

LENDI POLICY MANUAL

Handbook of Policies



LENDI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

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PREFACE

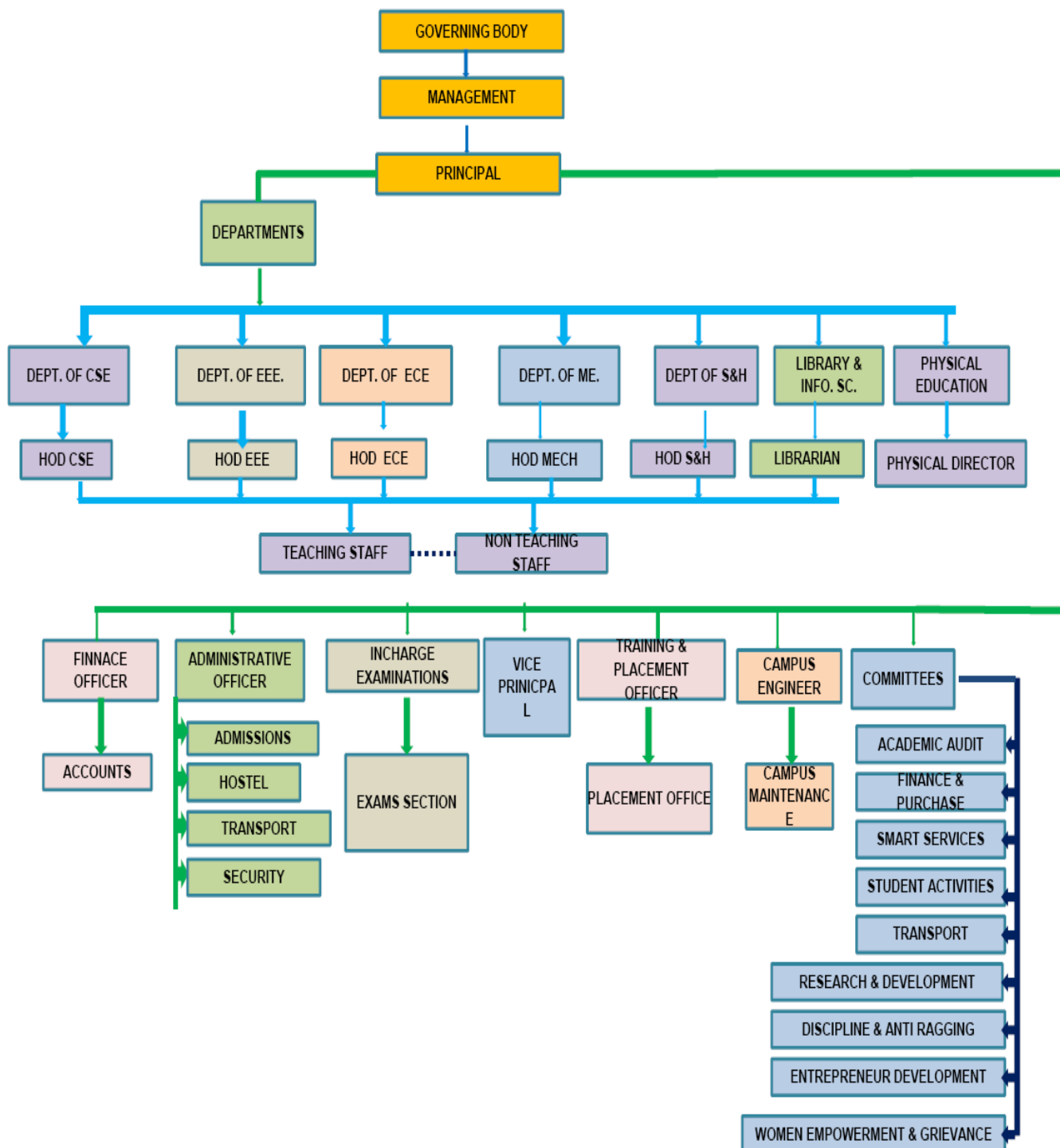
Every professional organization that aims at growth and development in the domain of education should have a clear-cut objective of its policies and procedures to succeed and progress in all its efforts. Nevertheless, infrastructure such as buildings, laboratories, faculty and other facilities including the academic achievement would suffer if the methods, duties, responsibilities and goals of its instructors and other employees are not well defined and precisely followed.

Employees of the institution would excel in delivering their duties and channeling their energies towards the successful completion of their tasks only when they fully know their duties and responsibilities. A comprehensive knowledge of procedures and policies of the institution would eventually translate into efficient functioning, avoidance of confusion, the growth of individuals and camaraderie among colleagues. The head of the institution and the management, with this all-inclusive approach and combined efforts, would be able to meticulously structure Human Resource norms, guidelines, procedures, duties and responsibilities for diverse accomplishments.

Adhering to these procedures would definitely mould all the teachers and employees into outstanding personalities for all the students of the institution to emulate. The management earnestly expects that every member of the teaching faculty and other employees of the institution would put in all their valuable efforts to drive the institution in the right direction that is cost effective yet highly qualitative. The institution envisions producing globally competent and quality technocrats with human values for the holistic needs of industry and society.

Principal

Organizational Chart



Vision

Produce globally competent and quality technocrats with human values for the holistic needs of industry and society.

Mission

- Creating an outstanding infrastructure and platform for enhancement of skills, knowledge and behaviour of students towards employment and higher studies.
- Providing a healthy environment for research, development and entrepreneurship, to meet the expectations of industry and society.
- Transforming the graduates to contribute to the socio-economic development and welfare of the society through value based education

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1. SERVICE RULES

1.1 Introduction

Objective: The roles and responsibilities policy defines the procedure and principles applicable to employees. The current version of this Policy succeeds any other earlier policy that may have been released from the effective date, specified as part of this Policy.

Eligibility: This Policy is applicable to all teaching and non-teaching members of the Lendi Institute of Engineering & Technology, Vizianagaram, Andhra Pradesh, (hereafter referred to as “LENDI”).

Background: The LENDI strictly adheres to the guidelines as stated by All India Council for Technical Education (AICTE), Jawaharlal Nehru Technological University Kakinada (JNTUK) to which it is affiliated and Government of Andhra Pradesh from time to time to promote the academic excellence. Keeping the above background in mind, it is pertinent to document policies and responsibilities of various roles defined at LENDI.

The employees at LENDI have been classified into two categories, namely Teaching and Non-Teaching. The teaching fraternity has an extraordinary role to play in the academic life of LENDI, merely as teachers, researchers, counselors, and contributors in various academic affairs. The Non-Teaching fraternity is responsible for supporting and enabling the academics at the institution. LENDI has various Departments of Engineering, Sciences, and Humanities. Each of these faculties consists of various roles and run under the supervision of Principal.

Governance: The LENDI has constituted the Governing Body (GB) to ensure the proper management and timely updates of various academic, administrative and other related activities. This committee is constituted as per the guidelines suggested by UGC/AICTE/Govt.of A.P/Affiliating University.

1.2 Definitions

Governing Body: The GB is constituted at LENDI as per the guidelines specified by AICTE/State Government/affiliated University. This body is responsible for all major policy decisions of the institution. GB approval is a must for various policy decisions taken by the management from time to time, for reference, recruitment of teaching and non-teaching staff, campus expansion, purchases, etc. The frequency of the meeting of the GB would be twice in an academic year.

Management Committee: The Management committee constituted with Chairman, Vice-Chairman and Secretary and Correspondent of Lendi Institute of Engineering & Technology, which is under Saidhamam Educational trust, for making policy decisions and implementation of the designed and approved strategies.

Employees / Staff: The LENDI employees have been classified into two categories, which are as detailed below.

Teaching Staff
<ol style="list-style-type: none"> 1. Principal 2. Vice Principal 3. Heads of the Department 4. Training & Placement Officer 5. Professors 6. Associate Professors 7. Assistant Professors 8. Librarian 9. Physical Director

Non-Teaching Staff	
Non-Technical Staff	Technical Staff
<ol style="list-style-type: none"> 1. Administrative Officer 2. Office Superintendent 3. Accounts Officer 4. Accountant 5. Senior Office Assistant 6. Junior Office Assistant 7. Attender/Watchman 8. Driver 9. Sweepers 	<ol style="list-style-type: none"> 1. Site Engineer 2. Asst. Librarian 3. Systems Administrator 4. Computer Programmer 5. Computer Operator 6. Laboratory Technician Grade I, II and III 7. Foreman 8. Workshop Mechanic Grade I, II and III 9. Science Lab Technician Grade I, II and III 10. Laboratory Attendant

1.3 Recruitment Procedure

Cadre Strength: The Cadre Strength i.e., the number of posts in each cadre shall be as approved by the Governing Body from time to time as per AICTE norms.

Qualifications & Experience: With respect to teaching and non-teaching staff, the qualifications and experience shall be as per the specified guidelines of UGC/AICTE/Affiliating University/State Government. The same shall be governed by the Governing Body from time to time.

The method of Selection: The Selection of candidates to various positions shall be conducted by one of the following methods as approved by the Governing Body.

- Direct recruitment by open advertisement published in newspapers and institution's website
- Promotions from amongst the existing staff
- Invitation.

1.4 Service Register:

Service Register should be maintained by the College for all the employees under the supervision of the Principal. It shall contain the particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments(if any) given to them, from the date of entry up to the date of their leaving the College.

1.5 Qualifying Service:

The College shall consider the total period of service of an employee either in other Engineering Colleges or in Lendi Institute of Engineering & Technology in all Engineering disciplines, Science and Humanities at the entry level of appointment.

