

GUDLAVALLERU ENGINEERING COLLEGE

Seshadri Rao Knowledge Village

GUDLAVALLERU – 521 356, KRISHNA DISTRICT, ANDHRA PRADESH

Accredited by NBA of AICTE, New Delhi and Permanently Affiliated to JNTUK, Kakinada

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QUALITY DOCUMENT

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INTRODUCTION

QUALITY DOCUMENT

The Quality Document of the Institute, initially prepared adopting the AICTE criterion for accreditation to define its policies on various issues, has been now modified incorporating the new HR initiatives and suggestions received from all the stake holders. This document was revised first time in 2012, and second time in 2017. Third revision was accomplished in 2019.

This document should be implemented scrupulously by all the stakeholders to ensure quality assurance mentioned in the Quality Policy. All stakeholders should strive to improve and make innovations to this document particularly concerning good practices and may recommend them through College Management Committee (CMC). The CMC as per necessity practicality or otherwise may observe these policies with slight change if required.

I. VISION, MISSION, QUALITY POLICY, GOALS AND ORGANIZATION:

The following points are considered for formulating vision Mission, Goals, Organization, Institutional management and Governance.

1. Vision
2. Mission appropriate to higher education.
3. Long term goals and short term goals.
4. All the foregoing to be un-ambiguously verbalized with realistic purpose and within the resource context.
5. Wide publicity to the above. The stakeholders and community to understand and implicitly accept the same and totally commit themselves to achieve the above.
6. To set in motion a mechanism to achieve the above with proper planning and monitoring.
7. Incentives to the people working for this.
8. To evaluate the efficiency of the above mechanism.
9. To provide leadership and motivation to achieve the above, for the pursuit of excellence in day to day and/ or routine activities.
10. Transparency in the higher level of Quality making, execution and monitoring academic activities.
11. Involvement of faculty in decision making/planning/selections, effective mobilization of resources, allocation of available resources, procurement of laboratory equipment and conducting maintenance and other functions.
12. To promote consultancy and R & D activities.
13. Decentralization in decision making and delegation of powers for achieving the aims and objectives at the institutional and departmental levels.
14. To aim for effective utilization and minimum wastage within the overall resource constraints.
15. To formulate clear recruitment and promotion policies.
16. To formulate clear HR policies.

Strategic Plan:

1. Vision

To be a leading institution of engineering education and research, preparing students for leadership in their fields in a caring and challenging learning environment.

2. Mission

- To produce quality engineers by providing state-of-the-art engineering education.
- To attract and retain knowledgeable creative motivated and highly skilled individuals whose leadership and contributions uphold the college tenets of education, creativity, research and responsible public service.
- To develop faculty and resources to impart and disseminate knowledge and information to students and also to society that will enhance educational levels which in turn will contribute to social and economic betterment of society.
- To provide an environment that values and encourages knowledge acquisition and academic freedom making this a preferred institution for knowledge seekers.
- To provide quality assurance.

- To partner and collaborate with industry government, and R and D institutes to develop new knowledge and sustainable technologies and serve as an engine for facilitating the nation's economic development.
- To impart personality development skills to students that will help them to succeed and lead.
- To instill in students the attitude, values and vision that will prepare them to lead lives of personal integrity and civic responsibility.
- To promote a campus environment that welcomes and makes students of all races, cultures and civilizations feel at home.
- Putting students face to face with industrial, governmental and societal challenges.
- To identify the ongoing changes and subsequent measures to be taken for continuous improvement of quality education.

3. Philosophy:

- We hold ourselves to the highest standards in all our academic endeavors.
- We adhere to high standards of integrity, honesty, and ethics in our pursuits.
- We nurture creativity and talent.
- We provide an atmosphere of mutual respect, and compassion.
- We serve the society.

4. Quality Policy:

Quality Document defines College Policies on all the issues for quality assurance. They shall be implemented scrupulously encouraging improvement and innovation at various levels, and developing the institute into a Centre of Excellence thus increasing the stakeholders' value and providing quality service to the society.

5. Goals:

Short-term Goals:

- To prepare and be ready with the requirements to secure NAAC- A⁺⁺ by developing curriculum that suits Industrial demands, Implementation of modern pedagogical techniques, Research for solving complex societal problems and by adopting value based best practices.
- To prepare and be ready with the requirements to secure Accreditation of 6 years for some of the UG B.Tech programmes by enhancing faculty contributions, striving for continuous improvement of students, encouraging real time projects by students.
- To reach all the goals of our Academics Strengthening and Advancement cell, viz.
 - designing curriculum for students academic and wholesome development, including their industry readiness,
 - making teachers knowledgeable enough to train the students for academic, competitive, and placement examinations, following the Bloom's Taxonomy.
 - making students solve complex engineering problems related to society, and carryout innovative projects using modern tools.
 - developing comprehensive learning materials for different levels of students on all important core and elective courses in all the disciplines, and

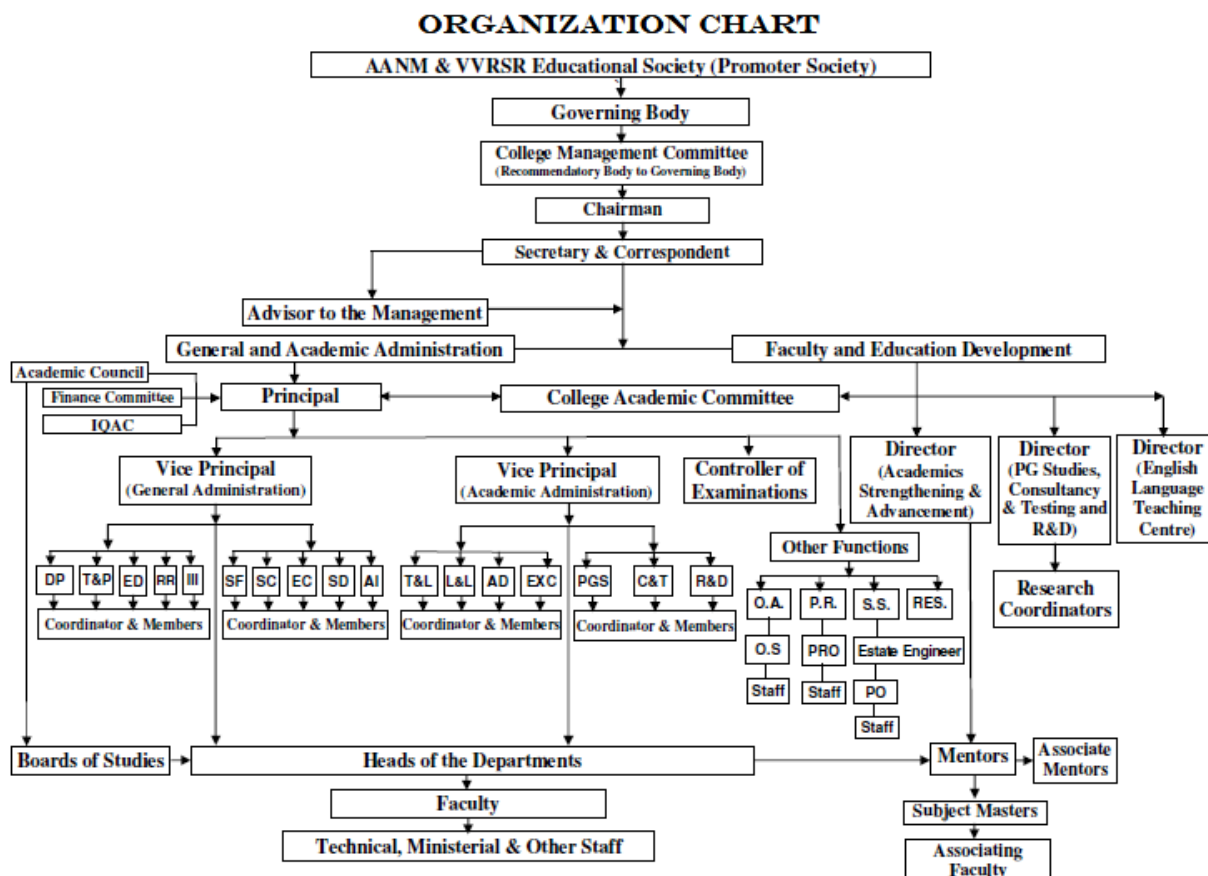
- promoting research and consultancy by establishing new laboratories/ experimental setups.
- To improve communication skills of newly recruited faculty and faculty by the English Language Teaching Centre (ELTC).
- To make the institution energy conservative and also generate energy from renewable sources to enhance green echo system.
- To establish more Centers of Excellence and Industry Certification facility on latest technologies in demand.
- To have MoUs with industry to achieve research based solutions.
- To promote start up culture among the students leading to entrepreneurship.

