SCIENT INSTITUTE OF TECHNOLOGY

Ibrahimpatnam. R.R Dist - 501506

(Approved by AICTE & Affiliated to JNTUH, Hyderabad)

ADMINISTRATION MANUAL

SERVICE RULES, GENERAL COMMITIES, GENERAL INSTRUCTIONS TO STUDENTS

SCIENT INSTITUTE OF TECHNOLOGY
Ibrahimpatnam. R.R Dist - 501506
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Vision

To impart quality education in building Engineering and Management professionals striving for a symbiosis of innovative technological excellence, research and human values with global standards to meet skills, knowledge and behavior of industry and societal needs.

Quality policy

Scient Institute of Technology (SNTI) is committed to prepare high standards Engineering & Management professionals with global technical skills, knowledge, leadership quality attitudes by usage of consistent advanced ICT Teaching-Learning, innovative research and providing technical services for continual empowerment in enabling quality management system, practice, training and incubating for real time requirements and utility.

Mission

- To achieve excellence by imparting innovative Teaching & Learning and Research.
- To generate, empower, disseminate, and preserve knowledge and information.
- To render social relevant technical services and inculcating entrepreneurial talents in technological advancements.
- To nurture, inculcate and develop skills, knowledge and attitudes to render technical services for industry and societal needs.

SCIENT INSTITUTE OF TECHNOLOGY
IBRAHIMPATNAM – 501 506

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SERVICE RULES FOR

TEACHING & NON-TEACHING

SCIENT EDUCATIONAL SOCIETY

Opp: Hotel Mahaveer, Kachiguda, Hyderabad

Phone No: 040 – 24737387, 24741658.

1. General

(a) These rules shall be called "Scient Institute of Technology, Ibrahimpatnam, Rangareddy, Service and Conduct Rules" and comes into force from the month of August 2010. These rules supersede all the rules put into force, previously.

(b) These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).

2. Definition:

(a) 'College' means Scient Institute of Technology, Ibrahimpatnam, Rangareddy

(b) 'Society' means Scient Educational Society, Kachiguda, Hyderabad.

(c) 'Teaching Post' means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.

(d) 'Supporting Staff Members' means a person appointed in a Non-Teaching post to which no other person holds a lien.

3. Appointing Authority:

All appointments of the faculty and Staff Members of the College shall be made by the Secretary, subject to the approval of the Management/Society.

4. Appointment on Contract:

Appointment of faculty and other Staff Members can be made on contract basis by the Management subjected to the approval of the Management/Society.

5. Mode of Selection:

(a) Faculty and other Staff members appointed on regular basis will be on probation for a period of Two years from the date of appointment.

(b) Selection of the faculty member shall be made by a Selection Committee constituted and approved by the Management/Society.

6. Termination of Service/Resignation:

(a) Based on the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by such appointing authority.

(b) Any employee of the College may withdraw his/her engagement, by submitting to the appointing authority, three months notice in writing or payment of three month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.

(c) The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment.

7. Retirement:

(a) The age of retirement of teaching faculty member shall be as per AICTE Norms.

(b) The age of retirement of other non-teaching Staff Members shall be as per the State Government Rules or as may be decided by the Management/Society.

8. Leave:

(a) Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.

(b) The sanctioning authority may recall an employee to duty before the expiry of his/her leave.

(c) Unauthorized absence from duty may be treated as misbehavior involving disciplinary action. An employee on leave shall not take up any service or accept any employment without the prior sanction of the appointing authority.

(d) Casual leave will be admissible to an employee of the college for a total period not exceeding 15 days in a calendar year. If any employee joins the college in the middle of the calendar year, the quantum of casual leave admissible to him/her will be on prorate basis.

(e) It may be granted for a period not exceeding 10 days at a time including holidays. Any balance period of casual leave shall lapse with the calendar year.

(f) Casual leave should not be combined with any kind of regular leave discussed in the following sections or with vacation.

(g) Casual leave required advance sanction and the employee has to make alternative arrangements for his/her work.

(h) Casual leave for half a day can be granted to an employee for the forenoon or afternoon.

(i) Special Casual leave for a total period not exceeding 15 days in an academic year may be granted to a Regular Employee of the college and lapses within the calendar year.

(j) The teaching staff whose probation has been declared shall be credited with 6 days of Earned Leave for every year of completed service from the day of declaration of probation.

(k) When the employee is not allowed to avail a part or whole of vacation for the benefit of the college, additional Earned Leave shall be credited at the rate of one day for every three days of vacation that he/she was deprived of and lapsed in a calendar year.

(l) Medical Leave admissible to an employee, whose probation has been declared, will be 10 days for each completed year of regular service. However, the employee may avail twice as many days with half-pay.

(m) Medical Leave may be granted to an employee based on the Medical Certificate obtained from any of the doctors in the panel of doctors approved by the College Authorities. Medical Leave can be accumulated up to maximum of 120 days in the entire service.

9. Vacation:

Staff Members are permitted to avail Summer/Winter Vacation on the following conditions.

(a) The teaching staff and non teaching staff whose services are regularized shall be eligible for vacation limited to 28 days in an academic year. In case of employees appointed in the middle of the academic year, they shall be eligible for vacation proportionately. Vacation may be declared for a minimum period of 07 days including holidays and Sundays.

