowledge through books publications seminars etc

- Self development through upgrading qualification, experience & professional activities.
- Research & Development Activities
- Preparing project proposals for funding in areas of R&D Work. Laboratory Development Modernization, Expansion etc.
- Administration both at Departmental & Institutional levels
- Development, administration and Management of Institutional facilities
- Monitoring and Evaluation of academic and research activities
- Participation in policy planning at the regional/National level for development of technical education
- Helping mobilization of resources for the institution. Develop, update and maintain MIS.
- Maintain accountability conduct performance appraisal. Extension Services.
- Interaction with Industry and Society .
- Participation in Community Services .
- Providing R&D support and consultancy services to industry and other user agencies.

And any other relevant work assigned by the Head of the Institution.



### III.1.E. Attitudes and Commitments:

Faculty should develop and implement innovative ideas in teaching and conducting laboratory work to improve upon the students learning process. This in turn projects the positive attitude of the teacher towards positive development of the college. This should be recorded.

**Conducting or participating or supporting or instigating others directly or indirectly any religion/ caste/racial/tribe/sex based activities, or discrimination or instigating such an attitude directly or indirectly on the basis of an religion/caste/racial/tribe/sex is strictly prohibited on the part of any employee either in the college premises or else where. Using camera cell phones on the campus in strictly prohibited. Faculty found guilty can be terminated from services of the college.**

The confidential report on any staff member on attitude and commitment towards the work allotted should be measured on the following parameters.

1. Punctuality
2. Sticking to the Teaching Schedule / Lesson Plan
3. Effectiveness of Teaching
4. Conducting of Laboratory Experiments with commitment.
5. Participating in their allotted administrative tasks.
6. Attitude towards the additional works allotted in the department i.e. additional duties like examinations, load adjustments etc.
7. Evaluation of papers : a b c d (twice in a semester)
  - a. – Normal
  - b. – Harsh
  - c. – Lenient
  - d. – Very harsh / Very Lenient
8. Effort to grow professionally
9. Use of Teaching Aids
10. R & D – submit copy of the work done to Incharge R & D for evaluation and allotting marks.
11. Confidential reports of teaching and supporting staff are to be collected from HODs every year.

Confidential report of HODs is to be completed by head of the institution. Non satisfactory performance of the staff member should be communicated to the concerned staff member. Staff members with poor rating are to be counseled.

On the above points a grading of A, B, C, D is given and signature of the staff member is taken once in a month allowing him to write his comments/grievances. If any staff member has any grievances, he can approach the Principal.

### III.1.F Faculty Development:

Subject to the College service rules and regulations and guide lines issued by the board from time to time, the faculty development programs shall be initiated by the college. All sanctions require prior approval. However the general guide lines shall be:

1. **Q.I.P.**
  - a. permanent staff should be sent for short-term course/training and development programs every year during vacation / Free time.
  - b. permanent staff should be sent for workshop / seminar / symposium. Record of brochures, correspondence, material, application, copies of proceedings, certificates are to be filled.

- c. The Teaching staff should be sent for teacher training programs conducted by reputed organizations.
- I. Conference:** Staff members should be sponsored for attending relevant subject conferences and presentation of papers in each branch.
- II. Continuing Educations program :**
- i. Permanent teaching staff with good performance record of five years in college will be allowed to pursue Ph.D. without pay subject to adequacy of the staff position in the department.
  - ii. In the case of the candidates selected and undergoing PH.D. program in any I.I.T. and has put up 10 years service in the Institution they can be given half pay for a period of 3 years provided they submit a bond to work for five years in the institution after completion of their Ph.D. program. They will not be paid any salary if the faculty is in receipt of any type of scholarship.
  - iii. Candidates desirous of under-going part time Ph.D. program will be permitted.
  - iv. On Unsatisfactory – performance at any stage, Faculty on leave can be recalled by the college.
  - v. Permanent staff only will be considered for up-gradation of qualifications/skill etc.. All the service rules and regulations of the college shall be applicable to all such cases. College reserves the right to impose further restrictions from time to time.
  - vi. He/ She should give an assurance that after acquiring higher qualification or getting trained for any specialization, will serve the college for minimum period of two years in case of M.Tech and three years in case of Ph.D.
  - vii. He should have a proven record in the college in terms of Good class room teaching, research activity and exhibit such an up-gradation can be pursued by him/her successfully.
  - viii. College can sponsor candidates for any up-gradation program subject to the availability of faculty for conducting the normal activities of the college and the applicant can be sanctioned leave.
- 2. Professional Societies:** Faculty will be encouraged to become members of the professional bodies like IE(I), IETE, IEEE, ISTE , etc depending upon their professional areas of interest. Every teacher should become a Member of his concerned societies..
- 3. Industrial Exposure to the Faculty:** encouraging faculty for participation of Industrial Training.
- 4. Professional Support:** All the record containing the particulars of various staff members sent for various programs like conferences, seminars, industrial training, higher education, Q.I.P. etc. should be consolidated with all the relevant papers and filed. The amount of expenditure involved in each case should be mentioned and a consolidated statement of expenditure should be made available.
- 5. In house Training:** In house training for all faculties shall be provided in two ways.
- a. **Teachers Training Programs :** These will be conducted by senior faculty / external experts in the emerging areas, new subjects, modern/specialized equipment and their use, teaching workshops for improving the class room performance of the lecturers, etc.

- b. Personality Development:** Faculty shall attend these classes regularly and will be aimed towards improvement of communication skills, personality development and class room performance. The management can utilize the services of outside experts to impart training.
- c. Faculty Orientation Lectures:** All the Faculty by turn, shall deliver orientation lectures on a topic of their interest in the departmental faculty seminar hall once every week. It is mandatory that all the faculty members must attend the above.
- d. Inter Departmental Orientation Visits :** All the department faculty, once in semester, must visit other and related departments in order to acquaint themselves as to what facilities exist and can be used for working either common or interdisciplinary areas.

### **III.1.G. Performance Appraisal:**

- 1) **System:** Performance Appraisal of the faculty is carried out once in a semester. This is based on Quality of Teaching, Performance in Administrative Assignments consultancy and his interest in Research work. The feedback received from student assessed by the Principal and the results achieved by the students in the University exams of the subjects taught are given due weight age in the assessment of a Faculty member. Individual Faculty member will be appraised of their strong / weak points by the HOD / Principal at the end of the semester in writing.
- 2) **Effectiveness, Follow-up Action:** Based on the performance appraisal report and appreciation letter should be issued to the concerned teacher once in a semester if his performance is good during that semester. Teachers whose performance is not up to the mark are counseled, memos and letters issued. Rewarding or counseling is done basing on the average of the two semester performance reports. If a permanent teacher's performance report is poor for four consecutive semesters, he will be recommended for retrenchment. For ad hoc and temporary staff and also for probationers, they will be counseled and warned for the first time, and they may be terminated if their performance is found to be poor consecutively second time. The HOD will submit the feedback after the stipulated period about the consequences of the memos issued.
- 3) **Recommendations / Initiatives:** Best Teachers in each department are selected based on student feedback, results, percentage marks, HODs recommendation, Research work and attitude. Appropriate pointed weightage in form of marks will be awarded for all these points and the faculty who scores more than 90 marks will be awarded with best Teacher award + cash prize of Rs. 10,000/-. The faculty who gets more than or equal to 85 marks and less than 90 will be awarded with best Teacher award + cash prize of Rs.5000/-.

The above awards will be awarded semester wise for II, III & IV year and Yearly for I year.

A Central committee will be formed to evaluate individual performance appraisal and decide upon best teachers. HOD's will complete the concerned forms and submit to principal.

Each faculty member has to submit self appraisal every Fortnight. The performance and achievements will be given due weightage as per the appraisal form by the

concerned HOD and it will be submitted to the principal.

- 4) Student Feedback: Feedback is taken on printed feedback forms from the students student identity is not shown on the form. Students will give feedback of each subject teacher. Then feedback analysis is done and analysis report will be shown to the teachers and acknowledgement of the teacher concerned is taken on the report and a copy of it is filled in his personal file. This feedback is conducted centrally by the principal through the teachers not connected with the department in any way twice in every semester. In the feedback form, student will give grades of A, B, C, D for each subject teacher. A for Excellent, B for Good, C for Satisfactory and D for Poor.

## **III.2. SUPPORTING STAFF**

### **III.2.A. Numbers:**

a. Each Department shall have the following staff.

1. Office Assistant - 1  
Minimum 1 and depending on the need one more
2. Attenders - will be sanctioned
3. Lab Technician / Programmer - 1 for every lab  
Where ever they are running extra hours i.e.  
- from 7.30 A.M. to 7.30 P.M., two additional  
programmers will be given
4. For Computer Centers  
i) for regular timings - 4  
ii) for extra timings - 2
- b. Maintenance Staff - 3 Computer Maintenance  
4 Other Maintenance [Electrical, plumbing,  
Welding, fitting]  
9 [Electrical, tin smithy, Welding carpentry,  
Turning& Milling, Foundry, Fitting (2)]  
Administrative Officer, Cashier, Scholarships
- c. Workshop {One for each trade} - Clerk,  
Reprographics Assistant, Receptionist Office
- d. Principal's Office - Librarian, Asst. Librarians. one Attenders.  
Physical director, Two Sports Asst. (Maintenance  
and cleaning of courts on contracts)
- e. Library -
- f. Physical Education  
Maintenance Department (as  
g required)
- h construction Dept. (As required)

### **III.2.B. Qualification and Skills:**

1. Lab Technicians - 3 year Diploma with First Class
2. Programmers - 3 year Diploma with First Class or MCA or Diploma  
in Computer Application
3. System analyst - B.Tech. with seven years experience in system  
administration
4. Various trades in workshop - ITI with 4 years experience
5. Office Assistant - Degree with computer knowledge
6. Administrative Officer - Degree with minimum 10 years administrative  
Experience.

- |                       |  |
|-----------------------|--|
| 7. College Librarian  | - First class in Masters Degree in Library Science with 10 years of experience with good knowledge of running computerized library                                   |
| 8. Asst. Librarian    | M. Lib. Sc.  |
| 9. Library Assistants | B. Lib. Sc.  |
| 10. Physical Director | - First class in Masters Degree in Physical Education with 10 years of experience<br>Record of having represented the university National / University Championships |

**III.2.C Recruitment Procedure:** An advertisement is to be issued in one local leading newspaper of Telugu. Written test and skill test should be conducted for the candidates called for interview, after that personal interview is conducted by the college selection committee.

Constitution of Selection Committee: Principal  
HOD  
Subject Experts in the concerned subject  
Senior Professor of the Department.

Role of HOD: the Head of each department will initially identify the requirement of supporting personnel and forward the list to the Administrative Office through the Principal. He will scrutinize applications of the candidates received and shortlist the same. He is responsible for conducting skill test. When the candidate reports for the duty in his department he has the liberty to employ him in any of the labs or place of his choice and assign him the duties. He also recommends him for deputing for up-grading courses, workshops and industrial training.