Long-term Goals:

- To collaborate with reputed global universities and industries
 - To provide residential facilities for staff
 - To have at least 70% Doctorates
 - To obtain deemed to be university status
 - To make the institution among the top 10 institutions in research and consultancy in the state
 - To have at least 50% of engineering programs as Government of India (GOI) approved research centers.
 - To make the institution as a source of technology transfer and training to surrounding villages.
- Achievement of goals shall be reviewed at least once in a year in Governing Body Meetings.

II. ORGANIZATION & GOVERNANCE:

ORGANIZATION: The organization is given in the following chart.



GOVERNANCE: Conforming to the statutory regulations of all the regulatory agencies, the Promoter Society is the highest authority. A Governing Body fully conforming to the vision and philosophy of the Promoter Society and also conforming to the statutory regulations of all the regulatory bodies and affiliating university governs the college.

II. SYSTEMS OF MANAGEMENT & GOVERNANCE

College Governing Body:

The college shall have a Governing Body(GB) constituted as per UGC guidelines. The G.B. constitutes of minimum of six members from the Society, nominees from SCRO, AICTE, one Industrialist nominated by Regional Committee concerned, one from Affiliating University, one from State Government, two Faculty members from the Institute. One Alumni member is also included as a member of the Governing Body. However, the total number shall not exceed 21. Principal shall be the member Secretary and arranges the Governing Body Meetings and records the minutes of meeting. Governing Body meets at least once in six months, preferably in second half of March and first half of October.

College Management Committee (CMC):

The College Management Committee is the implementation and reviewing body making suggestions to the Governing Body. It formulates the policies for consideration of the Governing Body Consideration.

The College Management Committee is constituted with the following members:

1. Chairman : Dr.Nageswara Rao Vallurupalli, Chairman of the College
2. Co-Chairman : Sri M.Srinivasa Rao, Co-Chairman
3. Member : Sri V.Subba Rao, President
4. Member : Sri K.V.Krishna Rao, Vice-President
5. Member : Er.Satyanarayana Rao Vallurupalli, Secretary & Correspondent
6. Member : Sri Rama Krishna Vallurupalli, Co-Secretary & Correspondent
7. Member : Advisor to Management
8. Member : Principal
9. Member : Vice-Principals
10. Members : HODs
11. Invitees : Professors, Section Heads, Senior Faculty members and Registrar of the Society

The CMC meets at least once in three months to take stock of Academic, Administrative and maintenance & developmental activities to implement the policies and also to suggest measures / make recommendations to the Governing Body for better action in the respective areas. The CMC may invite all or some of the members of advisory council as per need. Minutes of the meeting should be recorded by the Vice Principal Administration. Secretary & Correspondent will communicate the resolutions to the Principal for implementation.

The CMC meetings will be held during 1st half of March, 1st half of July, 2nd half of September and 2nd half of December. The CMC meetings held in March and September are extensive sessions covering all matters and shall also be attended by all the members of the advisory council. Examination results shall be reviewed in detail in these sessions, also the strategic plan. During July and December CMC meetings, Faculty Performance Appraisal will be reviewed in detail. Budgetary allocations will be made in March meet for the next year after reviewing the current year's utilization and overall expenditure. In December meet current year's budgetary utilization will be reviewed.

CMC will also meet whenever necessary.

Advisory Council:

The College Management Committee shall be aided by an Advisory Council consisting of all the Professors, Section Heads, coordinators of different committees and the Registrar of the Society.

Functions of College Management Committee:

- To form various CELLS and COMMITTEES with the advice and help of the Principal for the active pursuit of curricular, co-curricular and extra-curricular activities.
- **ACADEMIC ISSUES:** To take decisions in all academic and administrative matters (like regular and remedial class work, examinations, vacations, lab developments, student information, T&P activities, new programmes, emphasis on Outcome Based Education, teacher development activities etc.) with the help of the college Academic Committee.
- To interact with the students directly through the semi-annual meetings and to take “Exit Feedback on Institute” from outgoing batch students (Annexure – 1)
- To interact with the staff directly through tri-monthly meetings and to take Feedback from Faculty & Staff at the end of each academic year
- To act on academic matters which are not covered in the foregoing points as and when they are brought to its notice by the Principal.
- **FINANCIAL MATTERS:** To recommend allocation of funds out of the tuition fees and special fee collected from the students for various activities like lab establishments, civil constructions, student activities, faculty development programmes etc.
- To discuss on the issues that involve financial commitment or financial loss for the institution and to make suggestions/recommendations to the governing body.
- To suggest possible measures for the welfare of the staff and the students.
- **DISCIPLINARY MEASURES:** To initiate disciplinary actions on the students, staff and Principal as and when necessary on their own, or on the recommendations of Secretary & Correspondent or Principal.
- **GENERAL:** To take decisions in all such matters that are not covered above but brought to their notice by the Secretary and Correspondent / Principal.
- To deliberate and decide on such issues that are not mentioned above but require consideration.

All the actions of the College Management Committee shall be presented to the Governing Body for being taken as suggestions/recommendations to be considered by the Governing Body.

College Academic Committee (CAC):

CAC shall have a composition as per JNTUK guidelines including Chairman.

Constitution: Principal is Chairman, HODs, all Professors and Section Heads of Examination Branch, T & P Cell, Library and Office are the members.

Advisor to Management will be the Special Invitee.

CAC meeting will be convened whenever necessary, not exceeding six months between two meetings.

COLLEGE ADMINISTRATION

CHAIRMAN

The Executive Chairman, shall be the Ex-Officio Chairman of all the Institutions of the Society and thereby the functional head of all the Institutions of the Society.

The Executive Chairman, as Ex-Officio Chairman of the Society's Institutions shall chair/preside over various bodies and committees of the Institutions such as the Governing Body, Staff Selection Committee, College Management Committee and any other committee of which he is a member and maintains the minutes of the meetings under his signature.

The Executive Chairman shall represent the Society's institutions as Chairman whenever required before the Statutory Regulatory Authorities of the State and Central Governments and shall sign for the Society/Institutions whenever required.

Whenever an Expert Committee/Delegation visits the college, the Executive Chairman as Chairman shall lead the Reception Committee and present the college.

The Executive chairman as Chairman shall lead and be part of college team in making study tours or part of delegations to other institutions etc.

The Executive Chairman as Chairman of the Sponsored Institutions shall mainly look after academics, development of education and also growth of institutions and can cause any action to be initiated which is required in his opinion for the promotion of the above subject to ratification by the Governing Bodies.

The Principal, Vice Principals, HODs and faculty of Institutions, technicians, in-charges of all important facilities such as LAN/website shall consult him through proper channel whenever it is required for guidance/advice before formal applications/proposals are made.

SECRETARY AND CORRESPONDENT

The Secretary & Correspondent of the Society shall also act as Ex-officio Correspondent of all the institutions owned and managed by the Society and shall be called Secretary & Correspondent of these institutions and thereby he shall be the Chief Executive of the institution.

The Secretary & Correspondent is the chief executive of the Gudlavalleru Engineering College. He coordinates between the sponsoring Society, College Management Committee and the other systems of management in the college.