(b) The eligible period of vacation for Teaching and non-Teaching Staff Members is as decided by the management according to affiliated university rules.

(c) Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between).

(d) The vacation shall start on any day of the week, but the last day of the vacation shall not fall on Fridays, Saturdays and Sundays.

(e) Un-availed summer / winter Vacation cannot be combined. Also surrendering of vacation period for "claim of salary" is not allowed.

(f) Staff Members must submit joining report to the Principal on the next day of completion of vacation.

(g) Staff Members shall be permitted to attend Valuation duty during vacation period. The period of Examination duty spent during vacation will be treated as vacation and not as OD.

(h) If a Staff Member is "Absent" for duty, for more than 2 times, the vacation will be deducted from his/her account at a ratio of 1:2 (i.e., for 1 day absent, 2 vacation days to be deducted).

10. On Duty:

(a) Teaching Staff Members shall be permitted to avail ON DUTY for a maximum period of 10 days for University Examination duty purpose and 5 days for attending FDP/Workshop/Conference/Symposiums/Seminars etc. in an academic year. ON DUTY shall be availed only with prior approval of the Head of the Institution (Principal).

(b) Teaching Staff Members who are deputed for specific purpose on "Other Duty" should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.

(c)The Staff Members who are proceeding on "Other Duty" with the approval of Principal should produce the "Attendance Certificate" immediately on the date of joining the duty after availing "OD".

11. Conduct and Discipline:

The Management/Society shall be at liberty to take necessary disciplinary action against any Staff Members for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

Certification:

(a) Students who secure 1st place in class (University Exam) will be awarded with Merit Certificates.

(b) Students having 100% attendance in each academic year will be awarded with Merit Certificates.

(c) Staff Members producing 100% in the Theory Subjects during the University Examinations, will be awarded with appreciation certificates.

(d) Staff Members who continue rendering their services to the Institution for a consecutive period of 10 years and 15 years will be awarded with appreciation certificates.

Others:

(a) Presenting paper in International Conference (held abroad) - Rs. 10,000/-.

(b) Publishing papers in high indexed International Journals Research Incentives - Rs. 5000/-

(c) Publishing books - Rs. 7000/-

(d) Best Department in UG and PG.

(e) Best outgoing student in UG and PG.

(f) Best alumni

13. Amenities

(a) The Management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training.

(b) Transportation shall be provided to all the faculty members to and from the Institution within the city limits with nominal charges.

14. Break of service can be availed for Less than one year, beyond which if it exceeds one year, the faculty member should reappear for Interview and join the duty.

15. Three Months in prior notice should be given to resign from the services.

16. The Faculty should not leave the Institute without any prior information and resigning amidst the semester is strictly not permitted.

17. Promotions and Increments are given to the eligible Staff Members after the successful completion of one year of service, as per the AICTE Norms.

18. Staff Members are permitted to pursue Higher Graduation, as part time programme, while serving the Institution.

19. By providing registration fees and other facilities, Staff Members are given full support to undergo their research work and submit proposals.

20. CCL is given to Staff Members for carrying out the assigned works during Holidays.

21. Contingency amount of Rs.5,000/- per year for each Staff Members to attend Workshops, Seminars, FDP, Conferences, etc, in other institution.

22. Management shall pay 50% fee for Patent registration.

23. Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.

25. If found dissuading from anything listed in these Rules, the Management/Society shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.

PRINCIPAL
Scient Institute of Technology
Ibrahimpatnam. R. R. Dt.-501 50

Various Committees of the Institution:

The Institution has 27 + committees for the effective functioning of the organization.

- Every committee is constituted at college level and department level. Every committee has the faculty member as an In-charge with two or more faculty as committee members.
- Committee In charge will look after the committees programs and other activities.
- These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college.
- Every committee has well defined roles and responsibilities at both levels (college /department)
- The objectives and functions of the committees are organized as per the standard operating procedures laid down by the management.

Institute Level Committees:

- Academic Committee

- Admin Committee

- Admission Committee

- Alumni Activities Committee

- Anti Ragging Committee

- Discipline Committee

- Electrical Maintenance & Disaster Management Committee

- Event Management Committee

- Examination Committee

- Hackathon Committee

- ICT/ E- Learning, NTPEL,MOOCS Committee

- Infrastructure ,Maintenance and Repair Committee

- IQAC Committee

- Library Committee

- NAAC Committee

- NSS Committee

- Program Assessment committee (PAC)

- Project & Internship Committee

- Research & Development and Institution's Industry Committee

- Remedial and Bridge Class Committee

- Sports& Cultural committee

- Student Grievance & Redressal Committee

- Training & Placement Committee

- Transport Committee

- Waste Management (a. E- Waste, b. Solid Waste, c. Liquid Waste)

- Website Committee

- Women Empowerment Committee

Academic Committee:

1. Assist in setting Institute academic strategies and ensuring that the University's academic programs are consistent with the institutions mission and those strategies.

2. The Committee ensures that SNTI has the policies, capabilities, programs, practices, measurement systems and evidentiary reporting capabilities in place to:

   a) Realize SNTI's mission and execute SNTI's strategic priorities as a Professional Practice Institute.

   b) Deliver on SNTI's promise to students that they will receive high quality education, training and support in the field of study they have chosen at SNTI.