**III.2.D. Attitudes and Involvement:** Individual files will be maintained for all the supporting staff. All supporting staff members will maintain a work diary to include all day-to-day work in the department. The extract of the diary will be scrutinized by the HOD. A report on the following parameters will be completed and filed in respect of all the supporting staff.

1. Punctuality
2. Behavior with students / staff
3. Upkeep of the equipment in the particular laboratory
4. Additional works assigned to him
5. Whether all the safety measures are followed or not
6. Contribution to lab development
7. Contribution to the development of Department/Institution
8. Skill level and urge to learn (confidential) (Semester)
9. Workload details

Supporting staff will be assessed in the following parameters

- |  |   |     |
|--|---|-----|
| 1. Punctuality                                     | - | 10% |
| 2. behavior with students / staff                  | - | 10% |
| 3. Disposal of works assigned                      | - | 25% |
| 4. Disposal of additional works assigned           | - | 15% |
| 5. Confidential report of HOD / Higher Authorities | - | 25% |
| 6. Skill Level                                     | - | 15% |

**Discipline: Conducting or participating or supporting or instigating others directly or indirectly**

*in any religion/caste /racial/tribe/sex based activities. Or discrimination or instigate such an attitude directly or indirectly on the basis of any religion/caste/racial/tribe/sex is strictly prohibited on the part of any employee either in the college premises or anywhere else. Staff found guilty can be terminated from the services of the college.*

*Using of camera cell phones is prohibited on the campus.*

**III.2.E. Skill Up-gradation:** Subject to the College rules and regulations and guide lines issued by board these programs can be taken up with prior permission. General guide line are given below.

1. Minimum period of one week internal training by the Senior Faculty per semester.

**Based on the above factors, HOD shall fill a performance appraisal for each of the supporting staff under his control and will be preserved in the personal files.**

- 1) **Effectiveness and Follow-up Action:** Performance Appraisal is done once in a year and the appraisal sheet is to be counter signed and the same is filed in the individual files maintained. If the performance of the ad hoc, temporary and probationary staff is found poor for two consecutive semesters his appointment will be terminated. For permanent staff is the performance is found to be poor for four consecutive semesters he will be recommended for termination.

**Commendation / Initiative: Basing on the performance appraisal report of the both semesters in a year Best Supporting Staff from each department is selected and awarded on the college Day Celebrations.**

**III.2.G. Roles and responsibilities of the staff:**

**a. Laboratory Assistants :** the laboratory assistants are responsible for

- (i) Up keep of all equipment/experimental set ups for 100% in working condition
- (ii) Maintaining the inventory of equipment and consumables
- (iii) Stock verification and accountability to stock
- (iv) Issue of consumables to students for experimenting
- (v) Physical cleanliness of the Laboratory
- (vi) Complying with the work assigned by Faculty in charge
- (vii) Helping students while experimenting
- (viii) Collection/Distribution of Laboratory records for faculty
- (ix) Helping the Faculty in preparing the Lab requirements for Budget approval
- (x) Reporting the breakages
- (xi) Setting up and checking the health of each equipment before the session
- (xii) Health of all furniture and fixtures
- (xiii) For getting all the experimental setups, furniture, floor, removing cob webs, with the help of Contract Sweepers, Attenders.

**b. Data Entry Operators / Clerks / Steno cum Clerks**

Data Entry Operators / clerks are normally given a set of tasks to be attended by them. Hence they are responsible for

1. Maintaining registers/files including filling all necessary papers,
2. Drafting all communications in this regard, Photo copying

3. Interface with the Offices involved like exam section.
4. interfacing with students and receive/make payments through cheques and cash.
5. preparation of bills/vouchers for receiving/paying money in case of scholarships
6. In case of departmental clerks, entering the data for automation, helping the HOD in maintaining the records,
7. Handling Dak of the office both inward and outward and maintain Dak registers
8. Maintaining the Payments through registers of the department,
9. Maintaining Office stock of equipment/Consumables, Stock ledgers and audit,
10. Circulation/Display of notices in notice Boards,
11. Maintaining the Attendance registers, Office stationary, issues and receipts,
12. Over all control on office attenders and Local purchase if any,
13. Organizing for meetings, Taking dictations, typing, etc.
14. Any other work deemed fit in running the office.
15. Up keep and maintaining of the Computer System and interfacing with the System engineer for maintenance,
16. Maintenance of printers, stationary, ribbons, etc..
17. Preparation of Documents for meetings, Typing minutes etc..

### **c. Attenders/Helpers**

- a. All activities like opening / locking the rooms, cleaning tables, file racks, Cup boards, furniture and fixtures, filling drinking water, etc.
- b. Serving water, refreshments delivering dak/notices/circulars, carrying files, etc..
- c. Carrying luggage, helping in shifting furniture etc;
- d. Attenders shall also supply consumables, help in setting up equipment or any duty assigned by the Lab in charge/HOD
- e. Attenders must rearrange stacks, stacking books in the respective places, Dusting Books and racks,
- f. Attenders must clean all computer accessories, etc. Computer tables etc.. helping systems maintenance engineer in carrying equipment etc..
- g. Opening class rooms, Laboratories, etc. windows ten minutes before the scheduled time of class work,
- h. Closing class rooms and windows, after getting the floor, tables, black board etc. cleaned by the contract sweepers after the class work is over,
- i. Report to the HOD – first in the morning when they arrive in the college 15 minutes before the class work scheduled time and then report to the place of work,
- j. Open all Faculty rooms and the windows, clean the faculty tables, arrange fresh drinking water, cleaning of computers in the office, faculty rooms, all other relevant work, etc..
- k. Report to the HOD – after completing all the tasks by 5.00 PM and attend to the work assigned by him for central / College works,
- l. Depart from the college with the permission of the HOD
- m. Supervising work and signing the work cards issued to the contract sweepers.
- n. His/or her work place is defined by the HOD from time to time.

### **d. Library Assistants:** They are responsible for :

- II. Manage issues and return of books and enter the date in the computers,
- III. Accession and updating the computer data,
- IV. Manage the Central Reprography Services, providing services, collecting payments,

- issue of receipts, depositing the collected amounts, maintaining the stock of spares like, toners, ribbons, stationary etc.. maintain consumable ledgers,
- V. Contact and interfacing with the maintenance/Service personnel,
  - VI. Up keep of all equipment in the library as assigned by the College librarian,
  - VII. Stock verification and audit of books every year,
  - VIII. Reporting all damages of books by Students, faculty/staff,
  - IX. Issue and renewal of library cards, collecting fines,
  - X. Managing all the computerized operations of the Library.
- e. Contract Sweepers :** The roles and responsibilities of the contract sweepers are
- I. Cleaning the floor of class rooms, Laboratories, staff rooms, corridors, Seminar halls, utility areas, common rooms, etc..
  - II. Cleaning of vessels, glassware, water jugs in staff rooms daily once in the morning,
  - III. Removing Cob Webs in all rooms, corridors, halls, etc..
  - IV. Clean the areas around facilities like water coolers etc..
  - V. Work and get signed by the attenders on the work cards daily,
  - VI. Any other work assigned from time to time in cleaning,
- f. Contract Scavengers:** They must clean all the toilets twice a day and get their work book signed by the in charge to which they are assigned.



## IV HUMAN RESOURCES – STUDENTS:

### IV.1.A. Policy of admission – Central / Institutional to be maintained by the Principal’s office only

1. Capacity, Intake, Highest / Lowest Ranks admitted, Local / Outstation students, Hostel / Day Scholar.
2. Latest AICTE approval letters
3. State Govt. orders for establishment of College
4. Govt. orders – EAMCET Admissions
5. Govt. orders – Management quota.
6. University Affiliation Orders

### IV.1.B. Admission Criteria:

As per A.P. State Govt. 70% of seats to be filled by the Convener EAMCET and the remaining 30% by Management on open merit and first come first served basis. All records to be with Principal’s Office only.

1. Admission Register
2. Students Admitted through EAMCET:
  - a. Certified copy from the EAMCET Convener for 70% of the admissions.
  - b. Copy from the Administrative Office for the balance 30% of the admissions
  - c. Concerned G.O. copy for 70% & 30% admissions
  - d. Under policy of reservation & details of students admitted, OC / SC/ST/OBC.

### IV.1.C. Admission policy for lateral entry:

To be kept with Principal’s Office only.

1. G.O. on lateral entry
2. Certified copy of list of students given by the Convener

### IV.1.D. Academic Results:

University results shall be analyzed subject wise and follow up action on subjects with high failure rates will be initiated for improving upon the following:

- a. Poor performance of the teacher
- b. Poor comprehension by students
- c. Paper setting too difficult or the subject is a difficult one.

Eligible students are to be identified and recommended for awards as per college policy.

All student performances are analyzed and computerized and slow learners are to be called and counseled.

### IV.1.E. Performance in Competitive Examinations:

A printed pro-forma containing information regarding GATE, GRE, TOEFL scores and e-mail addresses to be obtained from all final year students. A copy of hall ticket should be obtained and recorded. Separate records should be maintained for GATE, GRE & TOEFL and other competitive examinations.

**IV.1.F. Admission to PG Courses:** List of students who have secured admission in P.G. Courses in India / Abroad with some kind of proof should always be obtained and efforts to obtain all the previous data should be initiated

Immediately passed out students	100%
Students passed out 1 year back	90%
Student passed out 2 years back	80%
Student passed out 3 years back	70% and so on t minimum of 50%

#### **IV.1.G. Employment of graduating students during last year**

The details of the employment are to be given as per the following format.

<b>Sl. No.</b>	<b>Branch</b>	<b>No. of students Passed / Graduated</b>	<b>Number Employed</b>	<b>Campus Interviewed Jobs</b>
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Information regarding employment of graduated students should be obtained with proof. Targets are, for current year 100%, immediate preceding year 90%, next preceding year 80% and so on till to a minimum of 50%

#### **IV.1.H. Employers Feedback:**

Feedback of a minimum of five students from their employers should be obtained by each department for further use and improvement and filed. Efforts should be made to obtain maximum number of feedbacks from various employers. Feedback received should be treated at par with the recommendations of the Department Committee and suitable follow up action should be taken.

#### **IV.1.J. General Conduct of the students:**

Student's primary and sole objective shall be to pursue his / her program of studies, develop professionally, enhance their career, opportunities, participate in permitted extra and co curricular activities and emerge as well trained professional. Conduct rules apply to all students and they must observe at all times and at all places and does not get limited to college premises only. The following are treated as misconduct.