1.6 Extension/ Termination of Probationary Period:

If the work and conduct of the staff in the probationary period have not been satisfactory /found incapable of discharging the duties, the appointing authority may, with reference to the feedback from stakeholders placed on record, terminate his/her service or extend the probationary period.

1.7 Termination of Permanent Staff from Service:

If the permanent staff is found not suitable to carry out the assigned work or possesses/ displays bad conduct which may be detrimental to the student community as a whole, a show cause notice shall be given to the individual by the Principal. The explanation of the individual shall be placed before the Management Committee for final orders either for continuance or for reduction of cadre or reduction of salary or removal from service.

1.8 Seniority:

The seniority of a person in a category shall, unless he/she has been placed in a lower rank as a punishment, be determined by the total qualifying service rendered by him/her in the post. Seniority will be lost based on the number of Loss of Pay (LOP) availed.

1.9 Resignation by Employees

A candidate, when appointed as a staff in this college shall work for a minimum period of one year. He/she shall be relieved only at the end of the semester after completing one year of service and also completing all the academic work pertaining to the semester concerned. They should also give three months notice in writing or remit three months gross salary to the college in lieu of notice period. For notice period, no vacation or casual leave in their credit will be taken into account. In the case of any shortage in three months notice period, appropriate recovery will be made.

1.10 Increments

All the staff members in a post or cadre on time scale of pay are eligible for increments in that time scale by putting in one year of service on the performance of the staff based on the self-appraisal. An increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory or there have been many LOPs.

1.11 Retirement:

The college staff and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teaching faculty completing the age of retirement by superannuation during the middle of the academic year may however, be permitted to continue in service until the end of the academic year. On exceptional demands, the service of the faculty may extend after their retirement on consolidated pay.

1.12 Annual Performance Appraisal Report:

The faculty member shall submit the open and transparent performance report in the prescribed format every year in the month of July, containing the teacher's academic activities and achievements. The H.O.D. shall offer his remarks and observation on the report. The Internal Quality Assurance cell (IQAC) shall review and forward the report on Performance Appraisal staff to the Management Committee through the Principal. The assessment shall be used for the following purposes.

1. Award of annual increments.
2. Award of special increments and awards for superior performance.
3. Award of career advancement and promotion.
4. Monitoring and recording of the regular growth of each faculty member.

1.13 Power to Modify the Rules:

These rules are subject to modifications or amendments as may be made from time to time by the Management Committee under the guidelines of Governing Body. If any dispute arises in the interpretation of these rules, the decision of the Management Committee shall be final.

2 RECRUITMENT PROCEDURE – FACULTY

2.1 Recruitment Procedure -Common to all Disciplines

The effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying best qualified candidates for all given cadre.

Prerequisite: The concerned HOD shall identify the required human resources in the department and discuss the cadre requirement and specialisation in the department academic committee meeting. The proposal of the requirement shall be forwarded to the Principal for approval. The Principal shall thoroughly discuss the requirement of the manpower with the academic committee and forward the finalised requirements of all manpower in the entire college to the Management Committee. The Principal will then seek approval of Management Committee, and only then proceed with the process of recruitment. Approval of GB is a prerequisite for all recruitment in the institute.

Advertisement: Advertisement will be made in leading Newspapers and LENDI's website (www.lendi.org) indicating the posts.

Scrutiny: Applications received against the advertisement shall be scrutinized and a list of eligible candidates will be prepared.

Interview: All eligible candidates will be called for the interview and interview will be conducted by the Recruitment committee.

Recruitment Committee: There shall be a Recruitment Committee consisting of the following Members:

1. Management Committee
2. Principal
3. Subject expert
4. Head of the department

Interview Procedure: The candidates shall be requested by the Recruitment Committee to give a subject presentation on any one topic of their interest for about 10 minutes, to assess their communication skills and then the personal interview shall be conducted to assess their depth in the subject. The Committee shall prepare a panel of selected candidates in the order of merit. The Recruitment Committee may select or reject all the candidates if they are not found suitable.

Age: Should not have completed 60 years of age as on 1st July of the year for which recruitment is being made. The Governing Council may, however, relax this age rule in favour of any deserving individual on the recommendation of the Principal. This is applicable to all categories.

Scale of pay: Assistant Professor 15600-39100 + AGP 6000
Associate Professor 37400-67000 + AGP10000
Professor 37400-67000 + AGP 11000

Appointing Authority: Based on the recommendations of the Recruitment Committee and requirement, all appointment orders are issued by the Principal after obtaining the approval from the Management Committee and the same shall be forwarded to the Governing Body for ratification.

Probationary Period: The probationary period for any new employee in the college is one year. The permanent order shall be given to the faculty after completion of the probationary period on performance report.

2.2 Faculty Norms

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.	NIL
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post Ph.D. experience is desirable.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry. (i)In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the

		<p>selection committee.</p> <p>(ii) If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.</p>
Science, Humanities & Management	Assistant Professor	<p>a) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>b) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR</p> <p>c) Notwithstanding anything contained in (ii) above candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET.</p> <p>d) NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted.</p> <p>A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September 1991.</p>

		The relevant grade which is regarded as the equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.	
	Associate Professor	<p>a) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.</p> <p>b) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).</p>	<p>a) A minimum of 8 years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.</p> <p>b) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students, as evidenced by Ph.D. thesis /co-authored books/publications in peer- reviewed journals.</p> <p>c) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).</p>
	Professor	a) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.	<p>a) A minimum of 10 years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.</p> <p>b) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.</p> <p>c) A minimum score as stipulated in the Academic Performance Indicator (API)</p>

			based Performance Based Appraisal System (PBAS).
Librarian	Assistant Professor	Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university. b) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR	
Physical Director	Assistant Professor	Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university. b) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR	

Note: The above rules may be relaxed by the Management Committee under necessary circumstances and scarcity of the qualified persons.

3 RECRUITMENT PROCEDURE – NON-TEACHING

3.1 Technical Posts

Prerequisite: The concerned HOD shall identify the required technical persons in the department. The proposal of the requirement shall be forwarded to the Management Committee through the Principal for approval. The Principal will then seek approval of Management Committee, and only then proceed with the process of recruitment.

Advertisement: Advertisement will be made in leading Newspapers and LENDI's website (www.lendi.org) indicating the posts.

Scrutiny: Applications received against the advertisement shall be scrutinised and a list of eligible candidates will be prepared.

Interview: All eligible candidates will be called for the interview and interview will be conducted by the Recruitment committee.

Recruitment Committee: There shall be a Recruitment Committee consisting of the following Members:

1. Management Committee
2. Principal
3. One subject expert
4. Head of the department

Interview Procedure: The candidates shall be requested by the Recruitment Committee to give a technical presentation on any one topic of their interest for about 10 minutes, to assess their communication skills and then the personal interview shall be conducted to assess their depth in the technical knowledge. The Committee shall prepare a panel of selected candidates in the order of merit. The Recruitment Committee may select or reject all the candidates if they are not found suitable.

Age: Should not have completed 60 years of age as on 1st July of the year for which recruitment is being made. The Governing Council may, however, relax this age rule in favour of any deserving individual on the recommendation of the Principal. This is applicable to all categories.

Qualifications:

Post	Qualifications	Experience
Site Engineer	B.Tech/Diploma/ITI	3 years
Asst. Librarian	B.Li. Sc with 1 st Class	
Systems Administrator	B.Tech/ Diploma in Computer Science	3 years
Computer Programmer	B.Tech/BCA/MCA/MSc Computers/Diploma in Computer Science	
Computer Operator	B.Sc Computers/ B.Tech/BCA/MCA/MSc Computers/Diploma in Computer Science	
Laboratory Technician	B.Tech/ Diploma/ITI in respective branch	Grade I: 8 years
		Grade II: 5 years
		Grade III:
Foreman	B.Tech/ Diploma/ITI in Mechanical	2 years
Workshop Mechanic	B.Tech/ Diploma/ITI in Mechanical	Grade I: 8 years
		Grade II: 5 years
		Grade III:
Science Lab Technician	B.Sc Physics/Chemistry	Grade I: 8 years
		Grade II: 5 years
		Grade III:
Laboratory Attendant	10 Class	

Scale of pay:

Post	Scale of pay
Site Engineer	
Asst. Librarian	8440-24950
Systems Administrator	12550-35800
Computer Programmer	12550-35800
Computer Operator	12550-35800
Laboratory Technician Grade-I	12550-35800
Laboratory Technician Grade-II	12550-35800
Laboratory Technician Grade-III	12550-35800
Foreman	12550-35800
Workshop Mechanic Grade-I	12550-35800
Workshop Mechanic Grade-II	12550-35800
Workshop Mechanic Grade-III	12550-35800
Science Lab Technician Grade-I	12550-35800
Science Lab Technician Grade-II	12550-35800
Science Lab Technician Grade-III	12550-35800
Laboratory Attendant	6700-20110

Appointing Authority: Based on the recommendations of the Recruitment Committee and requirement, all appointment orders are issued by the Chairman after obtaining the approval from the Management Committee and the same shall be forwarded to the Governing Body for ratification.

3.2 Administrative Posts

Prerequisite: The Principal shall identify the required non-technical posts in the college. The proposal of the requirement shall be forwarded to the Management Committee for approval. The Principal will then seek approval of Management Committee, and only then proceed with the process of recruitment.

Advertisement: Advertisement will be made in leading Newspapers and LENDI's website (www.lendi.org) indicating the posts.

Scrutiny: Applications received against the advertisement shall be scrutinized and a list of eligible candidates will be prepared.

Interview: All eligible candidates will be called for the interview and interview will be conducted by the Recruitment committee.