1. To represent Gudlavalleru Engineering College in all transactions with the Governments, statutory bodies, other institutions or individuals concerned in all matters.
2. Looks after the day to day administration of the Institution.
3. To authorize a person or a team of persons to represent him at University, CTE, AICTE, SRO and A.P State Government wherever necessary when he cannot attend in person.
4. He calls for and obtains from the heads of the institutions information required from time to time by the Education Departments of the Government of Andhra Pradesh, or any University, University Grants Commission, AICTE, any State or Central Statutory Regulatory Authorities and the Governing Body.
5. The Secretary functioning as the Secretary & Correspondent has the power to award punishment such as suspension and/or termination of service or withholding increment to any of the members of the staff.
6. The Secretary & Correspondent in his discretion may waive the fee arrears from the students quoting the reasons subject to ratification by the General Body of the promoter society.
7. To put into action all the programs of the College Management Committee.
8. To issue the appointment orders to the Principal, teaching staff and other staff.

9. To sanction all kinds of leaves to the Principal.
10. (a) To open and operate the Bank accounts jointly with the Chairman of the CMC for the tuition fees amount collected from the students.
(b) To maintain books of accounts in this regard.
11. To open and operate the bank account jointly with the Chairman of CMC for the corpus fund created by depositing 2% of Tuition Fee collected for development of education and expansion of institution in future in times of need and maintaining books of account.
12. (a) To maintain the Bank account jointly with Principal for Caution Deposits collected every year from newly admitted students.
(b) To arrange for refund of such deposits by the Principal to the outgoing students on completion of their courses.
(c) To maintain the necessary accounts jointly with the Principal in this regard.
13. To open and operate a bank account jointly with the Principal for special fee maintaining books of accounts.
14. To open and operate an account and maintain funds jointly with the Principal for Gratuity kind of payment and maintaining books of accounts.
15. To pay salary bills and other bills of expenditure.
16. (a) To take decisions on all such matters that need immediate compliance in action but not covered by any of the foregoing points.
(b) To present such actions to the Management Committee in the subsequent meetings.

ADVISOR TO MANAGEMENT

He advises the Management and Principal on academic, administrative and developmental activities by keeping himself abreast with the latest trends in education. He shall be an active experienced person having distinguished himself in academic and administrative work. He shall be the reason for the dreams of the college and strive for their realization. This post is not an executive post.

Functions:

1. He shall consistently appraise, himself of the functioning of the college by making frequent visits.
All the staff shall cooperate with him during his visits.
2. He shall attend as many number of workshops, programs on education as possible and also make study tours with Principal and other faculty to leading institutions to study their facilities, procedures and best practices they are following.
3. He in consultation and jointly with the Principal formulate developmental programmes and submit them to the management for approval and implementation.
4. He will submit a report to the Secretary & Correspondent on complete functioning of the college and also on the status of implementation of various policies/initiatives undertaken once in three months. In this connection, he can seek information/clarification from the Principal.
5. He shall not officially communicate with staff members but through Principal only. He shall be invited to all the meetings convened by the principal and he shall be a responsible active participant.

PRINCIPAL

The Principal is the chief ACADEMIC ADMINISTRATOR and a bridge between the Management, Staff and Students. He should be preferably of good academic, administrative and personal standing with sufficient experience in engineering colleges. The Principal shall be a source of inspiration to the staff and students, particularly in matters of discipline and commitment to the institution.

Functions of the Principal:

1. To assist the College Management Committee / Secretary and Correspondent in formulation of academic programmes, administrative policies, action plans for infrastructural development and schemes for institutional development.
2. To implement all decisions of the College Management Committee / Secretary and Correspondent with regard to academic affairs and administrative matters that are entrusted to him.
3. To ensure effective academic management, monitoring all academic activities like day-to-day academic work, periodical evaluation, achievement of good annual results etc.
4. a) To recommend the formation of various cells/committees for active pursuit of curricular, co-curricular and extra-curricular activities for the approval of the CMC.
b) To ensure the effective functioning of such activity cells/committees.
5. To enforce discipline among the students on the campus or off the campus as the situation demands, taking necessary measures with the help of the staff; and the guidance/help of the CMC when needed.
6. To inculcate work culture and discipline among the staff so as to keep them as models for students as envisaged by the sponsoring society/CMC/Secretary.

Note: While enforcing discipline among the staff, the Principal should act with due caution to protect the image and interests of the institution. The Principal needs to consult the Secretary and Correspondent and take his consent regarding disciplinary measures, particularly in cases of senior faculty members in higher cadres.

7. a) To collect the SPECIAL FEE from students for various student activities as determined by the CMC.
b) To spend the amount in consultation with respective ACTIVITY CELL / COMMITTEE on the approval of the CMC.
c) To open and operate a Bank Account jointly with the Secretary & Correspondent for such special fees, maintaining books of accounts.
8. a) To open and operate a Bank account for Scholarships received from different sources including the State Government.
b) To maintain Books of Account for the scholarships.
9. The Vice Principals will report to Principal.
10. To prepares the budget for consideration of CMC and approval of the Governing Body.
11. The principal shall invite the Advisor to Management for all the meetings convened by him.

12. To prepare salary statement and present it every month for the approval of the Secretary and Correspondent for disbursement.
13. To sanction leaves to staff as per leave rules, maintaining leave account.
14. To take steps for promotion of INDUSTRY-INSTITUTE INTERACTION and R&D work on his own or on the suggestions of the Vice Principals and Heads of the Department concerned.
15. To provide consultancy services as can be offered by the members of faculty in their respective fields of specialization to the outside individuals or institutions as per the guideline from the CMC.
16. To participate in Quality planning at University / Government / AICTE level for development of technical education.
17. a) To allow the individual members of faculty for participation in the orientation programs, refresher courses, spot evaluation, curriculum development sessions etc.
- b) To permit the members of faculty and students for participation in inter-collegiate, inter-university competitions and festivals, talent and personality development programmes at various levels.
- c) To recommend the names of faculty members for various awards notified by the University various institutions like ISTE, IE(I), State Government, Central Government etc., and process their applications for such awards.
18. To be the CHIEF WARDEN of hostels under the management of the college.
19. To sanction annual increment to the staff as approved by the CMC.
20. To open and operate an account and maintain funds jointly with the Secretary & Correspondent for Gratuity kind of payment and maintaining books of accounts.
21. To make periodical review on the performance of the staff department-wise or individually, taking the help of the Heads of Departments and presenting it to CMC and GB.

VICE-PRINCIPALS

Senior faculty members may be nominated as Vice-Principals.

Functions:

1. To officiate the Principal's responsibilities in the latter's absence.
2. To carry out the specific duties assigned by the College Management Committee as and when necessary.

To help the Principal in his administration, there shall be two Vice Principals, namely

1. Vice Principal – Academics
2. Vice Principal – Administration

Vice Principal Academics looks after Academic Affairs, PG Studies, R & D and Consultancy. He takes care of

- i) Teaching-Learning process.
- ii) Library and Laboratory Development.

- iii) Academic Development.
- iv) Internal Examinations.
- v) Engineering PG studies
- vi) Research and Development
- vii) Consultancy

Vice Principal Administration looks after Planning & Monitoring and Students Affairs. He takes care of

- i) Overall Development Planning and implementation, including Quality Document.
- ii) Recruitment
- iii) Training and Placement
- iv) Industry-Institute Interaction
- v) Entrepreneurship development
- vi) Student Facilities
- vii) Student Counseling
- viii) Extracurricular activities.
- ix) Student Discipline
- x) Alumni Information.

Vice Principals' Functions:

1. He is overall in charge for the respective areas under him and he shall ensure the success of these programmes.
2. He will make recommendations to Principal on formulation of various committees for different areas he is in charge of.
3. He will convene meetings of those committees at least once in two months.
4. He shall submit reports to the Principal twice in a semester on the programs he is in charge of.
5. All the information, correspondence regarding the programmes coming under the purview of the Vice Principal shall be routed through him to the Principal.
6. Whenever necessary he shall convene a meeting of HODs concerning those programmes, with Principal as chairman and convener as invitee.
7. Vice Principal Administration will record the minutes of the meetings of the College Management Committee.