- \* All students must be conversant with the academic regulations of JNTU. Ignorance of rules and regulations cannot be accepted as a reason for condonation of punishments.
- \* Ragging in any form (mild or severe) will attract penal punishments as per Govt. orders in addition to suspension from the College for one year.
- \* Organizing or participating in any activity based on caste, religion and/or community will be viewed seriously. Students indulging in such activities will be dismissed from the College. Those who contributed money for organizing such events shall be treated on par with those organizing such events.
- \* Organizing functions in the name of cinema stars, releasing advertisements or putting up banners in the name of cinema stars shall be considered as unethical practices. Students indulging in such activities will be dealt with severely.
- \* A fine of Rs. 200/- shall be imposed for dress code violation hereafter. The amount is to be paid in cash only. Until the fine is paid, the defaulters will not be allowed to attend classes. If a student violates the dress code for a second time, he will be suspended from the college for a period of one week.
- \* All students must wear college ID cards at all times while in the campus (including canteen and college buses). Defaulters will be fined Rs. 20/-. Fine amount is to be paid in cash only.
- \* Driving the vehicles in the campus is strictly prohibited.
- \* Students manhandling fellow students for any reason what so ever shall be suspended for one semester. Students are expected to report to the authorities of any provocative or offensive behavior.
- \* Causing damage to the furniture and equipment will be viewed seriously. The amount required for repair or replacement of damaged property shall be recovered from the concerned students.
- \* Copying in examination, falsifying or giving proxy attendance, writing examinations in proxy or any relevant matter deemed fit towards such shall be treated as gross

misconduct and is punishable as per norms in vague.

- \* All students and faculty should use proper names only in addressing others. Use of any family names or nickname is prohibited in the campus.

## **V.1. Teaching Learning Process:**

**V.1.A. 1) Syllabus:** Current and relevance: Updated standard university syllabus for each degree program is to be filed. Heads of the Departments are to maintain copies of latest syllabus as finalized by JNTU and earlier syllabus copies of last 5 years.

**2) Structure:** This College has no freedom to change the structure, since it is affiliated to JNTUK structure, scheme of valuation is to be strictly to be followed.

### **3) Additional topics beyond the syllabus:**

1. Additional experiments in all the laboratories to an extent of 25% may be conducted and recorded.
2. To show provision in the lesson plan for the extra topics, which are not in the syllabus to an extent of 10%. Extra topics taught other than the syllabus are also to be recorded as recommended by the Departmental Academic Committee.
3. Two special labs are to be developed in every department as per recommendation of DAC.
4. Recommendations of the experts from industry if any forwarded to the university and the copy should be filed. Topics recommended by the experts from the industry after consultation with the Departmental Academic Council are to be included in the lesson plans as extra topics.

**4) Electives:** At least two different electives for fourth year students from university syllabus must be offered and the signatures of the students to be obtained and record to be filed.

**5) Course File:** The course file should contain syllabus, date wise lesson plan, lecturer notes, transparencies, teaching aids used and tutorial sheets pertaining to that subject and attendance register.

Every Faculty should maintain this for each course. Extra topics covered (indicate boldly), internal examinations notice and syllabus for the exam. question papers, marks list and assignments papers are to be included in the file.

If any Faculty is leaving the college in the middle of a semester, such a course file and the current status of the course conduction should be handed over to the faculty who is taking over the particular course. Without this the outgoing staff member shall not be relieved.

All course files, at the end of each academic session should be handed over to the head of the department and they must be preserved for a period of three years compulsorily.

**6) Examination Papers:** All the university question papers, internal sessional question papers, assignment question papers including the answer sheets of sessional papers and few assignment papers are to be kept as a part of the course file.

**V. 1. B. Academic Calendar:** Academic Calendar is issued by the university in the beginning of the semester / academic year. It includes dates of opening of the colleges, examination schedule of internal and university examination, vacation, preparatory holidays and last day of working of the

colleges. The college academic council will review the university academic calendar and try to improve the working days wherever possible and the college calendar is prepared and distributed to the departments for adherence.

- 1) **Number of Instructional Days:** College should have more than 90 working days in each semester excluding the days of examinations. Each day shall have 7-8 periods of 50 minutes.
- 2) **Contact periods per week:** There should be a minimum of 36 contact periods (out of 48) in a week distributed as under, except in final year second semester. These should include the hours attended for extra labs (special) and extra topics to be covered in theory and tutorials as distributed below.

Theory	-	12 Hours
Tutorials	-	4 Hours
Lab	-	6 Hours

- 3) **Tutorials:** Tutorials should be conducted as per the syllabus and extra tutorials for one subject in each semester should be included.
- 4) **Laboratories:** All students should perform experiments based on syllabus as prescribed by JNTU. Two to three extra/advanced experiments to be conducted.

5) **Work Load:**

Theory	- 12 periods
Tutorials	- 4 periods
Lab work	- 6 periods
Technical Quizzes / Mock interviews / workshops/ Department Associations/Professional bodies, Technical discussions. Colloquia, Guest lectures, Library / Counseling, Language Lab, Career Counseling Seminars. Personality development, Weak student class.	- -20 periods

**I. Total - 42 Hours**

Adhere to University norms. Balance hours left, can be allotted to any subject depending upon requirement. They may be also used for Colloquia, seminars, discussions, language lab, workshops, counseling etc. Personality developments programs (PDP) should be conducted as shown above.

- 6) **Announcement Schedule:** Academic calendar is announced to the student in the first week of each semester and also displayed on the notice boards of each Department, Library and Exam Section.
- 7) **Time Tables:** Time tables for each class with all the schedules of class work laboratory work, projects, term papers and seminars, industrial visits and tours, personality and language development and career counseling classes, colloquia, language lab, mock interviews, professional bodies and departmental associations and any other work deemed fit, should be prepared well in advance and displayed in the notice boards right at the beginning of the semester / year.

Whenever such time tables are changed for inevitable reasons, the revised time table should be displayed and suitable notices / announcements must be issued.

- 8) **Implementation:** Teaching, examinations, vacations are strictly followed as per the academic calendar and no deviation of any sort is allowed.
- 9) **Special Training – Students:** In order to enhance the employability of the students the college shall:
- Procure specialized equipment for different laboratories to provide hands on experience to students.
  - Procure specialized software for simulation, emulation, design or testing etc.,
  - Get faculty trained on the use of such specialized facilities
  - Offer specialized training courses for students during their study at VIIT on chargeable basis

The departments are allowed to generate revenue by offering training to personal from industry and other organizations. These will run like approved professional training courses.

**V.1.C. Evaluation Procedures and Feedback:** Students are evaluated as given below:

- Procedures and evaluation shall be adhered to JNTUK norms as specified.**

## **II. A. Internal Evaluation & Project Evaluation should be adhered to JNTUK norms**

In addition, the project reports must be submitted observing the following

- Cover and first pages containing title, students name, guide's name, academic year, college name and logo.
- Certificate signed by the guide stating the work submitted is original and produced under his guidance (exactly as in the submission of thesis)
- Index, abstract
- Work carried out, results and conclusions

**II.B Procedure for Conducting Tests:** Internal tests are conducted as per the college academic calendar. The students are informed of the syllabus to be covered in the question paper and pattern of it.

**II. C Results Analysis:** Internal examination results are to be correlated and analyzed and weak students are to be identified and counseled and the marks of the students are to be graded as A, B & C

- |   |                    |
|---|--------------------|
| A | - above 60% marks  |
| B | - 50% to 60% Marks |
| C | - below 50% marks  |

B grade students are personally called and counseled. For C grade students, parents are also called and counseled. Extra classes will be conducted for these students.

#### **V.1. D. Laboratories, Workshops & Equipment:**

Building areas for all laboratories and classrooms should be to the extent of desirable levels of Norms. Classrooms to be given to departments in the ratio of 1:1 to the sections of the department and can use extra classrooms available as tutorial rooms. Each department will be provided with a staff seminar hall and a department library, store, office. HOD room and staff rooms. Each department should conduct one staff meeting in a month. One of the class rooms to be made as students' seminar hall with a capacity for 120 students with all the audio visual equipment available.

- 1) **Laboratory Equipment:** Every laboratory should be equipped with 100% equipment as per university syllabus and as per development council recommendations. Every department should develop special labs other than the ones mentioned in the curriculum by virtue of which job opportunities for the students will increase in many folds. Extra lab equipment is to be procured as suggested by department committee.
- 2) **Laboratory Facilities:** Laboratory ambiance & interior decoration should be developed and cleanliness should be maintained at all times. Good lighting and ventilation should be there in all laboratories. Required number of fans should be provided and safety measures should be maintained. Maintenance schedule of every equipment in the laboratory should be arrived at and displayed. The extra equipment that is available in the labs should be specifically highlighted. Flooring and roofing also should be in good condition. List of additional experiments should be displayed. Instruction manuals should be provided. The following facilities should be available in every laboratory.

- (1) Fire extinguisher
- (2) First aid kits
- (3) Staff tables
- (4) Tables, stools and cupboards
- (5) Students record writing table
- (6) Student storage racks
- (7) Fans
- (8) Enough lighting and ventilation
- (9) Drinking
- (10) Glass/ white board for the teacher

**List of all equipments available in each laboratory should be displayed properly**

- 3) **Maintenance & Utilization:** All the laboratories should be thoroughly cleaned and maintained for its ambience and for creating interest in working. All equipment available in the laboratory including electrical fittings should be in the working condition at all times. A report should be submitted to the maintenance staff when any of the equipment is out of working condition or repairable. The repair if any should be carried out at the earliest and the equipment should be put in working condition. All maintenance records should be filled in correctly. Minimum utilization of 70% should be shown in all the laboratories.
- 4) **Up-gradation:** The lab equipment is to be upgraded every year and 100% lab equipment should be provided as per the syllabus and extra lab equipment is to be in the latest and in the emerging areas of interest as suggested by the department committee

- 5) **Usage in other programs:** The details of the lab being used by other departments are to be recorded properly and the consumables expended on them are also to be recorded.
- 6) **Batch size of students in various labs for teacher allotment: 1 teacher per 30 students for Engineering Drawing Practice 1 teacher per 20 students.**

The safety of the students is to be given utmost importance while designing the lab layout. Layout should be designed so that there is good ambience for working and space for movement. Proper care should be taken while working with electrical equipment and there should be no loose wires hanging. Proper earthing should always be ensured to all the equipment working with electricity.

**7) Student load:**

All the internal and external examinations are to be conducted as per JNTU Norms.

Lab record is to be completed before coming to the next lab classes, teacher should sign on the observation sheet and the student should submit the record within a week days as per the instruction of the teacher. If there are any corrections regarding experiments proper guidance is to be given by the teacher.

Every lab should have glass board and seating arrangement to all the students. In computer labs white board will be arranged.

In each of the laboratory sessions, teachers should conduct a viva for each student.

All the viva voce examinations must be conducted at the place of experiment/ near computer terminal etc., if necessary the work details / code can be viewed by the faculty.

At the end of all experiments, formal viva should be conducted and marks awarded should be included as a part of internal marks.

**V.1. E. Computer Facilities:**

**Adequacy:** Sufficient systems available in entire college making it the ratio of student to computer less than 1:4. Each department is equipped with a computer center with relevant software. All the systems are with color monitors. The distribution of these systems among the departments is as given below.