Recruitment Committee: There shall be a Recruitment Committee consisting of the following Members:

1. Management Committee
2. Principal
3. Administrative Officer

Interview Procedure: A test shall be conducted for testing computer knowledge of the candidates and shortlisted for interview. In the interview, the Recruitment Committee observes the required office administration skills and communication skills of the candidates through oral discussions. The Committee shall prepare a panel of selected candidates in the order of merit. The Recruitment Committee may select or reject all the candidates if they are not found suitable.

Age: Should not have completed 60 years of age as on 1st July of the year for which recruitment is being made. The Governing Council may, however, relax this age rule in favour of any deserving individual on the recommendation of the Principal. This is applicable to all categories.

Qualifications:

Post	Qualifications	Experience
Administrative Officer	M.B.A with good communication skills	5 years (2 years worked as senior office Superintendent)
Office Superintendent	B.A/B.Com/B.Sc with good practical knowledge in MS Office	3 years (2 years worked as senior office Assistant)
Accounts Officer	M.Com/CA/ICWAWith good practical knowledge in Tally	5 years (2 years worked Accountant)
Accountant	B.Com/CA/ICWAWith good practical knowledge in Tally	
Senior Office Assistant	B.A/B.Com/B.Sc with good practical knowledge in MS Office	2 years
Junior Office Assistant	B.A/B.Com/B.Sc with good practical knowledge in MS Office	
Attender	10 th class	
Watchman	7 th class	
Driver	License holder for heavy motor vehicles	
Sweepers		

Scale of pay:

Post	Scale of pay
Administrative Officer	18030-43630
Office Superintendent	13660-38570
Accounts Officer	18030-43630
Accountant	12550-35800
Senior Office Assistant	12550-35800
Junior Office Assistant	8440-24950
Attender	6700-20110
Watchman	6700-20110
Driver	6700-20110
Sweepers	6700-20110

Appointing Authority: Based on the recommendations of the Recruitment Committee and requirement, all appointment orders are issued by the Principal after obtaining the approval from the Management Committee and the same shall be forwarded to the Governing Body for ratification.

Note: The above rules may be relaxed by the management committee under necessary circumstances and scarcity of the qualified persons.

4 PROMOTIONAL PROCEDURE

4.1 Faculty Promotional Procedure

Eligibility: The HOD shall be asked to prepare a list of all qualified and eligible candidates for promotion from Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines in the month of July every year. The HOD shall also request the faculty members to submit an annual performance appraisal report from various departments, along with the personal remarks of the HOD for each individual. The qualification and experience to become eligible for promotion are the same as given in chapter 2 for direct recruitment.

The management may in exceptional circumstances relax or extend the eligibility criteria, at its discretion. The institution shall follow the two separate Promotional methodologies based on the Recommendations of Management Committee, one each for Assistant Professor to Associate Professor, and Associate Professor to professor, are constituted against sanctioned number of posts. A Faculty having the required experience of Associate Professor/Professor, good students feedback and pass-percentage of students taught by the faculty shall not be less than 85% may also be promoted from Assistant Professor to Associate Professor or from Associate Professor to Professor based on the following:

- (i) Assistant Professor to Associate Professor: At least 2 papers in peer-reviewed journals; 2 conference/seminar papers in reputed conferences/ seminars. Participation in sponsored research projects will add significantly to the credit.
- (ii) Associate Professor to Professor: At least 3 papers in peer- journals as the first author; 3 conference/seminar papers in reputed conferences/seminars Leading role in sponsored research projects will add significantly to the credit.

The faculty shall obtain the required qualification of the new designation within 3 years of promotion.

Screening Committee: A Screening Committee will be constituted with the following Members:

- 1. Management Committee
- 2. Principal
- 3. Subject expert

4. HOD concerned

Selection procedure for promotion: The Screening Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The approved candidates shall be promoted.

4.2 Non-Teaching Promotional Procedure

The qualification and experience of non-teaching faculty to become eligible for promotion are the same as given in chapter 2 for direct recruitment against vacancies.

5 DUTIES AND RESPONSIBILITIES

5.1 Principal

The vital role of the Principal is very important for the development and effective functionalities of all activities in the college. The Principal will function as a team leader of teaching and non-teaching staff to achieve academic excellence. The Principal has autonomy to make all correspondences within the campus, outside organizations and the University. The Principal will interact with the Management Committee on a day to day matters. The Principal will regularly appraise through weekly reports with the Management Committee. The Management expects the Principal to be a coordinating point to ensure that all the policies of the management are implemented and promote the college as an excellent educational institution. The Principal shall take approval of all decisions regarding planning, development and implementation of the policies from the Management Committee and the Governing body of the college.

Functionalities	Responsibilities
General Administration	<ul style="list-style-type: none">• Ensure that the policies and rules of the Government and the University are strictly adhered by the institution• Convene the Governing body meeting at least once in every semester.• Design the plans for the development of the institution in the years to come to accomplish the vision and mission of the Institution• Design the action plans with HODS for implementation and monitoring mechanism of the approved policies and plans in the General Body meeting• Operational autonomy to the heads of the department in academic pursuit and decision making• Decentralise academic responsibilities to all the staff members on need - based and monitor the allocation of duties on regular base.• Decentralise the administrative activities to the administrative officer to look after office related activities.• Creation of necessary infrastructure for education in the institution.• Ensure the welfare and benefit of the staff and students.

	<ul style="list-style-type: none"> • Responsible for the maintenance of discipline / harmonious relations among teaching and non-teaching staff. • Designs the quality policies with IQAC based on the feedback of the stakeholders for improvement and implementation of the designed policies and convene regular meetings with faculty to discuss quality policies and encourages the faculty to involve actively in the implementation of policies and plans. • Convene the HODs meeting at least once in 15 days and maintain the Minutes book. • Review and evaluate the performance appraisal of the faculty based on Feedback analysis, Result analysis, publications, projects and contribution to the department and college. • Counsel the staff members for non - performance of basic duties and functions or indulging undesirable activities in the college or non-compliance of instructions of the Management / Principal / H.O.D and if necessary take disciplinary action on the staff in the form of stoppage of incentives / increment and dismissal from service against the explanation, of the staff member, in consultation with the Management.
Finance Affairs	<ul style="list-style-type: none"> • Prepare the annual budget • Monitor the purchase of equipment and consumables, auditing and maintenance of stock registers and certify the bills for payment by Management Committee. He will also ensure judicious use of equipment and consumables. • Responsible for finance affairs given by the Management Committee.
Academic Affairs	<ul style="list-style-type: none"> • Ensure the appointment of qualified staff (both teaching and non -teaching) • Plan various courses to be offered and the preparation of course materials. • Supervise the course timetable, staff allocation, staff attendance and syllabus coverage. • Ensure the conduct of internal continuous assessment examinations at appropriate periods. • Plan for organizing the industrial visits and the guest lectures in the institution on need - based for the benefit of the students. • Monitor the student projects, progress and the University examinations (theory and practical).

	<ul style="list-style-type: none"> • Review the reports of the analysis of examination marks of the students and insist the faculty to arrange remedial classes for academically poor students.
Student Affairs	<ul style="list-style-type: none"> • Plan for offering value-added courses, training and placement opportunities and educational tour to the students. • Encourage the students to actively participate in co-curricular, extra-curricular activities, professional societies for their overall development. • Give the necessary counseling and guidance programmes to the students. • Monitor the grievances redressal mechanism and ensure strict discipline in the college. • Monitor the student's attendance and their progress in studies and arrange for parent-teacher meetings as and when necessary. • Ensure that the rules and regulations are strictly followed by the students. • Counsel the students in presence of the parents for misbehavior, indiscipline and event of any breach of rules and regulations in the college and if necessary take the disciplinary actions on the students in the form of suspension from the college or dismissal from the college by the consultation with the management Committee.
Research Activities	<ul style="list-style-type: none"> • Plan and design the research facilities in the college to create research atmosphere. • Encourage the students and staff for conducting and participation of seminars and symposia and such research – oriented activities in the campus. • Encourage the staff to become members of professional bodies, carry out consultancy works, mini projects and other extension activities. • Encourage the students and faculty to carry in-house research projects and publish the research articles in the reputed journals and conferences.
Extension Activities	<ul style="list-style-type: none"> • Design the plans for the development of campus in terms of sports and extracurricular activities • Encourage the students to participate in NSS and NCC activities.

5.2 Vice-Principal:

The role of the Vice-Principal is to assist and support the Principal in the day-to-day administrative activities and deputise for the Principal in his absence or unavailability. Responsibility to ensure that the college code of discipline is implemented and reviewed.