The Vice Principals will be guided by the policies of the college in the matters that come under their purview.

Committees:

Every committee shall have a co-coordinator and two or more members. Coordinator will be in-charge of the committees and its programs. These committees assist the Vice Principals in the discharge of their duties. Each activity given under the Vice Principals will have a committee.

Duties of HODs

HOD is responsible for the functioning of that Department as per the laid down policies of the college. He will be consulting with and reporting to Vice Principals, in technical matters coming within the purview of the Vice Principal.

In all subject matters of various Vice Principals, HOD shall report to the Principal through Vice Principals. HOD will prepare budget estimation for the Department for its operation, maintenance and development. HOD will constitute various committees to help in various matters.

Preparing and submitting a report to the Principal on all matters. He will be in-charge of all the academic and other Departmental activities of the department and will be reporting on these matters at the end of every semester.

HODs are given an imprest money of Rs.5,000/- and they will utilize this for emergencies and unforeseen expenditure only.

He will allocate academic and other duties to the staff members of his department.

HODs enjoy a level of autonomy to utilize the services of his faculty and supporting staff.

Academics Strengthening and Advancement Cell (AS&A):

Aims

1. To ensure that the education offered in this institution would enable a student perform to the best of his abilities in Academic, Competitive Examinations and Placement Tests.
2. To take consultancy forward
3. To take R&D forward

Methodology:

1. Curriculum Design

2. Classroom Instructions

a) Subject knowledge

To make faculty knowledgeable by

- i) ensuring the faculty to be thorough with atleast two standard text books or reference books and refer journals & technical reports/ magazines, datasheets, etc., pertaining to the subject area.
- ii) ensuring the faculty compulsorily watch as many video lectures as possible and take NPTEL, QEEE, etc., certification examinations.
- iii) preparing experts mastering over 2 or 3 subjects for every aspect from all angles covering all the subjects in the branch.
- iv) preparing additional learning resources one semester ahead and thoroughly verifying, correcting and getting approved by the guide.
- v) organizing Industrial internship in related subject.
- vi) sponsoring to FDPs with the opinion of department, useful to the faculty and department.
- vii) identification of subjects to be taught by adjunct faculty and facilitating the conduct of classes by adjunct faculty.
- viii) conducting Workshops related to pedagogy and engineering education.

b) Laboratory Instructions

- i) Teacher should have thorough knowledge of equipment and their specifications, both hardware & software and required tools etc.,
- ii) Faculty must have the required expertise to conduct the experiment, obtain the results, draw the inferences and correlate with the theory and also real world applications.

- iii) Teacher should be capable of devising new experiments.
- iv) Teacher should be able to identify optimum utilization of resources and include economic and safety measures.

c) Project Guidance

- i) Identification of the problems related to societal needs and industry.
- ii) Undertaking projects leading to research
- iii) Encouraging inter disciplinary projects.

3. Design and delivery of the instruction as decided by AS&A Committee.

4. Establishment of Research Centers

The Cell is headed by the Director. AS&A Cell consists of Mentors and Associate Mentors at technical department level

English Language Teaching Centre (ELTC)

The ELT Centre has been established to promote the continuing professional development of teachers of English, train the faculty members of the college in communication skills, develop ELT materials, facilitate classroom research, and organize activities designed to enhance students' competence in English.

The Centre's services include:

- training teachers of English in classroom methodology, materials development, testing, ELT research methodology, curriculum design, innovation management, action research, and continuing professional development (CPD);
- optimizing students' learning by exploiting their potential as peer mentors for providing academic and social mentoring, and as peer tutors for providing written and oral corrective feedback on compositions;
- providing ELT consultancy;
- conducting faculty development programmes on different types of communication (oral communication, written communication, and scholarly communication) and delivery skills for all the newly-recruited faculty members of the college;
- developing and publishing ELT materials; and
- conducting research, especially action research, in ELT.

To meet these objectives, the Centre is equipped with resources which include:

- an ELT specialist who, as Director and Senior Professor, heads the Centre;
- trainers borrowed from the Department of English to help the Director run the Centre;
- a training hall with state-of-the-art facilities; and
- an exclusive ELT Centre library with books and other resources on ELT theory and practice, works of fiction, rare volumes on the idea of India, and dictionaries as well as classic movies, plays of Shakespeare, and popular BBC serials.

Malpractices Prevention Committee:

A malpractices Prevention Committee shall be constituted to examine and punish the students who indulge in malpractices/ behave in an indisciplined way in examinations.

Members of the Committee The committee shall consist of

- Principal
- Head of the Department to which the Subject belongs.
- Head of the department to which the student belongs.
- In-charge Examination branch of the college.

Duties of the Committee:

To conduct the meeting on the same day of examination or at the latest by next working day to the incident and punish the student as per the guidelines prescribed by the University from time to time.

Counseling and Guidance Cell:

Headed by Vice Principal Administration and comprising of 10 members from departments.

Objectives of the Cell:

- To create self confidence among the students.
- To conduct frequent interactive sessions with students.
- To clear the doubts related to academic matters of the students.
- To create social interactions and compatibility among the students.
- Timings : 04:00 PM to 06:00 PM

During the first three months of admissions this cell functions under the name Counselling and Guidance Cell for Newly admitted Students” to encourage the new students to seek the help of the cell.

Grievance Redressal Committee:

The composition of complaints-cum-grievance redressal committee of

- Headed by one senior faculty
- Heads of all Departments
- A Senior lady staff member from each department (if available)

Women Protection Cell:

This cell looks after the welfare of girl students and Lady staff members. The committee constitutes

- Headed by one Senior Lady Staff member
- One Lady Faculty from each department (if available)
- Vice Principal Administration

SC & ST Grievance Cell:

This cell looks after the welfare of SC & ST students and staff members. The cell constitutes

- Headed by one Senior SC/ST faculty member
- Members (not less than three)
- Vice Principal Administration

Anti Ragging Committee:

Anti Ragging Committee constitutes with Vice Principal Administration as Chairman, one faculty member from each department, ten non-teaching staff members, six members of parents and 20 student representatives.

The Committee takes care of all issues related to ragging and takes all measures to ensure the campus free from ragging.

Right To Information(RTI) Act Cell:

The RTI Cell constitutes

- Vice Principal Administration as Chairman
- Vice Principal Academics
- Public Relation Officer (PRO)

- Administrative Officer (AO)

This cell provides information to the citizens to secure access to information in order to promote transparency and accountability in the working of the institution. This cell follows the provisions contained in RTI Act 2005.

Guidelines for Purchases:

The following guidelines shall be followed to finalize the purchase procedure.

HODs will submit their budget estimations for the next year by January 31 of every year, preferably.

Budget allocations will be intimated to the Departments / Sections concerned

HODs will call for quotations for the items of the equipments and prepare comparative statements.

A purchase Committee consisting of 2 rep. of management, Principal, Vice Principal Administration, concerned HOD and OS/AO will finalize the indent for placing order.

The purchase order shall be placed by the Secretary & Correspondent and Principal

No advance shall be paid at the time of purchase order and payment shall be paid after successful installations and testing. The HOD will certify the above.

However, when an advance is required to be paid at the time of purchase order, pros & cons will be duly weighed and decision will be taken.

After receiving the equipment along with the bill, the department will test and verify as per specifications mentioned in the purchase order. If the department is satisfied with the equipment, the bills will be passed after duly entering into stock registers with necessary initials and the bills will be sent to the office for payment.