**Maintenance & Utilization:**

- 1) **Maintenance:** All the computer centers in all the departments are to be treated as individual lab for the purpose of maintenance. Maintenance team consists of one Hardware Engineer, one System Engineer for entire college and one assistant for maintenance of every 150 systems. Downtime not more than 4% at a given time is permissible. Any repair required in the computers should be informed to the maintenance team in writing. They should give a complaint in a prescribed form and insist target time and if it is not completed in the target time they should bring to the notice of the Principal in writing.
- 2) **Utilization:** Minimum utilization of 70% should be achieved in all the departments.
- 3) **Availability:** as the college is planning to Construct Hostels for boys and girls, computer centers in the different department should be kept open during Sundays and Holidays. This will enable the students to utilize the computing facilities for their project work. In Future, all the computers in the college should be connected to the network.

- 4) **Licensed Software:** Every department must have licensed software as per the university syllabus and including this software's they must have two system software packages and two application packages. Details of all available software packages are to be displayed in the computer centers. The licensed software should be loaded by the central maintenance team only. All the original manuals are to be held by the systems engineer. Copy of the manual should be in the department and if required in the library. And also the college is a life member for oracle and college has a CASA Agreement with Microsoft India.

On all the licensed software at least two faculty members must be trained for 15 days minimum. This should be put as condition at the time of purchase only if it is agreed upon.

**No Pirated software must be used in any laboratory except open source. However maximum efforts must be made to use free domain software. Licensed network version of the software for five users should be procured and all the laboratory schedules must be organized to utilize all such packages in turns by rotation. At the time of purchase, educational concession should be availed.**

- 5) **Internet:** Presently the entire college is having internet connectivity of 12 MBPS. 15 systems from every department computer center is connected to the internet if the demand increases the bandwidth will be increased .

**Record of the load / traffic n internet during peak / slack hours should be maintained by the system engineer for upgradation purposes.**

- 6) **E-Mail:** Every staff member and student should have e-mail ID that is tested. HOD is to send the newsletter to the present students, staff and alumni of the department and a record maintained quarterly. All suggestions, queries received from alumni and students are to be replied immediately.

- 7) **LAN:** All systems in the campus are connected through LAN in Ethernet, CAT 5 UTF. It is planned the entire college and two hostels to be connected through 100 mbps backbone fiber optic cable . (This will be undertaken and completed in two years.)

- 8) **Multi server Labs:** Each departmental computer centers must provide on LAN the required numbers of servers like LINUX, windows, database, web servers, etc., for conducting all the necessary laboratories and also for practicing by the students and staff. Operational modalities must be worked out by the systems engineer as per the departmental schedules.

- 9) In each of the Computer laboratories, two or three systems can be kept as stand alone systems and will not be on the LAN. Students can be permitted to do free style experimentation with them.

- 10) In each Computer Lab, one printer will be provided. Students requesting for print outs will be given by the Lab-in-charge (only) and students must bring their own stationery. Log book should be maintained by the Lab in charge for the service provided.

- 11) In each department, students shall be provided 10 MB space on the Hard disk to preserve their backups of all works done periodically during projects etc.



### **V.1.F. Library:**

A Fully automated college library with an area of 585 sq.mts. in an independent block is functioning for 12 hours a day on all working days and 8 hours on Sundays and on holidays. However it should be kept open for 24 hours if a request is received from students giving 48 hours notice and the information of opening the library for 24 hours should be displayed in the library and central computer center (CSE). The library is having about **22723** volumes to include all types of latest versions of books.

#### **1. Adequacy of Books:**

It is to be ensured that the number of titles and volumes for each department should be 10% more than the AICTE norms.

#### **2. Journals:**

There should be minimum of 6 national and 6 international journals for each inter-connected branch of engineering and other branches of engineering efforts should be made to obtain the above number. Online journals to be subscribed through AICTE.

#### **3. Periodicals:**

Relevant periodicals available in engineering, general sciences, humanities and general in nature should be subscribed for

#### **4. Relevance:**

Each Department must request the library for buying books on emerging areas and similarly out of all the journals they should select areas for research, interdisciplinary activity and curriculum development. The same activity may be used for purchase of books also. The recommendations of faculty for purchase of books to be retained processed and filled.

Faculty is permitted to buy new books identified and the titles which are not available in the college library, to the tune of Rs.1000/- and the amount will be reimbursed.

The department must send the request for purchase of books on emerging areas periodically prescribed pro-forma, which will be processed by the library committee after which purchases will be made.

The detailed brochure for functioning / availability of books/ procedure to be followed in the library must be given to the students.

Software was developed by department of computer science and engineering for online enquires in the library.

#### **5) Reading Space:**

The area of the library should be 10% more than the norms. The seating space should be provided for at least 150 members in the main library and 10% of the intake in the department library. A discussion table is to be provided.

#### **6) Digital Library:**

Digital library with 15 systems. CD Server and Internet connectivity with an exclusive programmer is provided. All the original CDs and working copies should be maintained with the digital library.

#### **7) Status of Books Journals & Periodicals:**

The latest information on books / editions, volumes should be displayed by the librarian once in a month.

**8) Library Automation:**

Complete activities of the library i.e. cataloging receipt accession and issue to be automated. Usage information should be recorded on the daily basis.

**9) Subscription Details:**

Up to date record of various subscriptions for all journals, periodicals and news papers made by the library to be maintained.

**10) Catalogue:**

Catalogues are to be updated every month.

**11) Department Library:**

Latest books on the latest topics should be maintained in the department library. All handbooks and data books should be kept in the department library. Journals should be kept in the departmental library until the next copy is received. Books on Indian / International standards should be in the departmental library only, Details of abstracts of all the projects undertaken by the final year students should also be kept.

The following material will also be kept in the department library.

- i) E.T. Material / aids
- ii) Instructional materials
- iii) University examination question papers (Question Banks)
- iv) GATE, subject GRE question papers (Question Banks)
- v) Project reports both soft and hard copies including program code.
- vi) Abstracts of projects of final year students.

**V.1.G. Education Technology Facilities, Instructions, AIDs:**

Every classroom should be provided with an Over Head Projector (OHP). The following should be available in the department / Institution.

1. Audio Visual, Classroom / Seminar Room for 120 students - for every department with audio system, VCD 29" TV, OHP. LCD with Stabilizer and UPS (to be maintained by the department)
2. One OHP in every classroom. (to be maintained by Department)
3. Instructional Material: CDs for electives of the final year should be acquired & property utilized. (record to be maintained by department.)
4. Special lecturers for important subjects: CDs / Cassettes should be provided and demonstration should be given to the students. (to be maintained by department)
6. All the original CDs should be copied and the original CDs should be protected. The department should take responsibility to protect the original CDs. Responsibility of maintenance – department / library.
7. E-Classroom: All the computer centers should have flexibility / equipped to be used as E-classroom. Responsibility of Maintenance – department.
8. Once Central facility to be provided with one photographer, video camera and studio for recording video lecturers with editing facility as a central facility.
9. One seminar hall with 120 capacity and one seminar hall with 600 capacity is provided with audio visual facilities.
10. One language lab should be there with 60 terminals.
11. College provided Delnet and Internet facility with online transaction / journals in the central library. Responsibility of Maintenance – Library.
12. Digital Camera one for each department.  
List of all E.T. facilities available in the entire college will be maintained by the

administration. A booking register must be maintained for all central facilities like seminar hall etc., Log books must be maintained for each E.T. facility by the departments.

### **V.1.H Budget for Consumables.**

#### **Adequacy:**

The recurring expenditure can be taken under two heads. First laboratory consumables and the second miscellaneous consumables. All the consumable procured by the department or issued to the department must be correctly appropriated. Department should send out the requirement of the consumables in the beginning of the year keeping in view the requirement in each laboratory and other requirements. After sanction of the budget and issue of the consumables to the department from the central store these should be properly accounted in each lab and entered in the consumable stock register.

#### **Utilization Authority:**

The laboratory in-charge is responsible for correct accounting usage and expenditure of these expendables to the HOD.

#### **Usage of other programs:**

The expendables used for other programs in a particular lab should be correctly accounted and a record must be maintained.

All the scrap / used items / material must be recorded, accounted and disposed off. All Central lab maintenance committee only should dispose of all the scrap of various labs / workshops with prior approval. The amount received should be accounted for and record maintained. This is a measure of proof for running the laboratories / workshops.

There is no limit for the budget for consumables. The departments all will submit a equipment maintenance budget along with consumables budget by March 15<sup>th</sup> each calendar year for the following academic year. Before sending this budget requirement the department must send the following information.

<b>Last Year Purchases</b>	<b>Last Year Consumption</b>	<b>Annual requirement</b>	<b>Present stock level</b>	<b>Qty to be purchased</b>	<b>Remarks</b>
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### **V.1.I Implementation of Instructional Program:**

Medium of instruction of teaching shall be in English using Telugu is strictly unwarranted. This inculcates both reading and writing habits in English. All faculty must communicate to the students in English only and inculcate the students responding in English only; tendency to speak in Telugu must be arrested. In a similar manner, supply of study material in any course is also prohibited and students must be made to buy the textbooks. Students must be advised to solve all the exercises given at the end of each chapter in the textbooks.

Each undergraduate Program should embody general and specialized professional content of adequate breadth and depth, and should concentrate on the acquisition of knowledge and skills in the specific discipline and also ensure exposure to inter-disciplinary areas. There should also be an effective relationship between the curricular content and practice in the field of specialization. In addition, the graduates successfully completing a program should demonstrate their competence in

oral and written communication, scientific and quantitative reasoning, critical analysis, logical thinking, creativity and capacity for self-learning.

The departments offering both undergraduate and postgraduate degree programs should assess the relationship and interdependence of the two levels, and utilize the resources of both for collective improvement. Resources and expectations greatly exceed those required for the corresponding undergraduate program.

The academic calendar, number of instructional days, contact hours per week, student evaluation and feedback are some of the important aspects in evaluating teaching-learning processes. Effective teaching-learning processes include the development of practical skills through laboratory experiments, workshop practice and operation of modern equipments. They also require the inculcation skills and the availability of extensive library and educational technology facilities. The budget provision to meet the expenditure for the consumables required in the laboratories and workshops is one of the indicators of the extent of hands-on practice that is given. Implementation of the instructional Program, lectures, tutorials, student-teacher interactions, group discussions, seminars and laboratory work have a direct bearing on the effectiveness of the teaching learning processes. Maintenance of course file by the teachers will help in assessing the effectiveness of the teaching and learning processes.

**a) Classrooms and Lectures:**

Classrooms should be provided to the extent of desirable levels of norms. Classrooms given to the departments should be in the ratio of 1:1. Theory classes are to be conducted in the designated classrooms. Each class room is provided with the following.

- i) OHP + table + screen
- ii) Glass Board 4 x 12 with Dais and two tube lights fixed on top
- iii) 6 fans of 60" Three in each row
- iv) 4 tube lights
- v) Teacher's table
- vi) Normally 18 benches of 4 capacity each
- vii) Notice board

Students must sit according to the order of their roll numbers only and this must be adhered to strictly. However, girls and boys can follow this order in separate groups. Approved seating arrangement will be displayed in classroom.