Functionalities	Responsibilities
College Academic Affairs	<ul style="list-style-type: none">• Prepare the college academic calendar and monitor the departmental academic calendar.• Assist the Principal in the budget preparation of the purchases in the departments.• Monitor the designed action plans to attain the vision and Mission of the college.• Review the minutes of all committee meetings in the college at the end of the month with the coordinator of the corresponding committee to improve quality of teaching and learning.• Monitor the stock verification of the college and laboratories.• Co-ordinate the College Academic Committee, student Grievance cell, Anti-Ragging Cell, and Disciplinary Committee for smooth running of the college and maintain the minutes of the meeting of the committees.
Departmental Academic Affairs	<ul style="list-style-type: none">• Review the course files of every faculty member from each department with the HOD at the end of each month and submit a monthly report to the Principal.• Monitor the monthly reports of students on marks, percentage of attendance, general performance, and discipline and sent to the parents.• Counsel the students who fail in one or more subjects and arrange for remedial classes in consultation with HODs and review the academic performance of students in the mid examinations the university examinations.• Periodically inspect the laboratory classes and theory classes and interact with students and faculty members to improve academic standards.
Extension Activities	<ul style="list-style-type: none">• Initiate and monitor the arrangement of guest lectures and local visits of various departments• Organize functions like Fresher's day, sports day, cultural day, Annual day and any other function arranged in the college.• Prepare the annual plan with HODs for organizing conferences, seminars and symposia, workshops

	<p>etc both by students and faculty members.</p> <ul style="list-style-type: none"> • Encourage and monitor the students to participate in extracurricular activities.
Faculty Affairs	<ul style="list-style-type: none"> • Review the faculty requirements and grievances and prepare the proposals to the Principal. • Prepare the Faculty increment list and collect the Faculty Self Appraisal forms along with HOD.
Research Activities	<ul style="list-style-type: none"> • Review the progress of the research projects carried out by the faculty members.
Office Activities	<ul style="list-style-type: none"> • The affairs of AICTE, UGC, JNTUK, Government of AP, Apex body for quality assurance and grading assurance. • Monitor the inventory preparation of stationery items such as laboratory records, observation note books, textbooks etc for procurement. • Assist the Principal in all administrative and academic programmes.
Library Activities	<ul style="list-style-type: none"> • Monitor the inventory preparation and the proposal for the purchase of text books, reference books and journals based on the requirements submitted by each department and also the suggestions received from students and maintain the library as per JNTUK and AICTE norms. • Monitor the maintenance of stack area, journal section, library computerisation and annual stock verification in the library and prepare improvement plans for the library.
Infrastructure Developmental Activities	<ul style="list-style-type: none"> • Assist the Principal in the development of infrastructural facilities and amenities in the college. • Monitor the maintenance of infrastructure facilities in the college and ensure the cleanliness and maintenance of the class rooms and other places in the college.
Student Affairs	<ul style="list-style-type: none"> • Correspond through letters to parents of students who are having less than 65 percentage of attendance in every month and counsel the students to improve their attendance. • Initiation and formation of Alumni association and college student association. • Prepare the list of students for scholarships, fellowships, prizes and medals for various branches given by the Management Committee. • Assist the Principal in preparations and process of student's scholarships from the Government.

5.3 Head of the Department

The role of the Head of the department is very important for the development and effective functionalities of all activities in the department. The HOD shall form the academic advisory committee for qualitative teaching learning process. The HOD shall interact with the Principal on regular basis for the implementation of the policies designed by the Mangement Committee. The HOD shall take approval from the Principal of all decisions regarding planning, development and implementation of the policies in the departments. The HOD is the Chairperson of department advisory committee, Programme committee and other departmental committees. The HOD is accountable for all the academic activities of the department and shall guide the faculty members, to improve the student performance, teaching, research, laboratory facilities etc.

Functionalities	Responsibilities
Departmental Activities	<ul style="list-style-type: none">• Convene the department staff meeting on regular basis and maintain the Minutes book.• Prepare the requirements of purchase of library books, consumables and equipment for laboratories and send the proposals of the budgets to the Principal.• Maintain the files and records as per requirements of NAAC, NBA and other Apex bodies.• Ensure the implementation of the activities as per the academic calendar of the college.• Maintain the database of student's academic and personal, Society activities, professional societies and alumni.• Review the departmental committees on a regular basis.• Identify and plan for recruitment of the new staff in the department and send the proposal to the Principal for further process.• Review and evaluate the performance appraisal of the faculty based on Feedback analysis, Result analysis, publications, projects and contribution to the department and college and forward to the principal for quality improvement.• Depute the faculty to assist the Training and Placement cell for campus recruitment process.• Review the report on the outcome of class committee meetings and discuss in the academic committee for corrective and preventive actions.

<p>Teaching- Learning Activities</p>	<ul style="list-style-type: none"> • Prepare the department academic calendar with department academic committee prior to the commencement of the academic year. • Review projects of the students and staff. • Check the record of class work once in 15 days, supervise the lab and theory class work on daily basis, co-ordinate preparation of annual budget for various activities and arrange for annual stock verification. • Responsible for semester academic planning, manpower planning, subject allocation, lab equipment maintenance, conduct of examinations, final year project review, class committee meeting, preparation of timetable, allotment of department work, staff meeting etc . • Co-ordinate the activities like conduct of project viva, seminars, symposia, special lectures and provide support services for student placement, and department student association. • Responsible for conducting coaching class, verification of log books and coverage of syllabus for all semesters, internal assessment marks and lab works. • Scrutiny of the lesson plan, lecture notes, lab manuals, question bank and log book, etc • Monitor theory classes, lab sessions, students attendance and discipline, guest lecture and industrial visits • Conduct in-house training to the students for GATE/GRE and other commutative examinations. • Conduct the campus recruitment training on regular time table. • Allot the courses to the faculty on the basis of their expertise. • Monitor the syllabus coverage and take the remedial actions. • Take the feedback from the students, parents and alumni and review the feedback for remedial actions. • Regularly inspect the laboratory classes and theory classes and interact with students and faculty members to improve academic standards. • Co-ordinate local industrial visits, guest lecturers, educational tours. • Interact with eminent persons from industry,
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	<p>research organization and universities for conducting guest lectures, workshops and seminars on a regular basis.</p> <ul style="list-style-type: none"> • Plan for organizing the industrial visits and the guest lectures in the institution on need-based for the benefit of the students. • Design the add-on courses and value added courses to fill the gap between industry requirement and curriculum.
Student Activities	<ul style="list-style-type: none"> • Monitor the students attendance on daily-basis and counsel the students if needed. • Give the necessary counseling and guidance programmes to the students. • Review the reports of the analysis of test marks of the students and insist the faculty to arrange remedial classes for academically poor students • Counsel the students who fail in one or more subjects and arrange for remedial classes in consultation with HODs and review the academic performance of students in the mid examinations the university examinations. • Monitor the student projects, progress and the University examinations (theory and practical). • Conduct remedial classes for poor performers and slow learners
Faculty Activities	<ul style="list-style-type: none"> • Encourage the staff to become members of professional bodies, carry out consultancy works, mini projects and other extension activities. • Encourage the faculty to carry in- house research projects and publish the research articles in the reputed journals and conferences.
Extension Activities	<ul style="list-style-type: none"> • Encourage the students to participate in co-curricular and extra co-curricular activities. • Encourage the students to organize the activities of students associations. • Encourage the students to visit industries on each semester. • Encourage the students to participate in Fresher's day, sports day, cultural day, Annual day and any other function arranged in the college.

5.4 Teaching Faculty

The role of the Teaching Faculty is very important for effective implementation of the policies of the department and college. The Faculty shall interact with the HOD on regular basis for review the teaching-learning process. The Faculty is accountable for all the duties assigned by the HOD and Principal. Faculty shall assist the HOD for the departmental activities and committees for development of the department. The faculty shall submit representation relating to any grievance in workplace or problems encountered with students or any other matter to the Principal for necessary action.

Functionalities	Responsibilities
Mentoring Activities	<ul style="list-style-type: none">• Prepare the course file and submit to the program committee prior to the commencement of the academic year for approval.• Prepare course material, laboratory manual and handout prior to the commencement of the academic year• Review the analysis of marks of the students on daily basis and counsel the weak students.• Arrange remedial classes for academically weaker students.• Check the discipline of students in the class, Laboratory and in the campus and if any student is found misbehaving, it should be immediately reported to the Principal for action.• Give the assignments to students, correct assignments and give back to students.• Evaluate the answer scripts of the students impartially and submit to the HOD in time after the verified by the students.
Departmental Activities	<ul style="list-style-type: none">• Follow the dress code without fail. As teachers are models for students, they are advised to follow dress code strictly.• Maintain a personal file and course file.• Guide the students for educational tours and local industrial visits.• Ready to take any responsibility of the departmental committees.• Act as a student counselor for overall development.
College Activities	<ul style="list-style-type: none">• Ready to take any responsibility of the college activity assigned by the HOD and the Principal
Research Activities	<ul style="list-style-type: none">• Publish research article in Journals and Conferences.

	<ul style="list-style-type: none"> • Guide students in the preparation of technical papers for presentation in conferences in other colleges.
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5.5 Training and Placement Officer

The training and placement officer shall be the co-ordinator of placement and training cell and one faculty member from each department nominated by the respective H.O.D shall be a member of the cell. The cell shall meet once in every month and finalise a plan of activities for II, III, and IV year students to improve the employability of students and submit the plan for the approval of the Principal and Management. The placement and training officer shall maintain the Minutes Book.

Responsibilities:

- Collect the student profile and academic record of the final year students (Starting from their second year) and retain the same at TPO cell
- Prepare a detailed brochure highlighting the facilities in the college, department and student activities and academic performance and placement particulars both in soft and hard copies and send it to the industries for facilitating the conduct of campus interviews.
- Collect the addresses of companies and shall meet the HRD or relevant officer of the companies for a visit and subsequently arrange for the campus interview.
- Make all arrangements for the conduct of the campus interview including the conduct of the test, group discussions, personal interviews etc.
- Maintain the records of placement, student records, college brochure, list of companies etc. and shall create a small library with books for competitive examinations, personality development, communication skill development etc.
- Provide support services in the preparation for GRE, TOEFL and procurement of passport, and submission of an application to foreign universities.
- Arrange for special training programmes by experts from HRD of companies for all the students on the Personality skill development, Soft skill development.
- Organize regular sample tests on IQ test, English language grammar test, Comprehension test, Aptitude test, Listening skill test, Mock personal interview and test on other required skills for all students from III and IV years using in-house resources as well as outside resources.

- Strictly adhere to the time schedule for organising placement training programmes and mock tests as given in the time table and academic schedule.
- He shall arrange regular training classes for 5th semester students on the following topics through outside agencies. Personality and communication skill, Oral communication, Written communication, English grammar, Comprehension in English, IQ and aptitude test, Personal interview and other required skills.
- Maintain the year-wise placement records such as the companies which have conducted placement interviews on our campus and in other places, employment records of students containing the names of students, designations of posts etc.
- Take the feedback from recruiters, students and alumni and take the necessary actions.