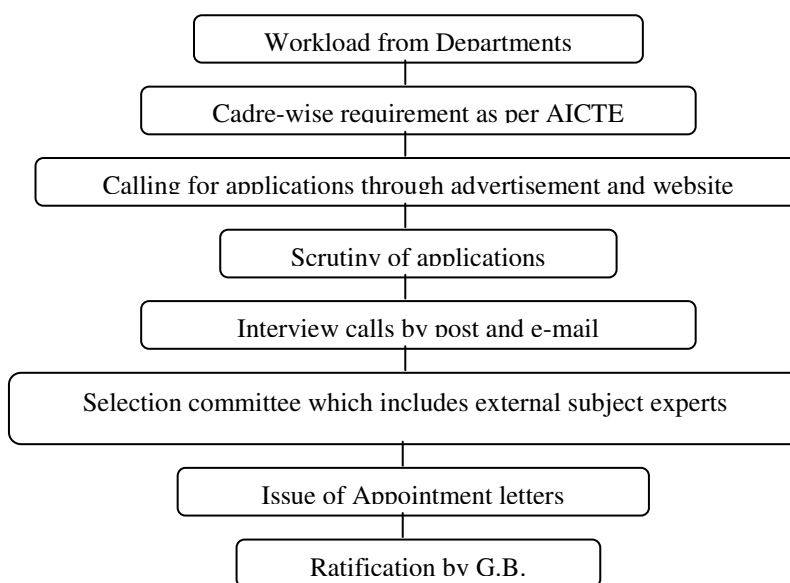
The office after receiving the bills shall enter them in the central stock register and pay the bills.

The department shall maintain one purchase register, and separate stock registers for recurring and non-recurring items for each laboratory.

The department shall maintain separate imprest money register (contingency register) and Indent Register.

Recruitment Policies:

Selection shall be through open advertisement. AICTE and University guidelines will be followed for recruitment of staff. The following is the procedure in brief for recruitment of faculty.



The selected candidates who join duty may have to appear for University Ratification if required to meet the University norms for affiliation. Review of appointments after six months / one year will be made at the level of Assistant Professors.

They will be placed on probation for one year to internal candidates and two years to external candidates.

Retired persons who have not crossed the AICTE permitted age may also be recruited and they shall retire after they cross the AICTE permissible age of retirement. However, continuation of services of the persons beyond the AICTE permissible age of retirement, if required, shall be decided by G.B. mentioning the extension period.

Committee for Staff Selection:

To constitute the staff selection committee for faculty for the institution in the following manner.

- a) Chairman of the institution or his nominee as the Chairman of the selection committee.
- b) Secretary & Correspondent or his nominee
- c) Principal
- d) Head of the Department concerned
- e) Another Senior Faculty from the same department
- f) One/Two External Subject experts in the cadre of Professors/ Doctorates

After the selection, the selected candidates are given appointment orders (Annexure – 3). The selections will be presented to the Governing Body for approval. The selected candidates who join, duty may have to undergo University Ratification if required to meet the university's norms for affiliation. They will be placed on probation for one year to internal candidates and two years for external candidates.

When an employee joins the college, a personal file shall be opened with

- His application and appointment order with photo
- Consent letter, if necessary
- Joining report
- Certificates of qualification and experience

The following shall also be maintained in the same file.

- His assessment reports
- Rewards / punishment details
- Any event to be recorded
- Promotion & salary hike
- Higher qualification details, if acquired during service
- Research publications, Book publications and patents
- Professional body membership details
- Agreements, if any
- Resignation / retirement details.
- Service Register

Promotional / Increments Policies:

1) **Grant of Increments:** Increment shall be granted to every staff member on due date, following procedure given below

- a) Principal through his office will invite HODs remarks for sanctioning increments to eligible staff two months in advance. HODs will also enclose a copy of comprehensive report on the evaluation of faculty member's performance for the previous two semesters

- b) Principal shall present this to the C.M.C. in its next meeting and C.M.C. shall grant the increments. Some times when necessary the Principal may grant the increments but he should present it to C.M.C. for ratification.

2) Promotions under Career Advancement Scheme:

Promotions under Career Advancement Scheme shall be granted as per AICTE norms. Committee for promotions under Career Advancement Scheme shall be the same committee which is for Selection of staff.

Motivational Initiatives: Faculty

Sponsoring to Higher Education:

Faculty will be sponsored for Ph.D programme case by case.

The sponsored teacher and the college will be governed by the registered bilateral agreement.

Incentives for retention and academic advancement of faculty:

1. After 5 years all faculty are eligible for gratuity kind of payment subject to a maximum consideration of a monthly salary of Rs.20,500/-.
2. The following incentives shall be paid to faculty staying in the college continuously for ten years initially and five years continuously each time later.

Ten years initial continuous stay: Rs.1,00,000/-

Every Five continuous years afterwards: Rs.50,000/-

Faculty to fulfill, the following conditions:

- Should have followed the policy document scrupulously.
- Additional innovative measures at individual level.
- R&D activity.
- Basic sciences teachers should have acquired Ph.D in the initial ten years.
- Engineering teachers should have registered for their Ph.D programmes, should have completed their pre Ph.D exam/equivalent work or exam and published some papers in this regard in the initial ten years and produce a testimonial from his guide with regard to his sincerity for this programme.
- Engineering teachers should complete their Ph.D in the next five years, i.e in the initial fifteen years.
- Those who do not satisfy the above criterion particularly with regard to their Ph.D, shall be paid only one third of the above incentive amount.

This is applicable to faculty who join the college before 2010 & they will be paid these incentives up to 2020.

3. Variable Pay:

Principal/Professor in Engineering departments: For Ph.D holders Rs.8,000/- to Rs.30,000/- depending on specialization and experience & other terms & conditions.

- a) Special pay of Rs.10000/- per month to Engineering faculty and Rs.5000/- per month to BS&H faculty will be paid for the period elapsed between the date of submission of Thesis and date of award of Ph.D degree. The recipient has to work in the Institution at least for a period of two years from the date of receipt of the incentive. Otherwise the beneficiary has to pay back the amount to the institution proportionally

He / She should acquire Ph.D. degree in five years from date of registration. The college may give one year grace period, if the college finds the chances of acquiring the same by the faculty member. The Faculty members who failed to acquire Ph.D within this period shall have to repay the incentive amount received. The beneficiary faculty can't leave the college before

acquiring Ph.D degree. In case of their leaving the college before acquiring Ph.D, they shall have to pay back the incentive amount they have received.

Faculty may register for the Ph.D programme with reputed organizations, other State and Central Governing organizations or any other organizations with the prior approval of the Governing Body. Minimum service recruited for eligibility to this scheme is 2 years for Assistant Professor, 1 year for Associate Professor and 5 years for BS&H faculty. For BS&H faculty the special pay will be 50% of the special pay applicable to the faculty of Engineering and Technology.

4) Incentive for acquiring Ph.D degree during service:

- i) Any faculty member who has registered for Ph.D working in this college and continued till he is awarded Ph.D or faculty who have been working for not less than 3 years in this college at the time of award of Ph.D shall be given an incentive of Rs.25,000/-.
- ii) Two advance increments may be given to those Assistant Professors who acquire Ph.D in their service and Assistant Professors who acquire Ph.D. degree in not later than 5 years from the date of appointment as Assistant Professor.
- iii) The above (i) & (ii) are applicable to those who acquire Ph.D from IITs, NITs, University Government Colleges and very reputed Deemed Universities like BITS Pilani, Ranchi etc.
- iv) Special pay of Rs.2000/- during 1st year upon registering for Ph.D programme for a maximum period of 12 months.
- v) Special pay of Rs.3000/- during 2nd year upon completion of pre Ph.D / satisfactory review by a committee, if pre Ph.D examination is not in the curriculum for a maximum period of 12 months.
- vi) Special pay of Rs.4000/- during 3rd year upon satisfactory review by a committee for a maximum period of 12 months.
- vii) Special pay of Rs.5000/- during 4th year for a maximum period of 6 months or award of degree or rejection whichever is earlier.
- viii) Special pay of Rs.10000/- per month to Engineering faculty and Rs.5000/- per month to BS&H faculty will be paid for the period elapsed between the date of submission of Thesis and date of award of Ph.D degree for a Max. period of one year. The recipient has to work in the Institution at least for a period of two years from the date of receipt of the degree. Otherwise the beneficiary has to pay back the amount to the institution proportionally.