**b) Tutorials:**

Tutorials should be conducted as per the syllabus and extra tutorials for one more subject should be included. Each tutorial class must be conducted by three staff members. Each department is provided with two tutorial rooms. However, a total of 4 tutorial hours should be conducted.

**c) Course File:**

This file is to be developed as a proof of having implemented the course handout. The course file should contain syllabus, date wise lesson plan, lecturer's notes, transparencies, teaching aids used and tutorial sheets pertaining to that subject and attendance register. Every lecturer should maintain this for each course. Extra topic covered (Indicate boldly) internal examinations notice and syllabus for the exam. Question papers, marks list and Assignment papers are to be included in the file.

**d) Workshops, Lab classes:**

The areas of workshop and labs should be as per the prescribed norms. All experiments must be simulated on the computer and the students should be given exposure to this before sending to the actual practical conduction of the experiment.

- Extra experiments to the tune of 10% are to be conducted than the minimum prescribed in the university syllabus.
- The teacher will give the basic theory and the mode of verification by the experiment.
- In the case like the workshop skills basic theory of metal/woodcutting, basic foundry, basic smithy and machining will be introduced by the teacher.
- Lab technician will physically help students and make him to conduct the experiments, take measurements, make student to file, metal cut or produce a model etc as in workshop.
- There will be a skilled worker in each sub shop of the workshop and he will give raw materials / tools to students as per the workshop procedures.
- In case of the labs the lab technician will issue fuels and other consumables to the students.
- After the completion of the workshop / lab classes skilled worker / lab technician will ensure all the work tables / labs are cleaned and ready for the next class.

**e) Collequia:**

The staff should encourage the students to have academic discussions in groups having similar doubts in specific subjects. The staff should maintain the record of area of discussion and the students coming to them should sign in that record. **Time should be provided in the time table for this activity.**

**f) Projects:**

Projects of interdisciplinary nature must be preferred as first priority. For any project, the guide must specify the extendibility beyond one semester right at the beginning itself. These extendable projects should be given for sustained working in the department in order to yield good results. In case of extendable, the guide must properly segment the work and assign with definite targets to each student in each semester. One must remember that the student must be able to encash the work done by him. A project log book should be opened in each department. It is mandatory that only extendable projects only will be given to students. The following project details are to be included in the log book.

- i. Specifications of the project.
- ii. Items used.
- iii. Cost inputs.
- iv. Continuing projects. The faculty member at the end of the project should specify whether it is terminated or to be extended further.
- v. List of projects should be identified at the beginning of the final year first semester.
- vi. Minimum 10% of projects should be live projects from industry.
- vii. For PG course 25% of projects should be live projects.
- viii. 5% of the total projects should be sent to the industry for evaluation and the best project should be identified and recommended for award on the college day. This will be decided by a project committee in the department.
- ix. Each department must have a project committee with 3 faculty members.
- x. The project review committee should monitor all the projects and submit a status report once in a month and it should be filed.
- xi. Department library should open a register with information regarding projects.
  - a. List of projects for final year students

- b. Letters of request for outside projects
- c. Abstract of each project
- d. Copy of all project reports should also be kept in the Department library.

**Projects:**

They must be designed in such a way to inculcate creating thinking and reasoning in the student.

**Project exhibition:**

Yearly once, an exhibition of all the projects done in the entire college by III and IV year students, should be conducted, and best project awards shall be given year wise.

All students should be asked to compile all the reports of the projects done by him along with industrial training report and should be able to show to the prospective employer.

**g) Teaching Aids:**

Every teacher must use teaching aids like OHP, LCD, CDs, A A/V material, transparencies, charts, Cut – models wherever required. This will save time and energies of the faculty resulting more time for explanation and easiness in presenting complex diagrams. Use of teaching aids must be recorded in the course file of the subject

1. List of teaching aids available in the Departments. One OHP in every class room is compulsory.
2. LCD projectors and OHP should be extensively used for all the subjects and a list of transparencies should be maintained.
3. LCD projector should be used for class room teaching wherever need arises. Faculty must try using this facility whenever required.
4. Video lectures (Like NTPL vedios, Moocs etc..) obtained from education technology committees of various premier institutions.
5. Cut models to be displayed, charts should be procured wherever it is necessary for theory / practical wherever possible and available.
6. Maintain a teaching aids library course wise and department wise Transparencies, CDs, Videotapes etc., should be properly stored and maintained in the department.

**h) Lab handouts:**

Lab handouts are to include

- i. List of experiments to be done in the semester / year
- ii. Lab internal references
- iii. Conduction of experiment and evaluation results
- iv. Rules for submission of record and observation book (normally observation book is signed before the student leaves the lab. Record of the experiment to be submitted in time as stipulated by the teacher.)
- v. Scheme of evaluation
- vi. Redressal procedure for problems encountered by students in the lab.
- vii. Conduction: No of students for experiment, type of observation to be made mode of measurement and procedure.

**i) Lab manual:**

Each Laboratory must have a laboratory manual consisting of:

- a) List of all experiments to be conducted
- b) For each experiment
  1. Theory / Principles of operation of the setup
  2. How to conduct the experiment and make / record observations
  3. Procedure to draw conclusions if any.

**j) Calibration of the equipment:**

All equipments in each of the laboratories must be calibrated before the beginning of the laboratory session by the Laboratory in charges. In case of need, external agencies can be called

once in three years and a certificate can be obtained.

**k) Faculty training:**

All faculty members must conduct all the experiments in each of the departmental laboratories by rotation. They shall conduct these experiments in a similar way as the students need to conduct, take reading, analyze and produce examinations can be utilized for this purposes. HODs must plan, collect the reports from faculty/staff and produce reports and records. This can be taken up as one laboratory training per semester.

**V.1.J Removal of obsolete experiments and introduction of contemporary lab experiments.**

Department Academic Committee shall:

- a. Examine yearly all the laboratories and suggest new experiments in emerging areas.
- b. Additional equipment required i.e. relevant with the scope to increase employability of our students and increase their skills
- c. To make suggestions for the removal of obsolete experiment / equipment.
- d. In case of obsolete experiment DAC will record its recommendations for removal of the obsolete experiment / equipment.
- e. DAC will also deliberate on the syllabus content of each course and record its recommendations in terms of addition / deletion of topic(s).
- f. The DAC will also deliberate on the general / departmental facilities and record its recommendations.
- g. The DAC will also recommend the thrust areas for projects.
- h. General reviews and comments on the projects.

**Action:** Department Academic Committee should take up all or one of the following.

- i. Improving the laboratory facilities and introduction of new experiments.
- ii. HOD should get quotations of the equipment recommended and then put up for necessary approvals and after getting the approval recommend for inclusion in the departmental object. The HOD should write to the combined Board of studies for inclusion / deletion of the experiment in the laboratory course.
- iii. **Syllabus:** The HOD should write to the board of studies for inclusion of the additional topics suggested by the BS in the syllabus and in the meanwhile he should give it to the concerned faculty for teaching in various courses as additional topics to the extent of 10% of syllabus.
- iv. Special labs which are not there in university syllabus are also to be established as per the recommendations of the DAC and students are to do experiments whenever possible.
- d) **Sources of Modernization:** Through internal funding, funding from AICTE (MODROB/ TABSET)/UGC/AP Govt./Central Govt. (MHRD) the HOD must constantly pursue and submit proposals to the governmental agencies for obtaining grants. HOD must also see the utility of the equipment purchased in projects in the departmental laboratories.
- e) **Budgetary proposals:** For each dept. the HOD is responsible for preparing development budgetary requirement after taking into account
  1. Department Academic Committee.
  2. Proposals from Faculty in-charges of each laboratory for new equipment, furniture and facilities.

**Note:** The above budget will be submitted after obtaining quotations and taking administrative approvals in principle. However these proposals should be submitted latest by 15<sup>th</sup> March every year. Further a similar plan should be made for a 3 year development projection for all the laboratories / department and submit to the Principal.

**V.3 Departmental store / Record room:** Each department shall have store cum record room for preserving all the academic records collected from each faculty member at the end of each semester under the control of HOD.

Records must be kept neatly bundled, indexed, stacked in open stacks, with register of records maintained. Care should be taken preserve the records properly for the prescribed period.

**Reprographic facilities:** Reprographic facilities with Computer interface are provided as a separate section in the Library for the **use of Students / Staff on Payment basis.**

1. Photocopier(s), Scanner
2. Color printers

Students / Staff are permitted to use these facilities for their educational purposes only. Receipts will be issued for al the paymets made at the time of use only.



## **VI SUPPLEMENTARY PROCESSES:**

### **VI. 1. A. Extra and Co-Curricular Activities:**

#### **ASIST AAKARSHAN**

A national level youth festival is conducted annually by inviting students from different Engineering Colleges, all over the country. Competition in the games, literary and cultural events is conducted and achievers are rewarded with cash prizes and merit certificates. Participation will be provided with free boarding and lodging. The festival is to be conducted for two days and during the II sem class work. The date is to be finalized at least three months in advance. Renowned experts in particular fields are to be appointed as Judges in the related areas. The invitation will be extended to all the colleges in the state and few engineering colleges of neighboring states.

#### **ASIST AAHWAN**

A national level student Technical Symposium will be organized every year. The main intention of this is to improve Technical Presentation Skills of the students and to give an opportunity to our students to interact with the cream of students from other colleges at National level. This event is to be coordinated by a college level coordinator who will be assisted by the department coordinators. This will be held during the II semester. The topics will be identified by the HODs in consultation with other faculty members of the department. Feedback from the participants is to be collected by coordinators and report of feedback results is to be recorded and submitted to the Principal. The participants will be evaluated by a two member committee composed of senior professors drawn from outside. The invitation is extended to all the engineering colleges in the state and few selected engineering colleges of the neighboring states.

#### **VI. 1. A. 1 Creativity:**

The participation of students in drama, music, painting, model making, literary activities, animation, shooting and other cultural activities will bring out the inherent talent and creativity in each student. It is to be ensured that maximum numbers of students participate in one type or the other so as to bring out their full potential.

The professor in-charge will promote a Creativity Arts club which will identify students in the first year by collecting a pro-forma duly filled and pursue the students interests like shooting , photography, painting, music, etc., during the four years of his tasty. He is also responsible for producing the data on the events conducted, practice sessions facilities provided by the College and their participation in Inter College / Inter University / Inter State competitions and maintain the awards won. All the awards won for team participation should be preserved in the College and displayed properly. However individual awards can be kept by the students, but to inspire other students these may be kept for sometime in the college. It is mandatory to take the details of the interests of the students in a pro-forma and keep a record of it with the progress shown to be recorded in a special register maintained for this purpose.

#### **Recreation:**

Recreation is a fundamental human need. Recreation is a broader term than physical education and includes, in addition to sports, games and rhythms, and activity in which an individual participates for the pleasure of participation. A recreational activity is one in which participation is voluntary and spontaneous and does not require stimulation or reward outside the activity itself.