5.6 Physical Director

The role of the Physical Director is very important for maintaining the physical fitness of the staff and students in the college. He shall be the member of the disciplinary committee and the committee shall be constituted by him in consultation with the coordinator of the disciplinary committee.

Responsibilities:

- Monitor the general discipline of students during the working hours and report to the Principal if any breach has been noticed.
- Monitor the disciplinary aspects that include adherence to dress code, maintenance of silence, promptness in attending classes, and engagement of classes by faculty members preventing the students from loitering in the corridors, damaging the property, defacing walls or teasing of girl students in the Verandah.
- Coordinate the Sports and Games committee with department representatives as the members for planning and designing the sports and games activities in the college.
- Convene the Sports and Games committee meeting at the beginning of every semester to discuss and finalise the sports & games activities for the semester concerned.
- Prepare the annual budget for the sports and games accessories such as nets, balls, etc and submit them to the Principal.
- Train students for participating in various tournaments and also organise University Tournaments in our college.
- Arrange intramural sports and games for our college students.

5.7 Librarian

The role of the Librarian is to maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section.

Responsibilities:

- Prepare the budget and send it to the Principal for approval prior to the commencement of the academic year.
- Inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.
- Take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of library card, correspondence related to missing of books, missing of library cards, renewal of books to the students and staff etc in the Circulation section.
- Maintain the reference books according to classification and also help the staff and students for general reading and display the latest arrival of the books in a prominent place to attract the readers in the Reference section
- Arrange the journals and back volumes and display the latest journals in the Periodical section.
- Plan for selection of the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills in the Acquisition section.
- Classify the books, cataloging of books in the Technical section.
- Shelf the books, maintaining the stack area and self-rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and online public access catalogue (OPAC) in the Maintenance section.

6 TRANSPARENCY

6.1 Introduction

The following procedure is followed to ensure transparency among the Governing bodies, Management, faculty members, staff members and students.

6.2 H.R. Policy Book in Department

A copy of the Lendi Policy Manual is given to each department and maintained for ready reference for faculty members and students. In addition to that copy of the book is also kept in the Library for open reference. Lendi Policy Manual covers recruitment of staff, promotion to staff, leave rules, academic procedures, duties and responsibilities of staff etc.

6.3 Minutes of HOD Meeting to Department

The Minutes of the HODs Meeting held in every month to discuss various items of academic works, development works, co-curricular activities, extra-curricular activities etc are circulated to all the departments through circulars.

6.4 Minutes of Academic Committee.

Any decisions made by the Governing Body or Academic Committee or by the Management Committee in policy are conveyed to all the departments by circulating a copy of the Minutes. Minutes of the Governing Body or Academic Committee are kept as a reference in the Departments.

6.5 Feed Back to Staff for Review.

Student's feedback, Parents feedback, Faculty self Appraisal are reviewed and evaluated by HODs evaluation that will be given to faculty members for self review and discussed with the faculty members or counseled.

7 ACADEMIC CENTERS

7.1 Research And Development Cell(R&D Cell)

The R &D cell is working under the supervision of the Principal along with R & D Committee for promoting R& D activities in the college.

Activities:

1. M.O.U. with reputed Industries.
2. Short term courses and Seminar / Symposium in collaboration with Industries.
3. Students' in-house Mini projects.
4. Paper presentation by students and faculty.
5. Attending Conferences / Workshops / Seminars by students and faculty.
6. Organizing Conferences / Workshops / Seminars /symposia
7. Organizing Faculty Development Programme.
8. In-plant training for students and faculty.
9. Students projects from Industries.
10. Research proposals to funding agencies.
11. Consultancy works.
12. Creation of a centre for students project.

7.2 Training & Placement Cell

The Training & Placement Cell is working under the supervision of the Principal, Training & Placement Officer along with T & P Committee for on campus/off campus placements for the students in the college.

Activities:

1. Organising in-house training classes for Communication skills, aptitude, computer programming, G.D and Mock Interviews.
2. Conducting model Aptitude Tests, communication skill and computer programming tests.
3. Organising workshop/guest lectures on personality development with external agencies
4. Preparation of student profiles and placement brochure.
5. Procurement of placement training related Books, CD, VCD, template etc. for GRE, TOEFL GMAT etc and creating a library.

6. Activities related to Engineering College forum and arranging Campus and off-campus interviews in Co-ordination with the forum and other colleges.
7. Co-ordination with Placement Cell at JNTUK and arranging for student registration
8. Establishing contact with prospective employers and IT companies to arrange campus interviews.
9. Creation of student database and company database
10. In-house resource creation relating to interview skills and GD techniques.
11. Common time table for placement training courses. (Language lab, internet lab, computer lab) and Co-ordination of preparation of study materials and workbooks for in house training.
12. All works related to placement and training activities.

7.3 Examination Cell

The Examination Cell is working under the supervision of the Principal and Exam Cell Incharge for conducting JNTUK examination and related works of JNTUK in the college.

Activities:

1. Mid Examinations / University Examination as per procedure.
2. Examination fee collection and submission to JNTUK.
3. Paper revaluation and Xerox copy of Answer script.
4. University Exam Accounts maintenance and submission.
5. Issue of Hall tickets and University Mark statements
6. All correspondence with JNTUK
7. Procurement of Stationery items for Mid Examinations and University exam.
8. Maintenance of Xerox machines.
9. Maintenance of Stock book for stationery items.
10. Submission of Internal assessment marks and Attendance to JNTUK
11. Complaints on Question paper to JNTUK
12. Semester drop out and re-admission for attendance shortage
13. Lecture Hall allocation and desk arrangement.
14. Exam malpractice reports

7.4 Students Activity Center (SAC):

The SAC is working under the supervision of the Principal along with Students Activities coordinating Committee for encouraging the students to participate and exhibiting the talent in co-curricular, extra co-curricular and other students activities in the college and outside the campus.

Activities:

Cultural:

1. Finalisation of cultural events.
2. Preparation of proposal for purchase of prizes.
3. Organising the cultural day function.
4. Preparing students to participate in cultural events and sports in other places.
5. Creation of a centre for cultural activities.
6. NSS and NCC Activities
7. Blood and Social service camp.
8. All development works relating to cultural activities

Co – Curricular Activities

1. Department Magazine.
2. Inter departmental activities
3. Professional societies Activity
4. ISTE Chapters

7.5 Sports, Games and Gym Center

The Sports, Games and Gym Center is working under the supervision of the Principal, Physical Director, Gym Instructor along with Sports and Games coordinating Committee for encouraging the students to participate in Sports, Games and Gym for the keeping good health and exhibiting the talent of the students and staff in the college in the college and outside campus.

Activities:

1. Conduct of sports & games.
2. Annual budget for the sports and games accessories
3. Sports day celebration.
4. Events for sports day.

- a. Estimate for prizes
 - b. Conduct of the sports and games.
 - c. Organizing the sports day functions.
5. Hosting of Zonal games and sports.
6. All development works relating to sports

7.6 Centre for Alumni Affairs:

The Centre for Alumni Affairs is working under the supervision of the Principal along with Alumni coordinating Committee for the empowerment of the students, to develop Industry & college interaction and to build and strengthen the teaching-learning process in the college.

Activities:

1. To create the database of Alumni
2. To conduct periodical meetings and an annual meeting with alumni members.
3. To resort to the help of Alumni members for placement activities.
4. To mobilize funding for special purposes like scholarships, prizes, awards etc.
5. To conduct lectures by inviting speakers.

7.7 Central Library:

The Central Library is working under the supervision of the Principal, Professor in-chagre, Librarian, Assistant Librarian along with Library coordinating Committee for improvement of academic and research knowledge of the students and staff in the college.

Activities:

1. Collecting list of books and journals from HODs and procurement after approval
2. Indexing and stocking of books and journals.
3. Stock taking of books & periodical publication of defaulters list.
4. Indexing and stocking of lecture notes and question papers.
5. All works related to Library development.

7.8. College Magazine

Activities:

1. Preparation of College newsletters and magazine
2. Recording of Important events under the heading
 - a. Technical Papers Published
 - b. FDP Programs attended for faculty members

- c. Campus Placement
- d. MOU
- e. College Events

7.9 Entrepreneurship Development Center:

Entrepreneurship Development Cell (EDC) is working under the supervision of the Principal along with EDC coordinating Committee to inculcate entrepreneurial spirit/ environment for self-employment and entrepreneurship development among students and it acts as an institutional mechanism for providing various services to budding student entrepreneurs.

Activities:

- Organising formal and non-formal programmes to promote skills of interaction in groups & leadership styles through conduction of Technical workshops on entrepreneurial development.
- Organise Competitions / Innovation Camps with the active involvement of industry and alumni.
- Arrange interaction with entrepreneurs, bankers, professionals, potential customers and create a mentorship scheme for student innovators.
- Organise the Entrepreneur's Club in the college to foster a culture of entrepreneurship amongst students.
- Foster better linkages between the college, Industries and R&D institutions in the region and other related organisations engaged in promoting Small & Medium Enterprises and other Voluntary Organisations.
- Organise Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes and Faculty Development Programmes in the region for the benefit of students and teachers.
- Encourage entrepreneurship among the aspirant students.
- Guiding students for identifying business opportunities and preparing projects relating to entrepreneurship.
- Connecting the prospective entrepreneurs to various concerned authorities.
- Provide a platform to take-up 'Entrepreneurship' as an alternative career.
- Provide training & retraining of entrepreneurs through variety of programmes

8 COMMITTEES

8.1 GRIEVANCES AND REDRESSAL COMMITTEE

- To consider the welfare of female teaching and non-teaching staff members of the college.
- To consider the recreational facilities for lady staff.
- To create the health care facilities for lady staff members and girl students.
- To review complaints received from lady staff members and girl students and take appropriate actions.