3. Ensure that the academic quality issues remain a top priority of the institution.

4. Identify professional, educational or institutional issues that may be of concern to academic effectiveness.

5. Review program quality and student satisfaction.

6. Ensure that SNTI has the basic institutional capacity to function effectively in academic matters, including.

a) Formal plans for increasing its academic effectiveness and ability to adhere to these during the implementation cycle.

b) Resources, within SNTI's means, to provide an environment that is conducive to learning and supports the University's academic priorities as a "professional practice institution" (this means adhering to an academic quality focus, not simply one of market opportunity, though that is not to be ignored).

c) Hiring, developing and retaining highly regarded faculty whose capabilities, curriculum design, pedagogy, subject content, and teaching skills promote learning.

d) Standards and processes for creating new program offerings of quality and integrity that are capable of being sustained and for keeping existing programs vital.

e) Systems for tracking educational quality and responsiveness to student expectations as well as market comparisons.

f) Institutional reporting to the Board on these evaluations on a periodic basis with future recommendations that propel Board and management to respond and make changes called for, including the initiation of new programs and policies.

g) Developing and implementing and using a system to gather student and faculty input and to respond to concerns they both evince.

h) A process for providing faculty with timely feedback on their service to the University, scholarship, teaching content and classroom style, as evaluated by students.

i) Training and support to faculty and administration on the roles and skills required to meet student's expectations, including the utilization of technology in support.

Admin Committee

1. To maintain punctuality of the students attending the classes and labs .

2. If any student does not attend the college regularly the same information will be given to the parents periodically (once in a day /three days /fortnight) a per the seriousness of the case.

3. To see that students participated regularly in the club activities.

4. Verify all the mentoring done by faculty.

5. Verify all the equipments are in working condition and all labs are neat & clean.

6. Verify all the equipments are covered under AMC. (AMC file, Asset personal files and lab asset registers should be verified).

7. Identify the requirements of infrastructure for the labs in the respective department and intimation given to higher authority.

8. Ensuring discipline of faculty and students .

9. Verification of names for departmental class I/C's and lab I/C's are in each section.

10. Formation of departmental level and college level committees.

11. Design and development of new programs.

12. Recovery of any damage of college property or any breakages of laboratory equipments done by the student is compensated as per rules and regulations of the institutions.

13. **Formal Verification** of documents & Reports

      a. Class wise, section wise attendance reports (Every 15 days)

b. Parents Communication register

c. Student -Mentor Records (Periodically random check)

14. Randomly interacting with the parents to enquire about the improvement in student's performance.

Admission Committee

1. The Admissions Committee shall be responsible for counseling of engineering students who are considered capable of academic success, and who are expected to become empathetic, highly competent.

2. The Admissions Committee has complete autonomy to offer invitations for admission to the college and shall not be influenced by any means or individuals.

3. The Admissions Committee will study the policies for student admission to the institute.

4. Admit all the students to the institute through processes based upon approved policies, such policies relate to the establishment of:

- Criteria and standards for the evaluation of candidates
- Procedures for application

5. Maintaining records that permit continuing evaluation of policy and process regarding admissions.

Alumni Activities Committee

1. The SNTI alumni committee invites you to Alumni Association of SNTI.

2. Adopt the Alumni Association core values of excellence, lifelong relationships, lifelong learning, inclusiveness and diversity

3. Support a strong relationship between the Alumni Association and current students.

4. Assist current students and alumni in Career planning, placement and Transitions.

Anti Ragging Committee

1. To secure almost all areas in the college (i.e. canteen, parking places, different blocks, play grounds etc.) and ensure that at least one faculty member is present at a particular time at all locations to avoid ragging.

2. To take precautions to avoid ragging activities at other locations like bus stops and give instructions to appoint student volunteers at various boarding points.

3. To conduct anti-ragging campaigns in the form of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.

4. To associate with Grievances & redressal committee and help in anti-ragging activities.

5. To conduct awareness programs on Anti - Ragging in the form of meetings and PPTs to the senior students, faculty & non-college personnel.

6. To conduct meeting whenever required and discuss relevant issues, after consultation / approval of the Principal.

Discipline Committee

1. To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period. Everyday's cumulative attendance of the student will be sent to their parent's mobile as SMS. So the student should update his/her mobile no. and their parent/guardian mobile number if changed.

2. To attend all counseling sessions convened by their mentors and should feel free to explain their academic/ personal/ career difficulties and seek their solutions.

3. To note that any violence on the campus, destruction of college property, manhandling of the staff or any other person in the college campus or the authorities of the college and misbehavior with girl students will be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period etc.

4. To note that ragging in any form, within or outside any educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said Act.

5. Class Representatives must attend the meetings convened by the Principal and inform the decisions taken in the CRs meetings to their respective classmates.

6. To note that in all discipline matters the decision taken by the Principal is final and will be binding on all the students involved.

Electrical Maintenance & Disaster Management Committee

1. To support and resolve computer / electrical networking issues of the organization.

2. Proper color coding for easy identification of the components in the network. Plans for computer / electrical networks.

3. Implementation of security programs like firewall, antivirus etc . User accounts / e - mail accounts management.

4. Storage management for user accounts.

5. Implementation of new technologies in computer / electrical networks.

6. Management of earth pit to avoid electrical shocks Centralized management of electrical / computer networks.

7. To direct action within the affected area taking into consideration the priorities for safety of plant personnel, minimize damage to plant property and the environment.