He/She should acquire Ph.D. degree in five years from date of registration. The college may give one year grace period, if the college finds the chances of acquiring the same by the faculty member. The Faculty members who failed to acquire Ph.D within this period shall have to repay the incentive amount received. The beneficiary faculty can't leave the college before acquiring Ph.D degree. In case of their leaving the college before acquiring Ph.D, they shall have to pay back the incentive amount they have received along with 12% interest per annum.

Faculty may register for the Ph.D programme with reputed organizations, other State and Central Governing organizations or any other organizations with the prior approval of the Governing Body. Minimum service required for eligibility to this scheme is 2 years for Assistant Professor, 1 year for Associate Professor and 5 years for BS&H faculty. For BS&H faculty the special pay will be 50% of the special pay applicable to the faculty of Engineering and Technology.

5) Sponsoring for National / International paper presentations, continuing education programs, conferences:

- i) No one shall be sponsored for conference, unless his paper is accepted. In special circumstances when it will be very useful to the institute, a nominated senior faculty may be sponsored.

- ii) In the cadre of Assistant Professor, one should have a minimum of two years service.
- iii) No staff member shall be sponsored for more than two times in an academic year, including paper presentations and training programmes.
- iv) Professors – 2 Seminars / Conferences / Training programmes with financial commitment and 2 seminars/conferences/Training programmes without financial commitment in one year.
- iv) For delivering guest lectures at institutions, key note lectures, chairing sessions at conferences/symposia etc. on invitation, academic leave is granted without financial assistance for two times in an year for Professors, and one time for other faculty subject to a maximum of four days each time.
- v) Faculty sponsored for Paper Presentations and Training programmes in India will be paid Registration Fee, Second Sleeper charges and DA subject to a maximum Rs.10,000/- in case of IITs, NITs and Government owned Universities/organizations and Rs.5,000/- for others. These will be paid only after giving the presentation in the department and after submitting material to the departmental library, and producing a certificate from the HOD.

For International Conferences held Abroad:

- i) 50% of actual expenses including registration fee or Rs.30,000/- whichever is less will be paid.
- ii) Eligibility: PG qualification, 3 years of experience in this college for a Assistant Professor, 2 years for Associate Professor and 1 year for Professor.
- iii) Only one member will be granted from each department on first come first serve basis in an academic year (July 1st to June 30th).
- iii) Any teacher once avails this is not eligible for the next 3 years.
- v) The financial assistance will be given to one of the authors who will be presenting the paper.
- vi) Academic leave will be sanctioned for journey time and conference days only.

NOTE:

- The financial support and academic leave will be given for full paper presentations only which will appear as full paper in the proceedings and not for papers accepted for poster presentation.
- Participants should produce participation certificate.
- For International Conference in India, the guidelines are as per the other paper presentations in India limiting the payment to Rs.10,000/- or less including all expenses.
- *The financial support given by the organizers shall not be duplicated while claiming registration fee, TA, DA and other allowable expenses.*

- 6) **EPF: Rs.1,800/- per month. College pays its contribution of Rs.1,800/- month if the faculty member pays his contribution.**
- 7) Gratuity kind of payment: Faculty with five years of continuous service in the college, are eligible for Gratuity kind of payment subject to a maximum consideration of a monthly salary of Rs.20,500/-. 75% of the Gratuity kind of payment payable to the faculty after 5 years of stay in the college will be paid as interest free loan against Gratuity kind of payment payable and the gap between two loan claims is 3 years.
- 8) Insurance cover for Health (Rs.50,000/- Medidclaim) and Personal Accidents (Rs.1,00,000/-).
- 9) Transport (for Professors): Free Transport for Professors & Concessional Transport for other staff.
- 11) Medical Facilities: Free Medical consultancy and Hospitalization for common ailments: provided through College Medical Centre and two medical officers, one male and the other female officer are appointed and two medical assistants (one male and one female)

12) Incentives for implementation of Quality Document for achieving quality. Since the quality Document defines our policies and mechanisms for achieving quality, the following awards/commendations may be presented to the staff in organizational positions viz. Vice Principals, HODs, Head of the Principal's office, Project officer and other Section Heads.

i) Commendations may be given to all the persons who achieve a certain minimum prescribed percentage for implementation of quality Document.

ii) A rolling shield may be instituted which shall be presented and kept with the leading department every year.

iii) A committee may be formed for the above; i) & ii) with one or two Management

Representatives and at least three Senior Professors who are not Vice Principals or HODs who would formulate a very transparent policy and make the evaluation on a continuous basis

Professional Society Memberships: Besides the present practice of advancing loans for this to the faculty, the faculty who completes five years of service will be given Rs.1,000/- or 50% of the annual subscribing, whichever is less starting with February 2008.

i) Motivational Initiatives: Students

For Students: The College encourages the students with various awards and certificates. Some of these awards are sponsored awards.

Best Outgoing Student: Open for boys and girls: Sri Vallabhaneni Krishna Kutumba Rao memorial award for the Best Outgoing Student, Sponsored by his wife Smt. Vallabhaneni Parvati – carries a Gold medal and a cash award of Rs.10,000/- and a Certificate.

Certificate of Excellence (B.Tech): The college honors the First five Excellent students of each batch with certificates of Excellence.

Best Outgoing Lady Student and Three Merit Certificates (B.Tech): Prof. Koneru Venkata Rajeswara Rao and Smt. K.M.L. Prasunamba award for the Best outgoing lady student, sponsored by Smt. K.M.L. Prasunamba – carries a Gold medal and a cash award of Rs.5,000/- and a certificate.

The college presents merit certificates to the first three meritorious lady students among all braches.

“Prof.Ashok Jhunjhunwala and Sri V.V.R. Seshadri Rao” award worth about Rs.10,000/-shall be given for the best student project with Rural Orientation.

Branch Wise Toppers: Gold medal and three merit certificates:

- a. **ECE:** Sri Musunuri Venkata Rama Rao memorial gold medal, sponsored by his sons Sarvasri Kasi Visveswara Rao, Koteswara Rao and Srinivasa Rao.
- b. **ME:** Sri Kaza Srinivasa Rao memorial gold medal sponsored by his sons Sarvasri Ravi, Venkata Rao and Murali Krishna.
- c. **EEE:** Smt. Vallabhaneni Sowbhagyamma memorial gold medal, sponsored by her brother Sri.V.V.R.Seshadri Rao.
- d. **CSE:** Smt.Adusumilli Annapurnamma gold medal, sponsored by her grandson Dr. Kolli Chendrasekhara Rao.
- e. **IT:** Sri Uppalapati Sreeramulu memorial gold medal, sponsored by his daughter Dr.Yerneni Ratna Kumari and son-in-law Dr.Yerneni Purnachandra Rao.
- f. **CE:** Sri Surapaneni Parandhamayya and Smt. Surapaneni Anjamma Gold Medal, Sponsored by their son Dr. S. S. Bala Krishna
- g. **MBA:** A Gold Medal sponsored by the college and Merit Certificates to the First Three Meritorious students.
- h. **M.Tech:** Sri Uppalapati Venu Gopala Rao Gold Medal award for the top ranked students of all M.Tech courses.
- i. **I B.Tech Top Ranker:** Sri Jonnadula Rama Krishna Memorial Gold Medal sponsored by his wife Jonnadula Saritha.

The college presents merit certificates to the first three meritorious students of each branch.

Branch-wise Best Project Work: Cash prize of Rs.2,000/- to the best project work in each branch.

Best Outgoing Sportsman: Sri Vallurupalli Seethapathi memorial gold medal, sponsored by his son Dr.V.Ram Babu.

Best Outgoing Sportswoman: A gold medal awarded by the college.

Eligibility Criteria for Certificates of Excellence:

GENERAL: The student must bear good conduct and character and must put up not less than 75% attendance and must complete the course without any failures.

i) **Best Outgoing Student:** Open for boys and girls.

A) **Academic:** 50 M

Aggregate marks of all the examinations x 50
(marks awarded = $50 \times \text{percentage of marks obtained} / 100$)

The student should pass all the subjects in the regular examinations.
Should complete the course in 4 consecutive years.