Recreation is any form of activity in which one feels a sense of freedom and self forgetfulness, and participates in it whole -heartedly and gets satisfaction and joy of achievement.

Properly undertaken and understood, recreation is the fruitful means of imparting zest, fitness, skill and creativeness. Moreover, by its very nature it is sphere of freedom and free choice. It is thus an essential antidote characteristic of the present day school life. "Recreation does not consist of what one does, it is rather, the motive, attitude and value of the doing to the individual that gives an activity of recreational significance.

A rich recreational College program may consist of the following.

- i. The developing of life-long hobbies and interests.
- ii. The cultivation of the habit and the pleasure of reading good books.
- iii. The pursuit of the joys of out-doors living – through camping, hiking, gardening, nature lore, etc.
- iv. Exposure to rhythm in all its forms-music, folk and classical dancing, singing, poetry.
- v. The development of an appreciation of the arts.
- vi. The development of skill that gives satisfaction not only in sports but also in crafts.
- vii. The enjoyment of sports that promote sportsmanship.

#### **Recreational Activities:**

- i. Recreation center
- ii. Indoor games
- iii. Alumni center
- iv. NSS

#### **VI. 1.A.2 Sports & Games:**

The participation of the students in Sports & Games should be encouraged. Provision for indoor games will be made available for, chess, caroms, table tennis. The outdoor facilities for tennis, volleyball, ball badminton, basket ball, cricket, hockey, foot ball, hand ball, base ball, throw ball, Kabaddi, Kho-Kho, tennicoit, running track for all athletic events, shot put, discus throw, cross bars, rings, javelin, high jump and long jump should be made available:

P.D should take active part in maintaining all the courts and participation of students in maximum numbers be ensured. Games and Sports should be conducted regularly and record of the same should be maintained by the P.D.

The responsibilities and duties of the personnel of physical education are:

##### **1. Physical Director:**

- i. Should supervise the work of coaches and sports attenders.
- ii. Report on departmental staff and maintenance of play fields should be submitted once in a month to the Principal.
- iii. Should maintain the correspondence of the department.
- iv. Checks the work dairy registers of Coaches and sports attenders.
- v. Maintains attendance register of the departmental staff.
- vi. Responsible for the conduct of sports and games regularly and maintenance of records in the institution.
- vii. Maintains the record of all inter-departmental, inter-collegiate and inter-university schedules and college day games and timetables.
- viii. Maintenance of records of all prize winners in inter-departmental, inter-collegiate and inter-university sports and games with a copy to each department and also enter these in the college web-site.
- ix. Ensures maximum participation of students in sports and games.
- x. Maintains a suggestion book in his department.

## 2. Sports Attender:

- i. Departmental cleaning and keeping things in order.
- ii. Watering, cleaning and rolling of all courts as required.
- iii. Grass cutting, picking of stones around the courts and fields etc.
- iv. Issue of sports equipment 3:30 to 6:00 PM

All the university tournaments, events, schedules and college games timetable should be properly recorded in the Physical Education Department by the P.D.

The inter departmental sports competition should be conducted, the details of the events and the results recorded. Prizes should be awarded to the winners on the College Day function.

The record of all the prize winners in Inter Collegiate / Inter University / National / International Tournaments if any in all the events should be maintained by Physical Education department with a copy to all departments. These details to be read out in each classroom too and also posted in college website.

### VI. 1. A. 3. Cultural Activities:

The details of the students taking part in the cultural activities like dramas, debate, music competitions and prize winners list should be maintained by each department and Dean of student affairs.

Co-curricular Activities: Student seminars, student group discussions, technical quizzes, paper presentation etc. will form part of co-curricular activities.

Group discussions, quizzes, student seminars should be conducted periodically by each department every week and record should be maintained. Student participation in seminars for paper presentation, attending conferences should be encouraged and recorded properly. Departments should also conduct seminars, symposiums and workshops and the same should be recorded properly. The record of the above should be maintained by each department.

Seminars, symposiums and workshops are defined as:

- Seminar is a discussion class for a group of students guided by a tutor or a group of advanced students working together under guidance for presentation.
- Symposium is a meeting of a set of professionals for discussion and exchange of views on a set of subjects.
- Workshop is a group of people meeting for teaching and practicing on a given subject. All events should be recorded and filed.

### VI. 1. A. 4. Student development:

This basically encompasses efforts to be put in improving the student's personality, communication and soft skills.

#### a) Personality Development Programme :

1. The Counseling bureau will conduct lectures on personality development, communication skills and conduct mock sessions for improving presentation skills. Records of all the events will be maintained by the bureau in-charge as a central

activity.

2. At the departmental levels, encouraging the students for participating in the seminars, group discussions will be taken up and the records will be maintained by the professor in-charge / HOD.

These activities are pursued for all the four years students and a monthly report of all activities will be submitted to the Principal by the in charges.

**b) Communication Skills:**

Classes are taken by the language specialists and they should give time tables and program profile well in advance at the beginning of each semester / year.

One language lab will be established in the college with a 60 student capacity, which will be under the control of department of English. They utilize the services of the entire teaching faculty in any of the departments for implementing the above effectively. They should give program profile and structure and time table much in advance before start of the academic year. All the departments should give priority and utmost importance to the events conducted by this Bureau. Budget is no constraint for this committee. They should also indicate the probable expenditure involved and take approvals. This activity is pursued for all the four years students and a monthly report of all activities will be submitted by the Language Laboratory in charge.

**c) Soft Skills:**

In this, Lectures are taken by faculty / expert talks are arranged for improving the behavioral and organizational skills of the students.

**d) Training and placement section, Career Guidance Cell :**

A separate section is functioning in the college whose main responsibilities are to develop the students in their behavior, language and communication skills, right from first year and also counsel them for career from the point of view of admissions and job opportunities inside the country and abroad. The main roles and responsibilities of this section is to develop four year student development program and the study material, timetables for:

- i. A language laboratory to improve on phonetics and linguistics.
- ii. Developing communication skills in students and Faculty and time keeping.
- iii. Improving the Vocabulary in both general and technical English.
- iv. Technical report writing and presentation
- v. Counseling students for better, ethical, moral and professional behavior
- vi. Counseling students in their career planning, competitive examinations
- vii. Conducting seminars, mock interviews, preparing for campus interviews
- viii. Reasoning and aptitude tests, assessment and feedback analysis
- ix. Motivate students and inculcate career oriented mind

x. Continuously developing the students during their four year stay at VIIT

xi. Identifying and promote creative minds for further development.

In addition to the above, this section shall have a Counseling Bureau as a Central Facility: for student counseling and career development. This bureau will deal with career counseling and higher educational opportunities counseling and start activates right from first year onwards and continue right through second, third and final years. At times they will bring out side experts for giving lectures and conduct mock interviews. The bureau must record all activities and submit a monthly report.

Training and placement section will arrange campus interview for students may also maintain Alumni data bank.

**Activity reports are to be submitted monthly.**

## **VI. 1. B. Student Counseling and**

### **Guidance: VI. 1. B. 1. Availability:**

#### **Department Counseling Committee:**

Each department shall have a counseling committee and HOD and faculty will be members of it.

#### **Faculty:**

He should counsel, record all personal, academic and administrative problems or any problems encountered by the student(s) and provides solutions if possible. The teacher can counsel all the students at a time or in small groups or individually depending upon the need and record the same. They should also record any grievances encountered by any student that are referred to them. They should note down the grievances signed by the students and route them to the Grievance Redressal committee of department for suitable action. They should also curb the student coming up with points which are trivial in nature.

For every 20 students one Faculty member should be allotted in each department and the student is permitted to meet him at the time tabled hour or any time as the situation warrants. He will appraise the higher ups depending upon the situation and need.

All the HODs and Senior faculty should counsel the students of their department on regular basis about their studies, their behavior in the college and the various activates that are being taken up in the college. This counseling is to be done on social, personal and academic matters of the students and record to be maintained.

The HOD will also interact with 10% of parents of the students every semester and take a feedback from them regarding academic, administrative and other aspects. The same will be consolidated and submitted to the Principal .

Each student who is academically weak, a potential problem creator, has attendance shortage, must be identified and counseled by the DC of the department. It should be recorded and progress also should be monitored, proved and recorded. All the proceedings should be taken to the parents 'knowledge. If the attendance of the student is less than 65% the parents should be informed of this through the register post with acknowledgment due and if the attendance is less than 75% they

should be informed through certificate of posting. This activity is in continuation with the results analysis carried out earlier.

**HOD:**

If the faculty cannot resolve the student difficulties during counseling should submit a report to the HOD along with his recommendations on case by case basis. HOD will try to resolve such difficulties / grievances at his level or if needed he may take the help of other faculty in the department or take the help of other HODs.

**Administration / Management:**

In case HOD cannot resolve the student difficulties he will in turn make a report and refer it to the Department Counseling Committee, who will resolve the problem or refer it to the Principal.

**Department Grievance Redressal Committee:**

Every department should form Grievance Redressal Committee with the HOD as Chairman and senior faculty as members to address grievances of the Faculty / staff and students. They meet once in a month and record the minutes of the meeting.

**College Suggestion Book:**

An Institution suggestion book should be open in front of the Principal's office on similar lines as above.

**GRC:**

All the grievances of students which could not be settled by the departments should be referred to this common committee and they should try to settle the issues amicably in one month. If needed part can be called for advice or help.

**Disciplinary committee:**

There should be one Disciplinary Committee (DC) for the entire college. The department Counseling Committee may not be able to handle a particular student who is notorious, radical, needs to be counseled regularly. Such students are referred to this DC they will counsel and put in maximum efforts to rectify and to put him back on right track. Even if the DC is not able to rectify that student even after constant efforts, the board may recommend for discontinuation of his studies. However parent also should be involved in taking decision. All the proceedings should be taken to the parent's knowledge. A special register is to be maintained for all those students referred to DC. If a student is referred to committee his academic progress, attendance and other activities are to be monitored and recorded by the committee. If the progress made is satisfactory for a period of 6 months his name may be deleted from the list.

Conduct certificate shall reflect this information.

**A student can be referred to DC by**

- i. Department Counseling Committee
- ii. Principal
- iii. Direct involvement in general indiscipline inside the campus / outside campus at the

levels of faculty, HODs and administration, care must be exercised not to percolate upwards any matter which is against the policy of the institution. They must also record every event and submit monthly reports.

#### **VI. 1. B. 2. Extent and Role**

**Dept counseling committee (DCC):** It should counsel / help the students in preparing themselves for coping up with studies, performing well in the tests and examinations, attendance shortages and indiscipline matters and complete the program successfully.

**Disciplinary committee (DC) deals with all the cases referred by DCCs and principal.**

**VI. 1. C. Professional Society Activities:** Head of the Department must ensure a minimum of 10% of the students should enroll themselves as members of international professional societies.

CSE / CIVIL/ ECE/ EEE - IEEE student chapter

For CSE / IT minimum of 50% of the student should be made to be the members of CSI chapter. Mech minimum of 50% of student should enroll themselves as members of ISTE / IIIE. ECE/ EEE minimum of 50% of students should enroll themselves as members of IETE.