8. To direct fire and security personnel for immediate action.

9. To ensure that all non-essential workers/staff in the affected area are evacuated to safer places.

10. Set up communication points.

11. Report all development and requirements / assistance needed.

12 Preserve all evidences so as to facilitate any inquiry into the cause and circumstances which cause or escalated the emergency.

13. To coordinate with District Administration for necessary finance, medical law & order etc.

Event Management Committee

1. Event Planning is the process of planning a festival, ceremony, competition, party, concert, or convention. Strategically organizing the planning will enable sanity to exist throughout the process.

2. It is a team work, to organize the successful event we have to coordinate and cooperate with several other committees.

3. Every Event Management Committee must be appointed or elected as per the occasion .

4. Creating a comprehensive Event Plan including goals/desired outcomes and theme of the event.

5. Creating and agreeing on a comprehensive funding plan, inclusive of all estimated expenses of the Sub-Committees.

6. Communicating regularly on the progress of the sub-committees.

7. Approving all Sub-Committee decisions, i.e. program, food, marketing plan.

8. Determining how to solicit/raise additional funds if needed.

9. Participating completely during the event.

Examination Committee

1. Standardization of nominal rolls/student rolls creation of student nominal rolls maintain 1st year student database.

    a. 1st year student enrolment based on ratification by the University and state council of higher education.

    b. Complete student data entry for 1st B.Tech Student with uploading photographs to University portal. (Prerequisite: Liaison with admission section).

c. Adherence to University guidelines for promotional criteria(eligibility for various promotion to next higher classes) according to regulation finalization of nominal rolls based on promotional criteria and addition of readmitted candidates (2nd year stage only) (Liaison with department admin / academic /Admission committee).

d. Finalization of elective subjects and substitute subjects from respective department (Prerequisite: Liaison with department Academic/Admin I/C).

2. Attendance criteria

a. Collection of fortnightly/ monthly attendance form respective department. Uploading of attendance to University server.

b. Freezing of attendance based on university guidelines for semester/yearly pattern.

c. Declaration of condonation /detention list of students (prerequisite: Liaison with department admin I/C University online support).

3. Internal marks of theory subjects and external marks of laboratories.

a. Conducting internal examination theory as per university guide lines.

b. Uploading of internal marks to university server.

c. Conducting external exams (lab) as per schedule.

d. Uploading of external marks to university sending hard copies of above to university (prerequisite: liaison with department Admin I/C).

4. Registration examination final semester/final yearly exam (1st year) (both regular/supplementary & application form for registration).

a. Issue of notification of students.

b. Deadlines for fee collection of registration fee/no due (clearance) in term of tuition fee and other payments.

c. Registration to university online registration system.

d. Verification of registration report from students.

e. Final addition/attendance in registration.

f. Freezing of registration and generation of bank amount transfer report.

g. Requisition sending for RTGS bank amount transfer to university) (prerequisite: Liaison with accounts department, admin department university online support, controller of exams.

h. Hall tickets distributions to the students.

i. Sending of faculty list for observation duty.

j. Collection of student answer script from university (after all clearance of all dues to university such as university common fee, RV/RC amount due, affiliation money etc.).

5. Conducting of University final examination.

a. Collection of answer script, nominal rolls remuneration amount from Parent College.

b. Similarly sending of answer scripts, nominal rolls remuneration amount to host college.

c. Formation of malpractice committee with experienced and senior faculty members form the college (for supervises smooth performance of invigilation duties).

d. To Identification of chief superintendent.

e. To identify the observer appointed by the university.

f. Preparation of seating plan, invigilation schedule.

g. Generation of D-form/Absentee students.

h. Preservation of absentee answer scripts.

i. Collection of cut slip of part-I& preserving.

j. Packing and sending of answer scripts and dispatch to University.

6. Assistance to spot valuation of answer scripts.

    a. Observer duty reliving order preparation (prerequisites: Liaison with department admin and academic I/C).

7. Declaration of results and analysis of results.

    a. Generation of T-Sheet for university resulting.

    b. Analysis of result, pass percentage, fail percentage class/distribution, subject wise and overall and submission to management (prerequisites: University online support).

8. Preserving all data for minimum 3 years.

9. Preparation of budget for consumables (stationery) and capital items. (computers, Xerox machines, UPS).

    a. Regular maintenance of Procurement of consumables.

    b. Identification vendors.

    c. Collection of quotation.

    d. Preparation of comparative statement.

    e. Purchase order.

    f. Purchase requisition and purchase Indent.

    g. Approval from management.