8.2 LIBRARY COMMITTEE

- Collecting list of books and journals from HODs for each semester and procuring them after the approval of the Management.
- Indexing and stocking of new books and journals.
- Periodical publication of defaulters list.
- Indexing and stocking of lecture notes and question bank for each semester.
- All works related to Library development.

8.3 STUDENT ACTIVITIES COORDINATION COMMITTEE

- Finalisation of cultural day events for each year in even semester
- Preparation of proposal of purchase of prizes and medals.
- Organising the cultural day function.
- Preparing students to participate in cultural events in other places.
- Creation of a centre for cultural activities.
- Conducting NSS and NCC activities
- Conducting Blood and Social service camp.
- All development works relating to cultural activities
- Inter departmental activities.
- Formation of Professional societies activity
- ISTE Chapters
- Preparation of college news letter and magazine.

8.4 SPORTS AND GAMES COORDINATION COMMITTEE

- Annual budget for the sports and games accessories
- Conduct of the sports and games – Intramural.
- Organizing the sports day functions.
- Hosting of Zonal games and sports.
- Budget estimate for sports day and purchase of cups and medals.
- All development works relating to sports.

8.5 DISCIPLINARY AND WELFARE COMMITTEE

- To examine / inquire and recommend punishments / remedial measure in the cases of:
 - Indiscipline in the college campus and hostel premises
 - Complaints of ragging
 - Complaints of eve-teasing and harassment of weaker sections.
 - Any other activity that may damage the discipline and harmony of the college.
- To periodically visit the campus including the hostels to recommend improvements in amenities and maintenance of students' facilities.

8.6 PURCHASE COMMITTEE

- To scrutinise the specifications and the quotations.
- To review the terms and conditions of payment, taxes, the reputation of the company etc.
- To assess the standard and quality of the equipment by referring the pamphlets, other vendors using the equipments etc.
- To give specification to the HOD for the procurement of the equipment.

8.7 RESEARCH AND DEVELOPMENT COMMITTEE

- Continuing education.
- Consultancy
- Student project work.
- Overall planning to meet / satisfy NBA requirements.
- Paper presentation by students and faculty in Conferences / Workshops / Seminars
- Organising Conferences / Workshops / Seminars / Symposia
- Organising Faculty Development Programme.

- Higher studies students and faculty members.
- Research proposals to funding agencies.
- Summer and winter school proposals.
- E class rooms and E learning
- Audio-Visual centre
- Professional affiliations – Institutional membership, IEEE, ISTE, CSI & IETE.

8.8 ALUMNI ACTIVITIES COMMITTEE

- To create the database of Alumni
- To conduct periodical meetings and annual meeting with alumni members.
- To resort to the help of Alumni members for placement activities.
- To mobilise funding for special purposes like scholarships, prizes, awards etc.
- To conduct lectures by inviting speakers.

8.9 INDUSTRY-INSTITUTE INTERACTION COMMITTEE

- MOU with reputed industries.
- Short term courses and Seminar / Symposium in collaboration with Industries
- Student's in-house Mini projects and creation centre for projects.
- Guest Lectures and Industrial visits.
- Association activities.
- In-plant training for students and faculty and students projects from Industries.
- Consultancy works.
- Value added courses.

9 PURCHASE PROCEDURES

9.1 INTRODUCTION

This procedure covers the procurement of Equipment, Consumables, Equipment maintenance, Stationery items / Furniture and other miscellaneous items to be used in the teaching – learning process. The primary responsibility of procuring the items is vested with the HODs. The procurement action is initiated by the Faculty (User). The User will give the specification of the item to be procured. The User will also check the procured item after its supply and ensure the supply to specification. The User will Log the receipt of the material in the Stock Register maintained in the department. The User is also responsible for the maintenance and proper operation of the equipment (or items) procured. The HOD will nominate senior faculty members of the department as members of the Purchase Committee, which will co-ordinate the purchase activity at the Department.

9.2 BUDGET

The Director and HOD will prepare annual budget under the headings Equipment, Consumables, Furniture, Equipment maintenance, Stationery items and other miscellaneous items to cover guest lecture, industrial visit, project work, FDP, seminar/workshop for faculty members, seminar/workshop for students, lab manuals, lecture notes etc. and submit the comparative statement to the Principal's Office in fourth week of March. The Principal shall consolidate the budget of all the departments and prepare the overall budget for the college and get the approval of Management in 2nd week of April.

9.3 DELEGATION OF FINANCIAL POWER

The authorities competent to accord financial sanction to the purchase of apparatus and equipment, tools and plants, spares parts, consumables, stationery items etc. along with financial limits are described by the Principal.

9.4 FORECAST ON REQUIREMENTS AND TIME SCHEDULE FOR THEIR PURCHASE

- The HODs shall be in-charge for the equipment and stores attached to the department concerned. They shall prepare the lists of items of stores to be replenished at such periodical intervals as may be necessary based on the estimated annual or other periodical intervals, say 6 months or 3 months, and arrange for the purchase of stores. They should ensure that unnecessary items of stores are not held in stock, while at the

same time, an adequate number of quantity of spares/stores is kept consistent with the pattern of consumption and time required for the manufacturers /dealers to supply.

- The faculty in-charge of the lab shall submit a proposal for the procurement of the required items along with the specifications and brand. He shall collect quotes from minimum 6 probable vendors with the concurrence of the HOD. The faculty member shall discuss the details of the specification with the vendor and recommend the vendor in the order of merit and submit to Purchase Committee after sufficient quotes are received. The items to be procured should have already been included in the budget and sanction obtained.

9.5 GUIDELINES GOVERNING THE PURCHASE

- As a general rule, no stores shall be purchased without obtaining the prior administrative sanction of the competent authority.
- The sanction accorded by a competent authority shall lapse if it is not acted upon for a year. A sanction accorded by the competent authority shall be deemed to have been acted upon if tenders have been accepted or an indent has been placed with an approved firm, even if the actual payment in whole or in part has not been made during the said period.
- Only items for which sanction has been accorded should be purchased. No substitution of items or deviation of quantity shall be made without the approval of the sanctioning authority.
- Administrative sanction should be obtained for the total expenditure involved in the proposal (including packing, forwarding, freight, Sales Tax, Customs Duty, Insurance, if any, etc.) and not for the basic cost of the stores alone. If such information is not furnished in the quotation, it should be got from the prospective suppliers, the total expenditure worked out and proposals sent for sanction.
- The total value of the stores to be purchased should not be split up conveniently, so as to avoid sanction by a higher authority.

9.6 PURCHASE PROCEDURE

The proposal must contain (i) the purpose for which they are required, eg. For general purpose, laboratory maintenance, projects or other purposes. (ii) Detailed specifications and instructions if any, should be given, so that the right type of material which is required

could be supplied. Stores of a particular type or make should not be asked for, except when they are / articles of proprietary nature (iii) The approximate cost of the equipment and (iv) Availability of funds etc.

Quotations: Stores should not be purchased without calling for quotations

Methods to be followed for obtaining Quotations:

- i) By direct invitation to a limited number of reputed firm (minimum 6) (Limited Tender), the invitation being sent to them by post/courier.
 - ii) By invitation to one firm only (single quotation) or private purchase for small order costing less than Rs.1,000/- at a time or if more than one kind of article, the same does not exceed Rs.2,500/-
- When owing to inadequate publicity or some other reasons, no satisfactory tender is received in response to an invitation to quotations, fresh tenders shall be invited and the invitation to tenders should be specifically brought to the notice of all the possible Quotations.

9.7 QUOTATIONS PROCESSING METHOD:

- The quotations received shall be tabulated, and the decision taken on the selection of offer with the least possible delay, so as to place the Purchase Order within the validity period of the quotations. The term “price ruling at the time of delivery’ should not be accepted. No price fluctuation within that period is allowed. If the item offered is a new one, it is advisable to ask for its demonstration before a decision is taken.
- Only the lowest Quotation should be selected. If the lowest tender is not according to the specifications given in the tender schedule or the item offered is considered as not suitable, the rejection of such offer should be technically justified. The general remarks such as the item will or will not suit our purpose, etc., should not be recorded in the comparative statement. There should be specific technical reasons for selecting or accepting an offer. Similarly, the reasons must be recorded for rejecting the other lower offers if any, in the comparative statement itself.
- In some cases, the firms may offer a different set of models and it is likely that the competent authorities may prefer them to the other models given earlier. If there is any material deviation from the specifications like capacity, size etc., between the items specified in the tender schedule and offered, they shall not be purchased without calling

for a fresh quotation or a re-quotation. At the same time if the models are upgraded and offered for the lowest price it could be accepted.

9.8 PURCHASE COMMITTEE

The Purchase Committee will consist of the following Members:

- | | | |
|---------------------|---|-------------|
| 1. Purchase Officer | - | Coordinator |
| 2. HoD | - | Member |

- The Purchase Committee will go through the quotes and recommendations of the user and advise the concerned HOD. The concerned HOD will forward the recommendations of the Purchase Committee along with remarks to the Principal.
- The Principal will scrutinize the comparative statement and give his remarks and send the file back to the concerned department. The HOD shall take copies of the comparative statement and the quotations and send the originals to Purchase Department for further action.

9.9 PLACING OF PURCHASE ORDERS

The Principal will place an order.

9.10 PURCHASE ORDER

- Purchase order shall be issued for non-consumables and consumables items.
- Repeat orders can be placed within two months from the date of previous Purchase Order but in the case of Computer Software and Hardware, it is restricted to fifteen days only.