There should be a minimum of 50% membership in local Chapters and a minimum of 10% in international chapters. Maintain record of student memberships with membership card as proof.

**VI. 1. C. 1. Nature of activities:** The professional societies are to conduct student programs to include training, specialized subject orientation, guest lectures and sponsored programmes of local / state / national level activities in collaboration with the central agency. The activities should be conducted on regular basis and proceedings should be recorded.

#### **VI. 1. C. 2. Periodicity:**

**Departmental Associations:** All the students of the department should become members of this association. Student members from other departments can also be co-opted in this association. The body will decide the membership fees to be collected. And executive committee will be elected by the students. A Professor in-charge will be a compulsory member for the executive body. Students of second, third and fourth year are eligible to be members of this association. Various activities like seminars, group discussions, quizzes, technical symposiums etc should be conducted once in every fortnight for two hours from 3:10 to 5:00 PM regularly. Professor in-charge will be responsible for recording of all these events / activities.

**VI. 1. C. 3. Impact:** Students are expected to improve professional, organizational, technical skills and knowledge.

1. Interaction with National and International subject experts.
2. Interaction with student colleagues.

**Activity Record (Departmental Association):**

- a. Membership information
- b. List of events conducted
- c. Correspondence with experts
- d. Expert Member / photographs / record
- e. Expert comments record

**Local chapters (ISTE, IEEE & IETE student chapters):**

- A. Governing regulations of the chapter and the parent body
- B. Chapter budget and approvals
- C. Assets record
- D. Membership
- E. Donations and contributions
- F. Activities
  1. Governing Body Meeting
  2. Resolutions and Action Plans
  3. Examinations & Results
  4. Preparation of Certificates if any
  5. Assessment Reports & Awards.

**VI. 1. D. Entrepreneurship Development:**

A separate EDC should be created and it will be entrusted with the job of motivating the students.

**VI. 1. D. 1. Nature of effort:** The activity is to be conducted for the third and final year students. Experts in this field should be invited to the college for enlightening the students on various aspects of entrepreneurship. The help of official of the small scale industry department should be taken in this effort. An SSI workshop should be conducted once in a semester involving financial organizations like SFC. SFC also may be invited to conduct seminars in our college. Their policies and systems should be made known to the students. APIDC, SSI, APSFC and APITCO may also be invited to conduct one day seminars. Minimum of two events should be conducted in a year i.e. one event in each semester. Departments of collage Industry, Small Scale Industry. Medium Scale



Industry, Large scale industry, financial institutions like SBI, Banking sector, APSFC, should be called for conducting seminars and workshops. If any particular student shows particular curiosity he will be given all encouragement by the EDC. Some support in this direction can be extended even after graduation. The EDC of the college is responsible for conducting these activities. Records are to be maintained in the files in all the departments.

**VI. 1. E. Alumni Committee:** An Alumni Society is formed with President and Correspondent and Principal as permanent members and all other local associations shall be chapters for this main body.

**VI.1.E.1 Efforts on Database:** Each department should obtain information of alumni.

- a. Feedback of 5 ex-students of the college should be obtained from their employers by each department.
- b. Feedback should be obtained from 50% of the students about their employment.
- c. Yearly one meeting should be conducted and the proceeding should be recorded
- d. Addresses of all the Alumni should be collected and should be given to the present students for their benefit and Web site must contain this data.
- e. All the Alumni in good position should be invited for giving guest lectures in the college
- f. Alumni help should be taken for placements.
- g. Web based Alumni should be planned for in India and aboard and the case be pursued vigorously.
- h. These are to be looked after by the Training and Placement. However, one copy of this information is to be filed in the department.

**VI. 1. E. 2. Reunion:** Alumni meetings for the local chapters should be conducted once in a year at the chapter head quarters and society shall organize all alumni meet once a year.

The relevant alumni records should be maintained. Data collection is the responsibility of the respective departments. One copy of the data is to be maintained at the department office and one in Alumni office. The departmental newsletter with the events of activity – two per semester, is to be mailed to all the Alumni through E-mail and if any good suggestions are received from the Alumni, the department should react positively and in case of necessity may pass on to the higher ups for processing and for further action.

**VI. 1. E. 3. News Letter:** The College news letter must be sent to all Alumni using web and their comments are recorded. Each department should obtain information of students in a proper format. It is HOD's responsibility to issue two news letters from his desk to all students, alumni, Industry departments and dignitaries.

**VI. 1. E. 4.** Alumni chapter at campus will be given on office accommodation in the sports complex with a fulltime assistant for its functioning. In charge Training and Placement cell is responsible for conducting Alumni activities.

**VI. 1. E. 5.** Alumni day will be celebrated every year.

**VI. 1. F.** National Seminars / Workshops / Departmental Days / all other such activities.

College in its academic calendar shall provide one week time for above activities during the first semester of any academic year and the departments must complete them. Proper plan must be made to properly conduct these activities.

Departmental day's functions can be organized forming the groups as (1) CSE / IT (2) ECE / EEE and (3) Mech. / Civil and each group can have the function on one day.

**VI. 1. G. College day:** This shall be celebrated every year on a common open air platform.

## **VII. Industry Institution Interaction:**

### **VII. 1. a. Industry Participation in Curriculum**

#### **Planning: VII. 1. A. 1. Extent and Nature of Input:**

Department Academic Committee for each department have to be formed with experts from industry to give their expertise and suggest improvements in the department. The DC consists of HOD, two senior faculty of the department and minimum of two experts from industry as members. The DC shall discuss the latest developments in the concerned discipline and also arrive at feasible changes in curriculum which will enrich the knowledge of staff and students. Recommendations of the Department Committee will be translated as a full plan to include financial requirement by the CAC. Minutes of all the meetings must be recorded and filed. Additional budgets needed as per the suggestions of the experts are to be submitted and approvals obtained for execution.

DAC after deliberations will submit its recommendation on the following aspects.

- 1) Yearly examination of all the laboratories and suggest new experiments in emerging areas.
- 2) Additional equipment required i.e. relevant with the scope to increase employability of our students and improve their skills.
- 3) In case of obsolete experiment DAC will record its recommendations for removal of the obsolete experiment / equipment.
- 4) Syllabus: DAC will also deliberate on the syllabus content of each course and record its recommendations in terms of addition / deletion in topic / topics.
- 5) The DAC will also deliberate on the general / departmental facilities and record its recommendations.
- 6) Feedback received from various employers of the Alumni is also to be translated by DAC for implementation if required.
- 7) Action: The HOD, after deliberations in department Academic Committee should write to the board of studies of JNTU recommending for inclusion / deletion of the experiment in the laboratory course.
- 8) Syllabus: The HOD should write to the board of studies recommending for inclusion of the additional topics suggested by the DAC, in the syllabus and in the meantime he should give it to the concerned faculty for teaching in various courses as additional topics to be covered to the extent of 10% of syllabus.

**VII. 1. A. 2. Frequency:** Department Academic Committee meetings are to be conducted twice in a year.

**VII. 1. A. 3. Type of Industry:** The views from experts of various types of industries like i.e. relevant to branch of engineering small scale, large scale and cottage industries, production oriented and public / private sector should also be obtained for consideration. In planning of changes in the curriculum the feedback received from various Alumni of each department will be of great help. They will be able to give out the exact requirement of the curriculum to be included in the present syllabus keeping in view the requirements of the industry. The industrial experts who are the

members of the DAC will also be able to contribute the requirements of the local industry.

**VII. 1. B. Continuing Education:** The institution must provide all opportunities at its disposal in upgrading skills, qualifications, knowledge of the employees of the industry. Conduct at least one program every year for the benefit of Industry People.

**VII. 1. B. 1. Extent:** Each Department should conduct part time / full time courses, short term programmes, specialized lectures / training to the industry people. One such program should be conducted once in an year by each Department.

**VII. 1. B. 2. Outside Resources:** In case of any requirement outside experts may be invited from industry / college for conducting the above programmes.

**VII. 1. B. 3. Faculty involvement:** A senior faculty from the department will identify the specialized expertise available in the department and organize the programmes. Senior faculty should give guest lectures to the industry people as an exchange program. All the departments should conduct at least one program in an academic year.

**Programme Details:** The department should maintain a record of such programmes conducted with the following information.

- 1) Name of the department & coordinator
- 2) Lectures written to industry informing about the details of program
- 3) Area / subject of the training / program
- 4) Duration
- 5) Schedules
- 6) List of participants with details of employers
- 7) Feedback from the participants

**VII. 1. C. Consultancy:** Every department should endeavor to promote consultancy in an area of chosen field. This should be given wide publicity so as to gain momentum in this area. Department should generate consultancy work either by way of design, development, testing and generate revenue and also get sponsored projects from industries. Departments should explore the possibilities of having MOUs with industries.

**VII. 1. C. 1. No. of Projects:** Effort should be made to get minimum of two to three viable projects irrespective of size and finances involved. Successful completion is more important than finances which builds up the credence of the college. Consultancy projects may be entertained in

development training in specified subjects aiming towards product development / testing / validation.

**VII. 1. C. 2. Nature:** Consultancy projects should be in the areas of chosen fields preferably in the thrust and emerging areas. This information may be passed to Management to give publicity and to approach the relevant agencies / industry for getting the consultancy work.

**VII. 1. C. 3. Frequency:** Each department should get minimum of two consultancy works for projects. These projects must be completed in specific schedules.

**VII. 1. C. 4. Norms:** Management will provide the infrastructure in addition to the existing one if required. Every department should conduct additional training programmes / course work to outsiders / students and generate additional revenue and record should be maintained. The revenue generated through consultancy in each department must be correctly accounted for. The consultancy amount should meet all the direct expenditure involved and the residual will be treated as share of college / individuals. A seed amount will be given to the department depending on case to case.

**VII. 1. D. Industrial visits and Training:** Every department must conduct industrial tours / visits every year for the students to the places of prominent industries of the concerned department. Students also should be provided with an opportunity of working in industry while studying in the form of industrial training. The faculty accompanying the students on industrial visits, must visit the industry prior to the actual visit and brief the students regarding.

1. Type of industry and its importance
2. Area of observations
3. Training facilities for students
4. Conduct of students

Tours: The industrial tour is limited to one area selected from Chennai, Bangalore, Vizag, Coimbatore, Hyderabad, Tirupati and Pune.

Prior permission from the industries should be obtained from at least two out of four industries to be visited and the total tour plan of the visits should be approved. During the schedule they must have full day visits to at least four large / medium scale industries and preferably involving high end technologies. The following should be maintained by faculty / students in any tour.

1. Tour diary describing what exactly the student has seen point wise and his notes,
2. Details of the learning that could be achieved and its usefulness
3. Guides / faculty who explained the processes in the industry

At the end of the tour, **within one week, a tour report must be submitted by the faculty and students. In any industrial tour, sightseeing can be on the transit / travel only. No extra days can be allotted.**

**Visits:** An industrial visit is normally for one day and the faculty must obtain prior permission from the industries nearby. A visit report must be submitted by the faculty giving full detail of the visit.