Hackathon   Committee

1. Help students in identifying problem statements.

2. Providing input to the development of the solution of the project, including the evaluation strategy.

3. Providing advice on the budget.

4. Defining and helping to achieve the project outcomes.

5. Make the students aware of the deadlines, rules and regulations of the contest.

6. Identifying potential risks.

7. Monitoring risks.

8. Monitoring timelines.

9. Monitoring the quality of the project as it develops.

ICT/ E- Learning, NTPEL, MOOCS Committee

1. Awareness of the students & faculties regarding ICT functions and benefits.

2. NPTEL Registration for Course and Exam for all Faculties and students in all departments.

3. Adopting ICT techniques in teaching and delivering lectures to students.

4. Organizing Webinar for students of each dept.

5. Conducting Live Sessions on topics of Engineering for students & faculties.

6. Enrollment in Swayam Courses of students & faculties.

7. Make E library including books, journals & video lectures available to the students and faculties.

Infrastructure, Maintenance and Repair Committee

1. To analyze quotations provided by the respective department, and provide recommendation for approval.

2. To ensure all documentation is accurately completed.

3. To ensure that the supplies/services quoted for comply with what was requested.

4. Seek clarification from suppliers/service providers where necessary.

5. To request technical input from relevant staff as required.

6. Ensuring proportionality, transparency, accountability and fairness in the procurement process.

7. Ensuring all relevant documentation is prepared prior to Infrastructure Procurement Committee meeting.

8. Involvement in the evaluation discussion.

9. Ensuring all necessary procurement procedures is properly followed.

IQAC   Committee

1. IQAC is responsible for fixing quality parameters for various academic and administrative activities.

2. Monitoring the organization of class work and related academic activities.

3. Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.

4. Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance.

Library Committee

1. To frame Guide lines on library working hours.

2. Budget preparation for
   a) Procurement of books.
   b) Procurement of journals.
   c) Equipment .
   d) Software.
   e) Staff requirement .

3. Should make circulation policy (No. of books) to be issued, period of issue, late return fee, photo copy services).

4. Policy for weeding out books, journals magazines news paper etc.

5. writing off loses to library document due to theft, damage due to fire rain etc.

6. Should conduct meeting before commence next of semester and minutes of meeting should be sent to Secretary.

7. Any suggestion/ improvements should be brought to the notice of higher authorities.

8. In case of urgent need faculty can purchase a book for reference section (if not available in the library) however this book has to be recommended by a senior professor/ academic In-charge of respective department. The cost of the book will be reimbursed after getting sanction from accounts department by Library committee in-charge.

9. Library books proposal will be routed through library committee in-charge for approval.

NAAC Committee

1. Higher Education Institutions (HEIs), if they have a record of at least two batches of students graduated or been in existence for six years, whichever is earlier, are eligible to apply for the process of Assessment and Accreditation (A&A) of NAAC.

2. HEI''s who are applying for Online Institutional Information for Quality Assessment (IIQA), identify the "Eligibility Criteria".

3. The institution will send Self-Study Report (SSR) along with IIQA as per the prescribed format.

4. The criteria that are considered by NAAC during the process of accreditation of a programme are determined by the NAAC''s definition of quality of programmes and its relevance to the profession concerned. These criteria are:

- Curricular Aspects.

- Teaching-Learning and Evaluation.

- Research, Innovations and Extension.

- Infrastructure and Learning Resources.

- Student Support and Progression.

- Governance, Leadership and Management.

- First year Academics.

- Institutional Values and Best Practices.

5. Prepare and fill SSR with correct information from the programs applied for accreditation.

6. After filling SSR, prepare department wise evidences for all the criteria's involved in SSR. Any shortfalls are identified; those can be communicated to the management / principal time to time.

NSS Committee

1. To interpret the scheme to the students / volunteers and other members of the college community and create awareness about the NSS Programmes.

2. To provide information about NSS motto aims and objectives, philosophy and activities.

3. To enlist cooperation and coordination of community, agencies, government departments and non-governmental agencies.

4. To select or adopt the village/slum for service projects on the basis of utility and feasibility.

5. To prepare and conduct the orientation Programme for NSS Volunteers, explain them about the concept of social service.

6. To prepare and teach them the methods and skills required for achieving the objectives of the NSS scheme.

7. To promote community education through meetings, talks, new bulletins, discussions etc.

8. To co-ordinate the NSS activities in accordance with the volunteers ability and community demands

9. To coordinate various external resources available in the forms of government services, welfare agencies and voluntary organizations for the success of the NSS Programmes.

10. To coordinates internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the NSS scheme.

11. To run day-to-day administration of the programmes.

12. To attend correspondence regularly between college and university.

13. To prepare progress report periodically for submission to college and university.

14. To maintain record of volunteers participation and programmes undertaken.

15. To keep accounts and stock in the prescribed forms.

Program Assessment committee (PAC)

Roles and responsibilities: The roles and responsibilities of the PAC are as follows.

1. Monitoring the achievements of Program Outcomes (POs), Program Specific Outcomes (PSOs) and Program Educational Objectives (PEOs) and proposes necessary changes for the attainment of PEOs and POs.

2. Assessment data would be gathered and reported as per assessment cycle.

3. The committee will create an assessment cycle to ensure that all POs, PSOs are being assessed in a reasonable time period.

4. Review submitted assessment plans and reports and recommend revisions as appropriate.

5. Verify that assessment results have been used for programmatic improvements (close the loop).

6. To remain update about current and knowledgeable assessment tools, practices and guidelines.

7. Interact with students, faculty and other stakeholders in facilitating PEOs.

8. Track status and report of work assigned to individual & bring out in notice to DAB.

Project & Internship Committee

1. To plan and supervise the students about the learning experience gained through first-hand observations and operational responsibilities in an organization.

2. To organize and plan for projects that are supervised or administered by Industry.

3. Specific activities during an Internship may vary greatly from one field placement to another in that different students may have different learning needs and different settings will offer different learning opportunities.