9.11 TESTING

- All materials which are to be tested before acceptance by the stores are to be tested at the earliest opportunity with great care.
- The stores received at the Departments of the College should be verified and tested within one week from the date of receipt.
- If there is any damage or defect in the equipment or if it is found that the specifications mentioned in the supply order do not tally, the fact should be reported to the suppliers and also to the competent authority immediately (by Registered post with Ack. Due) and the firm requested to rectify the defects or to replace the items as the case may be. If it is not possible to test the equipment for want of power connections or other obvious reasons, an interim reply should be sent to the firm stating that the stores have not been tested and that a report will be sent to them shortly. In any case, the equipment

should be tested within a fortnight from the date of receipt by the Departments of the College.

9.12 STOCK ACCOUNT

- The concerned Directors / HODs entrusted with the receipt and storage of stocks of any kind should take special care in arranging for their safe custody. He should also maintain stock accounts for Consumable stores and Non-consumables stores and inventories for the stock held in his custody, with a view to prevent losses to the Institution through theft, fraud, negligence or accident and to make it possible for easy check of the actual balance with the book balance and the amount of expenditure incurred on stores at any time.
- Whenever a new item is received, the person-in-charge of the stores shall verify the article newly purchased, take it to stock account, and certify to that effect on the bill mentioning the particulars of entry in the Stock Register folio, etc. for the purpose of easy reference.
- The stock entry certificate should be furnished, if the goods are received in good condition, irrespective of the fact that the payment for the same is made either at 90 % or 100 %.

9.13 ERECTION / INSTALLATION

- The equipment received should be installed or erected with the least possible delay and put into beneficial use of the students.
- To enable the expeditious erection of the machinery and equipment on receipt, advance action should be taken to complete the Civil and Electrical works, if any, before the arrival of the machines.
- Erection of the machinery should not be delayed for flimsy reasons such as want of provision of power mains, purchase of fuel, oil, etc.

9.14 COMPLETION REPORT

As soon as the Equipment/Machinery received is erected and full payment due to the supplier is made and the machine is put to proper use, a completion report should be sent to the Accounts section along with a bill for payment.

9.15 VERIFICATION OF STORES

- All stores should be verified annually by a faculty nominated by the Head of the Department and approved by the Principal.
- There shall be an annual verification of the stock kept in the stores including tools, furniture, equipment, etc., as on 1st May by an official duly appointed for the purpose of Stock Verification. They shall be drawn from the staff having knowledge of the materials kept in the Stores. The Staff In-charge of the Stock accounts shall keep all the postings in the registers up-to-date for easy verification of the stock on hand. The Head of the Department shall be held responsible for the proper maintenance of the Stock Account. He will also send an Annual Report on the correctness of the balance as per the Stock Account to the Principal.

9.16 CONDEMNATION OF STORES

- The Management Committee is the competent authority to issue orders of condemnation and write off up to a limit of Rs.3 Lakhs at a time. If the cost of the equipment/stores is more than Rs.3 Lakhs the proposal shall be considered by the Governing body of the College and write off ordered.
- The Purchase Committee is also empowered for recommending the condemnation. The Committee should inspect the items and should send the proposal for condemnation of stores, machinery and equipment.
- When stores, machinery and equipment become unserviceable or depreciate otherwise than in the ordinary course or by reasonable wear and tear, their value or the amount of depreciation as the case may be, should be treated as a loss to the College. Whenever there is a loss due to theft or other causes, the matter should be reported to the Management Committee thro' the Principal immediately, pending detailed investigation. The loss could be written off after approval of the Governing body. The proposal shall be considered by the Governing Council and write off ordered. Prior orders of the Governing body are necessary to write off such cases from the accounts.
- After orders of condemnation and orders of write off obtained from the competent authority, the stores, machinery and equipment condemned are to be deleted from the ledger and at the same time, entered in a separate register titled "Register of Condemned Articles", giving a linking reference in both the ledgers. They should be

sold at the earliest and the sale proceeds realised if any should be credited to the College accounts immediately.

10 ACADEMIC PROCEDURES WITH CODE OF CONDUCT

10.1 Course File (Faculty)

A course file is prepared by every faculty for every course and it is meticulously supervised by the Program Committee well in advance before the commencement of the course work. The following is the structure of a course file:

Part 1: Vision and Mission of the Institute & Department, PEO, PO/PSO Statements, Course Syllabus, Course Information Sheet, Course Outcomes – Assessment Methodology/Plan Sheet, Model Lesson Plan, Lecture notes (Unit-wise), Brief Study materials, OHP/LCD Sheets/CDs, University Question Papers, Internal Question Papers with key, Assignment Topics, Tutorial Sheets, Unit wise-Question Bank, Gaps & Plans for Add-on programs, Topics beyond Syllabus-References.

Part 2: Lesson Plan, Time Table, Teacher Log Book/ Attendance Register, Daily Delivery Recording, Continuous Evaluation-Marks (Tests, Assignments etc), Sample Answer Sheets (of Test Papers), Sample Assignment Sheets, Record of Tutorial Classes, Record of Remedial Classes, Makeup Classes/Tests, Guest Lecturers Conducted, Details of Add-on Programs, Result Analysis, Remedial/Corrective Action, Course Outcomes Assessment & Steps initiated towards CQI.

10.2 Lecture Notes

Each faculty member shall submit lecture notes to the HOD before the commencement of each semester. The quality of lecture notes will be reviewed by the HOD.

10.3 Personal file (Faculty)

Each faculty has to maintain a Personal File. The personal file will contain a copy of the following.

1. Appointment Order copy
2. Promotion Orders copy
3. Copies of Technical papers presented at conferences
4. Seminars / Conferences attended and other similar details.
5. Faculty Development Programme attended – certificate copy
6. Higher study undergoing
7. Personal profile
8. Copies of experience certificate
9. Copies of Degree certificates
10. Copies of Awards/Achievements/ Appreciations

10.4 Academic Work Load

The Academic workload shall be allotted by department academic committee to all faculty members in the department. The lab classes will be distributed in a balanced way. Two faculty members per batch and one Technical Assistant per lab are made available.

10.5 Assessment of Student Attendance

- The Class Co-ordinator will take the student attendance at the beginning of the first hour and forward the attendance particulars to Principal through HOD, which in turn is sent to the parents through SMS.
- Attendance will also be taken in all periods by the concerned subject teacher in hourly Attendance. Individual teachers handling theory classes and labs have to mark the attendance in that register for their periods on day to day basis. It will be monitored by the HOD.
- If a student is absent for more than a week due to sickness or unforeseen circumstances, he should report to the class teacher on the day he attends the college with a leave letter signed by the parent and also with Medical Certificate.
- The parents should have informed by the HOD through phone regarding the absence of his/ her ward in continuous absenteeism without prior information.
- The percentage of attendance is calculated by the respective subject teacher based on hourly attendance only.
- Student monthly attendance shall be calculated and maintained in the HOD's office. The monthly attendance shall be published by the HOD. If the attendance is <65%, this information is sent to the parents through registered post.
- Bio-metric attendance system involving fingerprint will be adopted for students, faculty and non-teaching staff.

10.6 Conduct of Lab Classes

- The staff in-charge of lab course shall prepare the list of experiments to be conducted, according to University Syllabus and also prepare Master/Teacher/Student laboratory manual.

- The number of students per batch per instrument/machine shall be restricted to a maximum of 3. However individual terminals may be given to every student in the computer lab.
- The faculty shall give an explanation for each experiment before the commencement of the practical classes. The faculty shall inform the students to come prepared for viva-voce questions, to draw the circuit diagram if any and to explain the objectives and procedure of the experiments.
- The staff in-charge shall ask viva-voce questions and also ask the students to explain the objectives and procedures for conducting the experiments for about 10 minutes and assign marks in the observation notebook based on the response of the students.
- The staff in-charge shall ensure that the record of experiment of the previous week is submitted by every student or else the students should be asked to sit at one corner in the lab and complete the record. The list of students who have not submitted the records shall be sent to the HOD who in turn will submit to Principal.
- All the staff members assigned to the laboratory class is equally responsible for the conduct of the lab class. The Lab-technicians shall be trained in assembling of the circuit, use of instruments etc by the staff in-charge and they shall be asked to help the students in trouble-shooting and using the instruments.
- The staff shall ensure that those students who have not completed any experiment up to date are summoned to the Laboratory during the free hours to complete the experiments. The record notebook and observation notebook should be completed by each student in all respects and kept ready for inspection. The faculty will be responsible otherwise.
- The staff in-charge shall display the list of experiments in the Laboratory notice board.

10.7 Examination Duties

The Examination duties are a top priority for each and every teaching and non-teaching staff of the college. Absenteeism for examinations is not allowed. Usually, leave/OD will not be sanctioned on that day. However, leave/OD shall be sanctioned by Principal on unusual circumstances with proper adjustment.

10.8 Evaluation of Internal Marks

- Each Faculty shall assess the Internal questions without prejudice and partiality within the stipulated time given by the Principal.
- Faculty shall submit the answer scripts along with award list to the HOD after duly verified by the students.

10.9 Corrective Measures and Remedial Classes

- Faculty will ensure that the students failed (< 50%) in an examination, perform well in further examinations by taking prior corrective action like Assignment/Remedial classes/tutorial etc.
- The HOD will intimate the parents through a letter in case of poor performance in the examinations and shall be arranging Remedial classes.
- The HOD will prepare the schedule for Remedial classes and get it approved by the Principal.
- Absenteeism of the staff for Remedial classes will not be permitted.