Attendance: marks awarded = $5 \times \% \text{ attendance} / 100$) 5 M

GATE, GRE, GMAT, CAT: marks awarded = $20 \times \text{percentile} / 100$ 20 M

B) **Personality:** 8 M

Leadership qualities, communications skills and proficiency in English.

C) **Sports and Games:** 7 M

Bonus marks will be awarded for representing in University level/State level (3) and National level (5) per each year.

D) **Cultural Events:** 5 M

Bonus marks will be awarded for winning prizes in cultural meets
i) University/State level (3) ii) National level (5)

E) **Co-Curricular Activities:** 5 M

Prize winning Technical Papers presented at Seminars/published in technical journals.

ii) **Best Outgoing Lady Student and three Merit Certificates:** Same as in (1) above.

iii) **Branch wise Toppers:** Open for Boys and Girls

a) **Academic:** 90 Marks

Aggregate marks of all the examinations (Marks awarded = $90 \times \text{percentage of marks obtained} / 100$)

➤ The student should pass all the subjects in the regular examinations.

➤ Should complete the course in 4 consecutive years.

b) **Attendance:** 10 Marks (Marks awarded = $100 \times \% \text{ attendance} / 100$)

iv) **Best Project Work:** To be judged by a committee.

v) **Best Outgoing Sportsperson (Boys):** To be judged by a committee.

vi) **Best Outgoing Sportsperson (Girls):** To be judged by a committee.

vii) **Prizes to Students:** With a view to encourage students to excel in their studies, the College has instituted the following prizes to students during their study of B.Tech. degree course in the college, based on their performance in year/end semester and exams.

1) **First Ranker:** Books worth Rs.200/- and one Library Ticket.

2) **Second Ranker:** Books worth Rs.100/- and one Library Ticket.

3) **Third Ranker:** One Library Ticket.

The Library Ticket will be valid for a period of six months from the date of issue.

A maximum of 20 students from all branches one Merit basis shall receive 50% of the cost of professional society membership from the college.

Special awards shall be given to the University Rank Holders (below the rank of 10, 100 & 200) and the toppers in GATE, GRE & CAT.

Awards shall be given for publication in International/National referred journals by the students.

Award	Top 10	Top 100	Top 200
University Rank	Rs.5,000/-	Rs.2,000/-	Rs.1,000/-
GATE	Rs.10,000/-	Rs.5,000/-	Rs.2,000/-
CAT	Suitable Awards will be given depending on their outstanding Performance.		
GRE			
Publications			

Quality policy regarding sponsoring students for paper presentations, attending seminars etc.:

- Students shall be sponsored once in a semester.
- Only one way fare shall be paid to the 1st author.
- If the student secured 1st prize, registration fee and two way fare will be reimbursed.
- TA and registration fee shall not be duplicated.
- The student has to submit the seminar material to the department.
- The student shall take prior permission from the department before attending the seminar.

The money shall be reimbursed to the student after they submit Xerox copy of the certificate of attendance and paper presented

III. FINANCIAL AND PHYSICAL RESOURCES:

The following points are considered for formulating policies on Financial and Physical Resources and their utilization.

1. Financial resources to be sufficient for running the programmes, maintaining and upgrading, the equipment, operational budget. To plan resources for the same.
2. Sufficient physical resources, conforming to legal, safety and security requirements.
3. Resources like endowment fund, deposits of money.
4. Maintenance of physical resources, ensuring maximum level of safety and hygiene.
5. To provide suitable water for utilities and drinking, drainage systems, sewage disposal.
6. Medical facilities – First aid boxes, Medical officer, Dispensary/Emergency medical/Ambulance facilities.
7. Communication facilities.
8. Phones, EPABX and Fax facility
9. Reprographic facilities like Xerox, OHPs, LCD Projectors etc.
10. Avenues for refreshments of students/faculty.
11. Electrical and other installations to be certified to be safe and free from hazard.
12. Firefighting equipment.
13. Canteen, bank extension counter, ATM, post box and courier services.
14. Common rooms for boys and girls with recreation facilities.
15. Residential facilities for students and staff
16. Gymnasium and Lecture enabled theatre

17. Power backup
18. Transport and parking facilities
19. Facilities for disabled friendly environment – Provisions like Lifts, Ramps, Tricycles, disabled friendly washrooms, barrier free corridors and approach roads are provided.
20. Language lab
21. Institute website
22. Barrier free built environment, approach roads
23. Public address system
24. Electronic Survive lance

Financial Resources:

These should be sufficient for

- i) running the programmes
- ii) to provide physical resources in conformity with legal, safety and security requirements
- iii) to meet the operational budget
- iv) Maintaining and upgrading the equipment
- v) There should be a clear evidence of resource planning linked to financial planning

The sources of finance are

- i) Special fee
- ii) Grants / loans from promoter society
- iii) External borrowings and donations
- iv) College should try for grants from state government, central government and other funding agencies and private sources
- v) Seminar Grants, Travel Grants from AICTE, MHRD etc.

Capital Resources:

Include land, buildings, endowment fund and other deposits of money.

Governing Body's relevant minutes on budget shall be sent as circular to the departments.

Immediately after receiving the above all HODs shall submit with probable dates, time table for various events of that academic Year.

All HODs shall submit utilization reports in the prescribed proforma twice in a year in October and in March.

The college shall create a corpus by depositing 6% of tuition fee collected starting with 2006 admissions batch. This corpus shall be used for development of Education and Expansion of the institution in future in times of need.

Land:

- Land will be provided to meet the minimum requirement of AICTE.
- Efforts will also be made to provide more land, when required.
- After meeting the priority requirements, a compound wall will be built for the land.
- To make the campus pleasant, attractive, safe, hygienic, eco-friendly and as self sufficient as possible.

Buildings:

- Buildings should be provided to meet the minimum AICTE requirements.
- Efforts shall be made to provide more building space for student comforts.

- The buildings shall conform to legal, safety and security requirements.
- Buildings shall be maintained ensuring maximum levels of safety and hygiene.

Hostels:

- To provide hostels to meet the demand, following AICTE norms.
- Hostels shall be provided with full possible compliment of communications, IT, Kitchen and health facilities.

To provide residential accommodation to staff with modern useful facilities for common use.

Initiatives for Green Campus:

Campus is to be made as Green campus by establishing Solar Power Generation systems, providing LED lights, Banning the Plastics in the campus, Planting trees, Ground water recharge, Waste Management and by controlling pollution in the campus.

Mechanisms for Maintenance of buildings and other infrastructural Facilities:

Matters concerning the maintenance of buildings and infrastructural facilities, including cup-boards in the walls and name plates etc. The HODs are the in-charge will make a requisition to the Principal which will be forwarded to the Project Officer.

The Project Officer, on receiving the requisition shall enter the requisition in the register provided for the same. After this, he will discuss this with the Principal, Secretary and Correspondent, takes their approval and attends to the work at the earliest possible time. For items of works costing more than Rs.10,000/-, he will submit estimates along with quotations. Action taken shall be recorded in the register. Requisition should be sent at least one month in advance, except in emergencies. Regarding furniture, a requisition shall be made to the Principal by the HODs/in-charges; it will be forwarded to Administrative Officer (AO). AO will discuss this with Secretary and Correspondent and takes necessary action. He shall maintain a register where he enters the requisitions and records the actions taken.

Each furniture item in the college shall have an identification number.

Building Hygiene:

Sweepers and a supervisor will be allotted for a particular area. Every day the sweeper has to sign in the register to confirm that he/she has done the duty. The supervisor should attest the same.

Duties of Sweepers:

- Cleaning of class rooms, corridors, floor cleaning of laboratories, staff rooms and other areas allotted.
- Dusting of furniture and windows in the class rooms and also cleaning of glass boards. (However, dusting of departmental furniture/equipment/machines shall be done by department attenders and lab technicians.)
- Swabbing of corridors
- Clearing cobwebs in the corridors, class rooms and other areas, except department labs.
Supervisors: Supervisors shall personally supervise the work and lock the class rooms after he is satisfied with the work.