**VII. 1. D. 1. Nature:** The industries selected for industrial visits and tours should create interest in the students and be able to give intimate knowledge of technology used and its functioning. The practical training imparted to the students should be of utility and pertinent to his branch of engineering and be useful in getting job opportunities.

**VII. 1. D. 2. Frequency & Duration Industrial tour: For third year students**

Duration	-	Not more than 7 days
Accompanying faculty	-	1 male faculty & 1 lady faculty
Frequency	-	once in a an year

**Industrial visit: For second year students.**

Duration - 1 day  
 Accompanying faculty - 1 male faculty & 1 lady faculty  
 Frequency - 1 per semester

**Industrial Training: For third year students.**

(after completion of sixth semester examinations i.e. during the summer vacation)

Duration - 30 days  
 Accompanying faculty - “only for inspection / monitoring”

**VII. 1. D. 3. Student / Faculty involved:**

The faculty must accompany the students on all industrial visits and tours. Lady faculty must be associated in all the tours and visits. While undergoing industrial training, there should be one faculty with each section of students in various industries for inspection and monitoring and should submit a report. A standard pro forma must be given to the third year students before going for the practical training. These forms duly signed by the concerned training in charge must be collected by the department after the training. A confidential report addressed to the Principal on industrial training of students with suggestions should be obtained from the industry. After completion of

industrial training each student should submit a report starting his experience and knowledge he has acquired. In the case of tours and visits a written report by the students with photographs should be obtained. The attitude discipline and behavior of the students and the staff involved in industrial training with various industries, tours and visits should be exemplary in keeping with the traditions of the ASIST.

#### **VII. 1. E. Project work:**

**VII. 1. E. 1. Type of Problem:** Each department must be able to obtain at least two viable industrial projects from the industry to be executed in the department with the help of students by the faculty, one in each semester. This is in addition to the projects obtained for the students as industrial projects. This could be by way of development, fabrication of a model. etc.

**VII. 1. E. 2. Nature of Support:** The projects will be fully supported in the campus by way of providing funds for fabrication, proto models and development and also help can be sought from the industry involved.

**VII. 1. E. 3. No. of student projects supported:** Students projects with the support from industry can be identified and can also be executed during the second semester of fourth year. Advance identification of projects, planning and manpower results in the better execution of the projects. If necessary the student / faculty can visit the industry. The extent of help from industry in terms of supervision, use of their equipment and facilities and finance can be discussed and a commitment may be obtained from them. as far as possible at least 25% of the projects given to the students should be real time projects taken from the industry / society / Govt. agencies. One copy of the project work done by the students should be kept in the department library and one copy in the main library. Every year a combined consolidated publication should be brought out with all the abstracts of the projects. Some good projects (5 for each department) should be evaluated by the experts from industry and the best project should be certified and rewarded.

**VII. 1. E. 4. Place of work:** These projects could be executed either in the department / college and in the industry itself or at both the places as required.

#### **VII. 1. F. Extension Lectures:**

**VII. 1. F. 1. Personnel Involvement:** Experts from the field of industry must be involved in giving extension lectures at the college for the benefit of third and fourth year students. These could be in the field of management / technology. HOD should take personal interest in getting highly talented experts in concerned fields for giving extension lectures.

**VII. 1. F. 2. Frequency:** Each department must ensure minimum four extension lectures are conducted in a year, two in each semester. These should be equally spaced in the semesters.

**VII. 1. F. 3. Topics:** The topics selected should be relevant and in the emerging areas of technology and management. These should be helpful to the students in gaining knowledge and also for improving job opportunities.

Lectures must be recorded and filed along with a photograph and extract of the lectures and also be recorded by the video committee and record to be maintained.

**VII. 1. G. Placement:** Training & Placement section and counseling cell

**VII. 1. G. 1. Employment:** The Training & Placement is responsible for arranging campus interviews inviting various companies at the college location or interviews at other places. The Training & Placement should target for placement of 35% of the students with a growth rate of 5% every year.

**VII. 1. G. 2. Specialization:** A record of employment for each student is to be maintained indicating the area of employment like

- 1) Production
- 2) Sales
- 3) Finance
- 4) Marketing
- 5) Maintenance
- 6) R & D

The department should conduct orientation training for improving technical skills of the students attending interviews. In addition he should have attended.

- 1) Soft skill, reasoning, communication skills and behavior
- 2) Mock interviews
- 3) Language lab classes for improving soft skills

**VII. 1. G. 3. Location:** Training & Placement will notify and circulate to all the students / staff / departments regarding the campus interviews to be conducted by various companies at the college campus. Alumni who are not employed are also to be called for the interview in consultation with the company involved.

**Note:** a booklet has to be published with exhaustive resumes of the students who are desirous of going for employment / higher studies. These booklets should be prepared by each department and should be completed within one month after announcement of third year results.



## **CONSTITUTION AND RESPONSIBILITIES OF DIFFERENT COMMITTEES**

### **1. College Academic Committee (CAC)**

Members of the College Academic Committee  
Principal,  
Heads of the Departments.  
Officer In charge Exam Cell

The College Academic Committee (CAC) meets at least once every month and reviews the syllabus. They review the teaching and learning process followed in each department. All the academic matters pertaining to implementation are reviewed periodically, like review of results, conduct of online examinations, review of attendance requirements etc., The CAC authorized to condone attendance of the students who falls between 65% to 75 % as per affiliating university norms.

### **2. Research Development Committee (RDC)**

Principal,  
Coordinator R & D, nominated by Principal.  
Two Senior faculty.

The committee will meet twice in each semester.

To consider the proposals submitted by academic department for R & D project funding. To guide the departments in submitting R & D proposals for agencies like AICTE, DST, UGC etc., To Review the progress of R & D projects, if any.

### **3. Training and Placement, Career Guidance Cell: (TPCGC)**

Principal,  
Officer-in-charge Training and Placement,  
One Member nominated from each department.

- a. Each department will identify a group of industries to be invited on to the campus.
- b. Each department to nominate two students to work as volunteers during the conduct of campus interviews.
- c. Formulate action plan to be implemented in arranging special training program for soft skills, mock interviews etc.,
- d. To counsel the students in choosing a professional career.
- e. Collect information on higher education opportunities and conduct awareness programs.
- f. Collect student data on GRE, TOFEL, CAT etc.,

### **4. Purchase Committee (PC)**

Principal,  
Head of the department, Lab incharge,

The purchase committee will meet at least once in each semester.

Review the purchase proposals / quotations received from different departments.

Conduct the negotiations with suppliers, recommendations to be sent to the management for placing the orders. However, the Principal can call for the meeting of purchase committee when ever purchase of equipment is urgently required.

#### **5. Anti Ragging Committee (ARC)**

Principal,

Faculty coordinator, One Member nominated from each department.

Student Coordinators from each Branch.

The College level Anti-ragging Squads and Hostel level Anti ragging Squads shall work in co-ordination with the College level Anti-ragging committee and oversee the implementation of the recommendations. Conduct anti ragging awareness camps.

#### **6. Disciplinary Committee (DC)**

Principal,

Coordinator nominated by Principal,

One Member nominated from each department.

- a) Disciplinary committee will formulate vigilance committee at the beginning of each academic year to prevent ragging.
- b) Whenever, there is a case of indiscipline reported by heads / teachers, students or parents, disciplinary committee will conduct enquiry and make recommendations to the management for imposing fine / punishment.

#### **7. Sports and NSS Committee : (SNC)**

Principal,

One staff member nominated by each department, Physical Director, NSS coordinator

Nominated by Principal.

Two student coordinators – nominated by the Principal – one for conduct of games and sports and other one for conduct of NSS events.

- a) Sports and NSS committee will prepare the budget estimates for conduct of ASIST AAKARSHAN – cultural festival being conducted annually.
- b) Selects the student members to be deputed for sports events and cultural events outside the college.
- c) As per the Guide lines given by JNTUK we will organized NSS camps in near by villages.

#### **8. Grievances Redressal cell (GRC)**

Principal,

Coordinator nominated by Principal,

One Member nominated from each department ,

One senior lady staff member

Senior staff member – non teaching.

- a) Receives complaints / Grievances from teaching and non-teaching / technical staff.

- b) Counsel the aggrieved.
- c) After personal interview, makes appropriate recommendations to the management regarding grievances redressal.

**9. Transport Committee (TC)**

Principal,

Transport In charge,

Two Faculty members nominated by management/principal who uses bus facility.

Four student members nominated among the pass holders (Two boys and Two girls)

- c) They receive the suggestions from transport users
- d) Make recommendation to the management about purchase and maintenance of fleet of vehicles.
- e) Review user charges on periodical basis.

**10. Women protection and Empowerment cell (WPC)**

Principal,

One Coordinator (Preferably Lady)

One senior most lady faculty from each department,

Senior most non teaching lady employee, One girl student-nominated.

- a) May receive the complaints, if any, from women employee / girl students.
- b) Conduct enquiry on receipt of complaints.
- c) Make recommendations to the management on the action to be taken against the guilty.

**11. Department Academic Committee**

Head of the Department, All Professors,

All Associate Professors, Lab – In charges

Department Academic Committee (DAC) is responsible for proposing the departmental budget to the administration. Receive the applications received from teacher under faculty development programme and forward the same to higher authority with its own recommendations. Formulate all proposals to be submitted for R&D funding. Decides about short term / long term training programs to be conducted by department. Meets at least twice in each semester. HOD can summon the DAC at any time for review and finalization of department schemes.

**12. Library Committee (LC)**

Principal,

One Senior faculty nominated by principal as coordinator

Librarian-In-charge,

One representative from each department.

- a. Prepares the list of text books / journals to be purchased by central library
- b. Prepare budget for Library
- c. Recommendations to be sent to Management.
- d. Conduct at least one meeting every semester to review the progress of purchase of books.
- e. Review the functioning of digital library.
- f. Guides the librarian in selecting the books / journals.

**13. Canteen Committee (CC):**

Two faculty members – on nomination,

Two non-teaching staff members, one boy student, and one girl student.

- a) To inspect the canteen premises periodically.
- b) To check the sanitation and drinking water and cleanliness of kitchen.
- c) To check the quality by conducting surprise inspection.
- d) To make recommendations to the management regarding prices of commodities.

**14. Entrepreneur development cell**

One senior Faculty (Preferably Alumni) as coordinator

One representative from each department.

Collect the data of interested students

Conduct orientation programs by inviting guests from industry

Train the students to become entrepreneur

**15. Alumni Cell**

One senior Faculty (Preferably Alumni) as coordinator

One representative from each department.

- a. Maintain data bank of Alumni.
- b. All Final year outgoing students should be made members of Alumni Association.
- c. Start chapters at different places
- d. Conduct reunions
- e. Provide support to alumni if any help is required from the institution.
- f. Continuous interaction