10.10 Procedure For Final Year Project

- The Project Coordinator should be identified by the HOD and should be asked to coordinate the various activities relating to the project work. Individual review committees will be formed for each branch of study. The committee will consist of HOD, senior faculty members and Project coordinator. The committee meetings will be convened by the HOD as per schedule provided by the principal.
- The faculty members should give the broad areas of their interest in guiding the final year project by the second week of July. The HOD and the Coordinator should group the students into batches with a maximum of 4 and minimum 3 members considering their willingness and preference by the second week of July. The guides for the different batches are to be identified and fixed based on the area of interest and mutual consent, by the third week of July.
- The students and project guide shall be allowed to fix up the project within the department or to select a project from companies located within and surrounded by Visakhapatnam by the first week of September and submit to Principal Office. However,

the companies should be fixed such that students reach the college from the company to attend the class work

- The students will be given time for project work during the working days after attending any class as per the given university syllabus. This will facilitate the students to have a continuous association with the college, which may be useful when campus interviews are programmed during their working days in the college.
- Finalised project title and external guide should be identified and lists sent to the Principal by the second week of September.
- Students start their literature survey for the project work and complete by the end of the 7th semester, so that the project work can be commenced during the 7th semester itself. Review of the abstract of the project and approval by the project review committee of the department to be completed by the first week of December (Tentatively), before the commencement of University Lab/Theory Examinations.
- A zeroth review must be conducted for all batches before the end of 7th semester. The Project Coordinator and the group guide must evaluate the project and suggest the student on improvement/changes to be made. Zeroth review carries 50 marks and should be completed by the first week of December.
- The project review committee shall review the progress of the project work (First Review) by the first week of February and suggest the course of action for the timely and successful completion of the project work. The First Review will be evaluated for 50 marks.
- The second review of the project work by the project review committee shall be completed by the first week of March. The second review – evaluated for 50 marks. Internal mark for the project is based on the average mark obtained in Zeroth, first and second reviews. Project Coordinator will allot the internal marks in consultation with internal project guide of each batch.
- The final review and approval of the documentation of the project by the review committee shall be completed by the first week of April. The bound project report is to be submitted following the final review.

10.11 Student Counseling

- The HOD shall allot maximum of 30 students to each faculty for Student adoption & Counseling.
- Faculty shall give academic counseling, personal counseling and career counseling to students on regular basis.
- Each faculty shall maintain Student Counseling file and update regularly that includes student's progress, attendance and achievements.

10.12 Workshop/Seminars/Conferences/FDP/Guest Lecturers Organising

- The HOD shall plan for organising workshop/Seminar/conferences/FDP/Guest Lecturer in the department before the commencement of the academic year on emerging technologies and current research areas to fill the gap between the industry and curriculum. And the proposals are sent to the Principal for approval.
- The HOD shall plan for conducting Add-on courses and programs to fill the gaps in the curriculum and advanced topics in the department before the commencement of the academic year. And the proposals are sent to the Principal for approval.
- The HOD and Principal shall encourage the faculty to attend and present research papers in workshop/seminars/conferences/FDP in the reputed organization for enhancing their knowledge.

11 MOTIVATIONAL INITIATIVES & FACILITIES

11.1 Pursue Higher Education

- Faculty members are encouraged to join Ph.D. programme with O.D. to attend course work on weekdays.
- Fully paid leave for six months to complete Ph.D. Thesis writing.

11.2 Policy for attending Faculty Development Programme, Workshops and Conferences etc

- Faculty members are encouraged to attend Faculty Development Programme, Seminars, Symposia, Workshops and Technical meets to improve their technical skills. The Registration fee, TA and DA and other expenses are borne by the college.
- Faculty members are encouraged to present papers at National and International Conferences. In addition, to the Registration fee, TA, DA, cash awards are given to the faculty members.

11.3 Incentives for Good Academic Performance

The faculty members are given Appreciation certificates on Teachers Day of every year, who achieve 90 % results and 50 % first class in the theory subject in the University Examinations.

11.4 Incentives for Technical paper publication & Research Projects

- The expenditure towards travel, boarding and lodging, Registration fee etc are given to faculty members, who attend National/International Conferences to present their Technical Paper
- Financial assistance is also given to the faculty for publication of papers in National/International Journals.

11.5 Incentives for Best Performance

The faculty members are given Cash Prizes with felicitation for the Best Teacher in the department on Teachers Day of every year.

11.6 Incentives for In-House trainers

Faculty members are encouraged to train the students in value added courses. The Management will give incentives to the in-house trainers based on the number of hours taken in each course.

11.7 Provident Fund

The provident fund facility is given to all Staff members in the college as per the Government norms.

11.8 Group Insurance

To provide employee welfare through basic assurance of healthcare to employees and help them meet unforeseen personal expenses arising from a medical emergency. All employees after their joining of the Institute, including probationers will be covered. Group Insurance coverage is applicable for the employee and Spouse with Two Dependent Children.

12 LEAVE RULES

12.1 KINDS OF LEAVE

- Casual Leave
- On duty Permission
- Maternity Leave
- Medical Leave
- Special Leave
- On duty for pursuing Part-time study.
- Permission / Late Attendance

12.2 CASUAL LEAVE

Casual Leave is not earned by duty but it is concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty. He/She is eligible to avail himself/herself of 15 days of Casual Leave in a Calendar year. Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Casual leave cannot be combined with any other kind of leave. Un-availed CL will automatically lapse at the end of the calendar year.

12.3 ON DUTY PERMISSION

- On duty permission to the teaching staff and non-teaching will be granted only with the prior permission in writing from the HOD and on approval by the Principal.
- The teaching staff members will be allowed a maximum of 20 working days in an academic year as “ON DUTY” for the purpose of attending Central Valuation/External Examiner for practical examinations connected with University. Teaching staff who wish to avail ON DUTY permission for the above purposes must obtain prior approval and produce evidence from the competent authority for sanction. Otherwise, their absence will be treated as unauthorized absence. All other duties, if any pertaining to the college should be specifically informed to the HOD and Principal and permission obtained in advance.

12.4 MATERNITY LEAVE

- Maternity leave may be granted to married women employees for 90 days from pre-confinement rest to post-confinement recuperation, at the option of the employee provided that **no** Maternity leave shall be allowed to married women employees, if they

already have one living children. During the period of maternity leave, they are eligible for 50% of pay and allowances.

- Should have completed two years of service in this college.
- Should give an undertaking that they will work for one year after rejoining duty.
- The staff members who are availing of maternity leave are not eligible for medical leave.
- They must forego the vacation leave to the extent of 50 % of maternity leave availed.
- If already availed vacation, the same will be adjusted or salary will be deducted accordingly.

12.5 MEDICAL LEAVE

- The staff members who are hospitalized for serious illness or major surgery/disability are eligible for this leave and should be supported by authentic approval through medical practitioner's certificate acceptable to the Management. In the case of serious illness without hospitalisation they are also eligible for medical leave. But they have to forego vacation period to the extent of medical leave availed. Sanction of medical leave is purely the discretion of the secretary and cannot be claimed as a matter of right or it cannot be earned.
- Medical leave will be granted subject to the following conditions:
 - i. Should have completed one year of service in this college.
 - ii. Should give an undertaking that he/ she will work for one year after rejoining the duty.

12.6 SPECIAL LEAVE

- Special leave shall always be without leave salary and may be granted by the Management Committee for special purpose.

12.7 ACADEMIC LEAVE.

- All teaching faculty is eligible for AL leave for pursuing Ph.D.
- AL for all days of the conference may be availed only for listed/approved conferences which are of repute (subject to condition of having an advanced schedule)
- They should make alternative arrangements for their theory and lab classes with prior approval. AL permission will be granted only if they make alternative arrangement for their classes, through a teacher handling subject for the same class.

12.8 PERMISSION/LATE ATTENDANCE

- Generally, permission is given for one hour. Permission for more than one hour will be treated as half a day casual leave as the case may be.
- Permission is allowed either at the beginning of the forenoon session or at the end of the afternoon session only when there is no class work
- All employees should follow the prescribed working hours strictly. All employees should sign the attendance register. If any staff is late he/she has to sign in the late register maintained in the office. Late attendance for more than an hour will be treated as half-a-day leave. If any staff member comes late on more than two occasions in a month, each such late attendance will be treated as half-a-day leave.
- Either two permissions or two late occasions are allowed every month and if it exceeds two (both combined), half a day casual leave will be counted.

GUIDELINES FOR AVAILING CASUAL LEAVE

1. As a general rule Casual leave should be availed only after obtaining sanction from the competent authority.
2. The specific reason for availing the Casual leave should be mentioned in the leave letter. The general remarks such as personal work, domestic work, not well etc. should not be mentioned as a reason.
3. Leave should be availed only after making alternative arrangements through a teacher handling subject for the same class.
4. For sick and hospitalisation and unexpected emergency, the staff member can avail the eligible leave with information to the concerned HOD over phone and class work be arranged by phone. In such case, they should submit the leave letter on the first day of reporting to the college. The HOD should specify clearly in the leave letter whether the staff member has satisfied the norms for availing CL.
5. There is no restriction to avail accumulated CL during vacation or study holidays or University practical/theory examination period. During this period, the suffix, prefix and intervening holidays can be availed, subject to the condition that such leave including holidays should not exceed more than 10 days at a time. If he/she applies for CL on a working day preceding a short declared holidays (holidays of short duration, less than 7 days) or weekend holidays and reports for duty after availing the holidays,

the intervening holidays will be treated as permission, if prior permission is obtained from competent authority.

6. When a leave is applied and sanctioned all absenteeism succeeding and preceding will be treated as absent along with the date for which leave has been applied and sanctioned and fresh approval shall be taken after joining.
7. Alternative arrangements for class work have to be done compulsorily by the faculty who avails the leave, beforehand without causing disturbance for the class work.