4. Nevertheless, training should be aimed at providing opportunities in all Internships.

5. Have learning experiences which are not normally available in the classroom but are essential for sound training.

6. Test the applicability and validity of classroom learning to practice, thus helping students to develop their own professional point of view.

7. Develop operational skills, gain experience, and enhance professional self-confidence and develop an agenda for subsequent learning.

Research & Development and   Institution's Industry Committee

1. Organizing workshops, conferences and symposia with joint participation of the faculty and the industries.

2. Encouraging engineers from industry to visit Institution to deliver lectures.

3. Participation of experts from industry in curriculum development.

4. Arranging visits of staff members to various industries.

5. Professional consultancy by the faculty to industries.

6. Industrial testing by faculty & technicians at site or in laboratory.

7. Joint research programmes and field studies by faculty and people from industries.

8. Visits of faculty to industry for study and discussions or delivering lectures on subjects of mutual interest.

9. Visits of industry executives and practicing engineers to the Institute for seeing research work and laboratories, discussions and delivering lectures on industrial practices, trends and experiences.

10. Memorandum of Understanding (MoU) between the Institute and industries to bring the two sides emotionally and strategically closer.

11. B.Tech and M.Tech projects / dissertation work in industries under joint guidance of the faculty and experts from industry.

12. Short-term assignment to faculty members in industries.

13. Visiting faculty/professors from industries.

14. R & D Laboratories sponsored by industries at the Institute.

15. Scholarships / fellowships instituted by industries at the Institute for students.

16. Practical training of students in industries.

Remedial and Bridge Class Committee

GUIDELINES FOR BRIDGE CLASSES

1. The Purpose of conducting Bridge classes is to improve student's Academic Performance.

2. Bridge classes are Compulsory for Students who secure marks less than 50% in internal assessment (Mid-1, Mid-2, Grand Test) from time to time.

3. All the Bridge classes must be conducted mandatorily as per scheduled Timetable.

4. Different combinations of Pedagogical methods to be used for bridge classes.

5. More Attention to be given by discussing previous university exam question paper topic wise.

GUIDELINES FOR REMEDIAL CLASSES

1. The Purpose of conducting Remedial classes are to improve student's Academic Performance.

2. Remedial classes are Compulsory for Students who failed in University External Exams (in terms of clearing their backlogs)

3. All the Remedial classes must be conducted mandatorily as per scheduled Timetable.

4. Different combinations of Pedagogical methods to be used for Remedial classes.

5. More Attention to be given by discussing previous university exam question paper topic wise.

Role & Responsibility of Committee

1. The College level Committee in-charge has to ensure in conduction of all Bridge & remedial classes smoothly time to time with all support to team members.

2. Committee in-charge has to conduct meeting with all department committee members along with to know the status & difficulties if any.

3. The individual department committee member has to monitor for conduction of classes and student attendance with support of class in-charges, mentors and department Academic in- charges.

4. Dept. Committee member has to maintain a record of class conduction, topics covered and student attendance.

5. Dept. Committee member to ensure proper Bridge & Remedial Time table with all required signatures are displayed on their dept. concern class notice boards.

Bridge Class

1. Once the Grand-Test of all subject are conducted then concern department committee member has to collect marks of all sections from Department Academic In-charge, prepare consolidated marks subject-wise.

2. Dept. Committee member has to prepare the subject wise weak student list and submit to concern Subject handling best Faculty deputed by Dept. Academic In-charge along with class in-charges.

3. Dept. Committee member has to ensure from the Dept. Academic In-charge that Bridge Time Table is prepared with best faculty allocation intimated same to concern faculty and students before commencement of classes.

Remedial Class

1. Once the University External Examination results are announced, the concern department committee member has to collect marks of all years/sections time to time from Department Academic In-charge and prepare consolidated marks subject-wise.

2. Dept. Committee member has to prepare backlog student list and submit to concern Subject handling best Faculty deputed by Dept. Academic In-charge along with class in-charges.

3. Dept. Committee member has to ensure from the Dept. Academic In-charge that Remedial Time Table is prepared with best faculty allocation intimated same to concern faculty and students before Commencement of classes.

Sports& Cultural committee

1. To create zeal amongst students and faculty members towards sports.

2. To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.

3. To enhance the interest of participants in the field of sports.

4. To achieve the goals we plan to organize various competitions in the following sports: football, cricket, basketball, volleyball, table tennis, chess, carrom and badminton etc.

5. To promote every individuals' health, physical well-being as well as the acquisition of physical skill among the students.

6. The committee aspires to inculcate qualities such as sportsmanship, team spirit and bonding.

7. It is designed to serve the interests of the student's community in competitive sports and other recreational activities i.e. both indoor and outdoor.

Responsibilities

a. The committee shall promote sports activities by motivating students and members of faculty

b. Promoting team spirit by making healthy competition

c. To organize regular sports events in order to train students for state and national level competitions

d. To arrange for better coaching facilities.

e. Proper maintenance of sports accessories.

f. To provide necessary infrastructure for the sports.

Student Grievance & Redressal Committee

1. To look in to the complaints of the aggrieved and report to Principal for further action

2. To provide Suggestion/ Compliant Box at every Department corridor and office for students to lodge their complaints/ suggestions.

3. The take corrective measures and record in the register.

4. To conduct meeting whenever required and discuss relevant issues, in consultation /approval with the Principal.

Training & Placement Committee

1. Training cell and Placement division must coordinate with all the departments for conducting training and placement activities.

2. Results of III & IV year students should be procured from the respective departments in the prescribed format.

3. Results procured should be verified by the Examination Branch and College Academic Committee for accountability.

4. Students data regarding their area of interest, future plans i.e. whether they want to pursue higher studies - planning for GATE / GRE, TOEFL, GMAT or looking for jobs - govt. sector or private sector, should be collected. This data should be categorized into two, one for students with 2 backlogs and another for students with more than 2 backlogs. Students opting for higher studies should also be motivated to attend training sessions so that they are well prepared for placements after completion of higher studies.

5. List of prospective students for placements should be procured from placement division after students register for placement.

6. Training cell and placement division should follow up with all the departments to put forward placement proposal for their students. List of prospective companies need to be prepared department wise and within department sector wise. Emphasis should be on core industries.

7. Training cell should motivate all the departments to identify students training requirement.

8. Training cell along with department academic in charge and department training coordinators should identify faculty who can conduct training in technical subjects and prepare students in FAQ'S for interviews and GATE exam.

9. Training module should be prepared specifying topics to be covered and no. of classes required for each topic. Slots need to be allocated in the timetables to accommodate the training modules.

10. A detailed plan has to be prepared by the training cell for in house CRT sessions for students of III yr and IV yr in co ordination with English and MBA Dept.

11. Training cell along with department academic in charge and department training coordinators should be organize guest lectures by eminent industry persons to update students regarding latest technical developments. .

12. It is mandatory for students to attend 90% training sessions. If students attendance is less, the concerned faculty should inform the training cell and department training coordinator in writing, who in turn should coordinate with the class in charge and dept. Admin In- charge and ensure students attendance. In case the student is still irregular, a letter should be taken from him to cancel his registration with placement cell and the same should be informed to the parents, training cell and placement division by sending a copy of the letter, along with the signature of the class in charge, dept. academic in charge and dept. admin in charge.

Transport Committee

1. Route, schedule and tier Institution buses in adherence with Federal, State and local guidelines so that all students eligible for transportation are given access to safe, adequate and economical bus transportation.

2. Establish bus stop locations in adherence with State and local policies.

3. Establish and enforce transportation procedures, regulations and rules.

4. Inspect all buses in accordance with Federal, State and Local statutes and regulations.

5. Provide critical data regarding Institutional bus number, pick up and drop off time and stop location to parents through Institutions and local newspapers. This data is provided in mid August every year.

6. Notify parents when Institution bus changes occur so that parents can make adjustments as necessary.

Waste Management (a. E- Waste, b. Solid Waste, c. Liquid Waste)

1. Develop rules and by-laws by which business is conducted and abide by those rules and by-laws. Committee meetings are most effective when a few rules of business are observed. Rules should be designed to facilitate fair and productive meetings.

2. Develop an annual work schedule. Actively choose the issues that will be addressed and resolved during the year. This differs from reviewing policies and documents or passively reacting to issues that come up throughout the year.

3. Determine which issues should be discussed at your SWOC meetings. The chairperson should work with local government staff to develop the agenda. Take ownership as a committee for your work.

4. Set deadlines for internal resolution of issues and stick to them. Research and discuss an issue as thoroughly as possible, but be prepared to make a decision in a timely fashion, recognizing that there will be times when a decision must be made based on the facts at hand, and that the outcome of decisions cannot be known with absolute certainty.

Website Committee

Objective:

To ensure that the college website is regularly updated, improved and well maintained.

Responsibilities:

1. Shall be responsible for all portal related activities.

2. Regularly update the information / data given on the website under various categories / heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.

3. Should publish all the important activities of all the departments like seminar, workshop, Symposium, FDP, etc.

4. Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.

5. Update all communications, notices, announcements etc on a regular basis.

6. Strive to make improvement in the website with respect to design, preventability etc on a continuous basis.

Women Empowerment Committee

1. The committee will deal with the cases / complaints of sexual annoyance and any other type of harassment of the female students, teaching and non-teaching women staff of the college.

2. The committee shall process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.

3. The committee will provide assistance to the Faculty/Colleges/Institute for taking preventive steps in the matter of gender discrimination and sexual harassment.

4. The committee may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.

5. To conduct meeting whenever required and discuss relevant issues, in consultation /approval with the Principal.

GENERAL INSTRUCTIONS TO STUDENTS

1. DRESS CODE

Workshop / Engineering Physics Laboratories:

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes

Girls: Chudidhars, Blue Apron

Engineering Chemistry Laboratory:

Boys: Neat dress with shirt Tucked in, White Apron and Full shoes

Girls: Chudidhars, White Apron

Engineering Drawing Laboratory:

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes

Girls: Chudidhars, Blue Apron

Mechanical Engineering / Aeronautical Engineering / Civil Engineering Laboratories:

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes

Girls: Chudidhars, Blue Apron

Electronics and Communication Engineering / Electrical and Electronics Engineering Laboratories:

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes

Girls: Chudidhars, Blue Apron

Computer Engineering Laboratories:

Boys: Neat dress with shirt Tucked in and Full shoes

Girls: Chudidhars

2. GENERAL DISCIPLINARY RULES

a. To maintain dignity, decency, order, calmness both in the campus and outside the campus.

b. To put Thumb Impression in Biometric machine immediately after entering and before leaving the campus.

c. To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period. Everyday's cumulative attendance of the student will be sent to their parent's mobile as SMS. So the student should update his/her mobile no. and their parent/guardian mobile number if changed.

d. To obey the instructions of the teacher in the class rooms.

e. To maintain perfect order and strict silence inside the lecture hall / drawing hall / laboratories.

f. To be attentive in the class and to bring calculators, charts and data hand books every day.

g. To note that carrying of the cell Phones are strictly prohibited in the campus

h. To wear identity card inside the campus

i. To inculcate the habit of looking into Notice boards of the college / department every day.

j. To attend all counseling sessions convened by their mentors and should feel free to explain their academic/ personal/ career difficulties and seek their solutions.

k. To note that in all discipline matters the decision taken by the Principal is final and will be binding on all the students involved.

l. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance every month.

m. To furnish, in their own interest, the change in the address of Father/Guardian, if any, to the Office / Department as soon as they return from summer vacation.

n. To maintain silence in the Library

o. To submit to the disciplinary jurisdiction of the authorities and obey the rules and regulations made by the institution from time to time.

p. Not to form any formal and informal groups on the basis of caste, community and religion.

q. Not to be in the Canteen or at any public place during working hours of the college.

r. To note that teasing women and committing nuisance on the campus, on college grounds and at programmes are strictly prohibited.

s. To note that any violence on the campus, destruction of college property, manhandling of teachers or administrative staff or any other person in the college campus or the authorities of the college and misbehavior with girl students will be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period etc.

t. To note that ragging in any form, within or outside any educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said Act.

u. To note that defacing of the campus buildings and walls by sticking bills posters etc. or by writing is prohibited.

v. To note that all types of malpractices and unfair means in the examination hall including assault on invigilators, misbehaving in the examination hall and impersonation are punishable offences.

w. Class Representatives must attend the meetings convened by the Principal and inform the decisions taken in the CRs meetings to their respective classmates.

3. RULES & REGULATIONS FOR STUDENTS IN THE LABORATORY

a. Students should wear prescribed dress & full shoes.

b. Students should maintain observation book (with graph papers), record (as suggested by the staff member) for each lab.

c. Students should bring their own calculators, pencil, eraser, etc for practical classes.

d. Students should note the observations, complete all calculations and get it verified by the staff member. Any incomplete work should be completed and get verified by the staff member well before the next practical class.

e. Students should complete the record work of the experiment and submit it in the next class without fail only after the staff member verifies the calculations. Students will not be permitted to the laboratory without record.

f. Student should maintain absolute silence in the laboratory.

g. Violation of the above rules may attract disciplinary action.

4. RULES & REGULATIONS FOR STUDENTS AT THE COMPUTER CENTER

a. Students have to ensure that when they enter the Computer lab they should be neatly dressed in tune with the prescribed dress code.

b. Each student will be allotted with a system identified by a number label pasted on the monitor/system and the student is not supposed to work on any other system other than allotted to him / her.

c. Students should maintain observation book and record for each lab.

d. Student should complete the record work containing flowchart/ algorithms, tested program code and sample results and submit it in the next class without fail. Student will not be permitted to the laboratory without record.

e. It is the responsibility of the student for any loss of equipment likes mouse, keyboard etc., or physical damage to that system.

f. The damages like deleting software, deleting icons on the desktop, changing the wall paper, will be considered seriously and the student is liable for severe punishment.

g. If there is a physical damage, the department looks after the issue and the student will be penalized accordingly.

h. No student is allowed to access other software available on the hard disk of the system and they are supposed to do their specific work only.

i. Every student is responsible for cleanliness in the lab, they should keep the chairs and systems in a specified order, and they should also switch off the monitors, while leaving the lab.

j. No student is allowed to bring any material (floppies, text books etc.,) other than observation book into the lab.

k. Student should maintain silence in the lab.

5. RULES & REGULATIONS REGARDING MIDTERM / END EXAMINATIONS

a. Student should maintain silence in the examination hall.

b. Students should carry identity card for midterm exam and Hall ticket & Identity Card for end examinations.

c. There is no grace period for entering into the exam hall after the commencement of exam both for end examinations and the midterm examinations.

d. Students should fill in all the particulars on the main answer books. Students are required to write their permanent registered number in the space provided on the main answer sheet only and nowhere else

e. Students are strictly prohibited from writing their registered number on the drawing sheet, failing which their answer sheet shall not be valued.

f. Carrying mobile phones during examinations is strictly prohibited. Any mobile phone found in possession of the student will be confiscated and also a malpractice case will be booked.

g. Any malpractice noticed in the exam halls will be viewed seriously. The performance of the students will be cancelled and they will be awarded zero marks in all the subjects. Students are strongly advised not to resort to malpractice in their own interest.

h. Students should not move in the corridors of the examination halls before the commencement and after completion of exam.

i. Students are required to go through the instructions on the Main Answer Book.

j. However, the student will be allowed to enter into the exam hall 15 minutes before the commencement of exam.

PRINCIPAL
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