Toilet Hygiene:

Each toilet is to be cleaned four times a day, which should be checked by supervisor concerned. Care is taken in providing exhaust fans, daily cleaning with phenol or detergents, use of naphthalene balls.

Class Rooms:

- Use of non-dust chalks.
- Daily sweeping of class rooms.

- Wet cloth cleaning of benches (at least twice a week).
- Black board cleaning (with wet cloth daily).
- Provision of dust bins in each class room.

Floors:

- Daily sweeping and wet cleaning.
- Common dust bins are provided at various locations in each floor

HODs/in-charges shall make complaints regarding hygiene to the Principal, which will be forwarded to the Project Officer for necessary action. Project officer shall maintain a register for the purpose in which the complaints and action taken against the complaint are recorded.

The following registers shall be maintained for the above:

- requisition form and register
- complaints register and file
- sweepers – log book/log sheets
- scavengers – log book/log sheets
- file for work assignments – sweepers and scavengers.

Laboratories - Maintenance & Utilization:

- Preventive maintenance is followed.
- Additional experiments are designed to utilize all the equipment available in the lab.
- Periodical checkups and calibration of equipment in all laboratories.
- Depending on the experiment, one, two or a maximum of three students perform a single experiment with common set of apparatus.
- Stock verification is being conducted in all laboratories every year.

Computing Facilities-Maintenance & Utilization

- Computing facilities are provided as per the AICTE norms, even extra computers are provided to meet the practical requirements.
- Internet connectivity with a total of 40 Mbps band width is provided.
- All the computer systems in the college are on LAN with OFC backbone.
- Computing facilities are made available to the students for at least 12 hours a day and WiFi enabled facility shall be provided.
- The number of computers to be made available will be as per the requirements.
- A team of technicians with a faculty in-charge takes care for the maintenance of computers.
- Necessary Licensed software are procured.
- Servers like LINUX, WINDOWS, Web Servers, Database etc., are provided.
- Additional projects are taken up by the students for optimum utilization of the facilities.

Support and Other Facilities:

1. **Water:** To provide sufficient and suitable water for utilities and drinking.
2. **Electricity:** To provide HT supply to the college. All electrical installations to be certified safe and free from hazard. Sufficient back up power supply to be provided. Ample lighting, fans, air-conditioning to be provided. They should be used frugally and when required, promoting the culture of avoiding unnecessary usage and promoting the culture of energy saving and economizing the energy cost.

3. **Communication:** To provide communicational facilities, namely EPABX system, phone facility, DOT phones connectivity, FAX, LAN, WAN, broad band internet, Video conferencing, Virtual class rooms.
4. **Medical facilities:** To provide a part time medical officer initially. To provide first aid boxes in all departments. To provide full time medical officer & dispensary with emergency services later.
5. **Reprographic facilities:** To provide required number of duplicators, photocopiers.
6. **Refreshment facilities for students and staff:** To encourage to form various clubs and then to provide infrastructure for sports facilities, health clubs, auditorium with facilities for screening cinemas. Avenues for refreshments for staff and students canteen facilities.
7. Transportation facilities to arrange transport facilities for students and staff.
8. **Insurance:** To provide Group Insurance / insurance for staff and students.
9. To Provide a Cooperative stores.
10. To provide sufficient parking space.

IV. HUMAN RESOURCES

The following points are considered for formulating policies related to Faculty & Staff.

- Faculty as per AICTE norms or more as per requirement.
- One senior faculty member in the position of Professor / Reader in each subject area in the programme.
- Faculty selection through open advertisement.
- Work load of faculty, not to hinder effective performance in teaching / research.
- Supporting staff in sufficient numbers, with adequate qualifications and skill.
- Ambience for retaining good faculty
- Involvement of senior faculty for laboratory development.
- Facilities for quality improvement
 - Sponsoring to continuing education programmes
 - Sponsoring for higher degree programmes
 - Sponsoring for industry internship
 - To provide industrial experience to teacher
- To associate senior faculty members in the staff selection process
- To improve the level of faculty commitment in the quality of teaching in the classroom and also in the laboratory
- To issue quality handouts in the class and laboratory
- Special programmes/efforts to improve the learning experience of the students.
- Faculty to give imaginative assignments, industry relevant problems and to increase the awareness of current state-of-the-art technology specific facets.
- Faculty to participate in promoting activities of professional society.
- Faculty to acquire knowledge of best current practices.
- Faculty to subject themselves to evaluation by students.
- Faculty to present a self performance appraisal report and how faculty uses it for correction and improvement.
- Grievance redressed mechanism for the faculty.
- Level of autonomy to HOD to utilize the services of his faculty and supporting staff.

- Supporting staff to contribute in
 - Construction and fabrication of equipment
 - Calibration and repair of instruments and systems
 - Preparation of samples
 - Making routine experimental observations.
 - Sufficient skills development programmes for supporting staff.

Transparent Service Rules

- Evaluation of faculty with respect to their duties once in a semester.
- Incentives/rewards/ for performance.

A) Human Resources: Faculty

i) For B.Tech & MBA:

Faculty student ratio	1: 15
Cadre ratio	1 : 2 : 6 (Professor : Assoc. Professor : Asst. Professor)

ii) For M.Tech Programs:

Faculty student ratio	1: 12
Cadre ratio	1 : 1 : 1

The PG faculty may also be used for UG programs.

Qualifications:

Principal	: As per AICTE norms
Professors	: As per AICTE norms
Associate Professor	: As per AICTE norms
Assistant Professor	: As per AICTE norms

Work Load:

Work load of a teacher should not be less 40 clock hours a week of which the minimum teaching contact hours should be

Principal	: 4 hours / week
Professor	: 8 hours / week
Associate Professor	: 12 hours / week
Assistant Professor	: 16 hours / week

Two tutorial / lab hours can be treated as one teaching hour. But in case of emergencies / unavoidable circumstances, there could be work adjustment with extra hours. Teachers shall be present in the institution during working hours, unless engaged in official works outside. Professors and Associate Professors should have clearly defined administrative, consultancy, R&D activity.

All faculty shall perform any additional duty, either remunerative or non remunerative in addition to his normal duties that may be assigned to him from time to time.

Every teacher shall submit a monthly report in the proforma supplied to the HOD as regard to the role, jobs and targets assigned to him by the Department / Institution from time to time.

Duties of Faculty:

1	2	3	4
Academic	Res & Consultancy	Administration	Extension
Class Room instruction	Research & Development Activities & Research Guidance	Academic and Administrative management of the institution	Extension services
Laboratory Instruction	Industry sponsored projects	Policy planning, Monitoring & evaluation and promotional activities both at departmental and institutional level	Interaction with industry and society
Curriculum Development Outcome based education	Providing consultancy and Testing services	Design and development of new programmes	Participation in Community services
Developing Learning Resource material & Laboratory Development	Promotion of industry institution interaction and R&D	Preparing project proposals for funding in areas of R&D work. Laboratory Development, Modernization, Expansion, etc.,	Providing R&D support and consultancy services to industry and others user agencies.
Students Assessment & Evaluation including examination work of university	—	Administration both at Departmental & Institutional levels	Providing non-formal modes of education for the benefit of the community.
Participation in the Co-curricular & Extra curricular activities	—	Development, administration and Management of institutional facilities	Promotion of entrepreneurship and job creation
Students, Guidance & Counselling & helping their personal ethical, moral and overall character development		Monitoring and Evaluation of academic and research activities	Dissemination of knowledge
Continuing Education Activities Attending training programmes		Participation in policy planning at the regional / National level for development of technical education	Providing technical support in areas of social relevance
Keeping abreast of new knowledge and skills help generate new knowledge and help dissemination of such knowledge through books, publications seminars etc.,		Helping mobilization of resources for the institution. Develop, update and maintain Institute Resources. Plan and implement Staff Development Activities.	
Self development through upgrading qualification, experience & Professional activities		Maintain accountability, conduct, character and attitude, performance appraisal	

Attitudes and Commitment:

Attitude and commitment of teachers are evaluated on

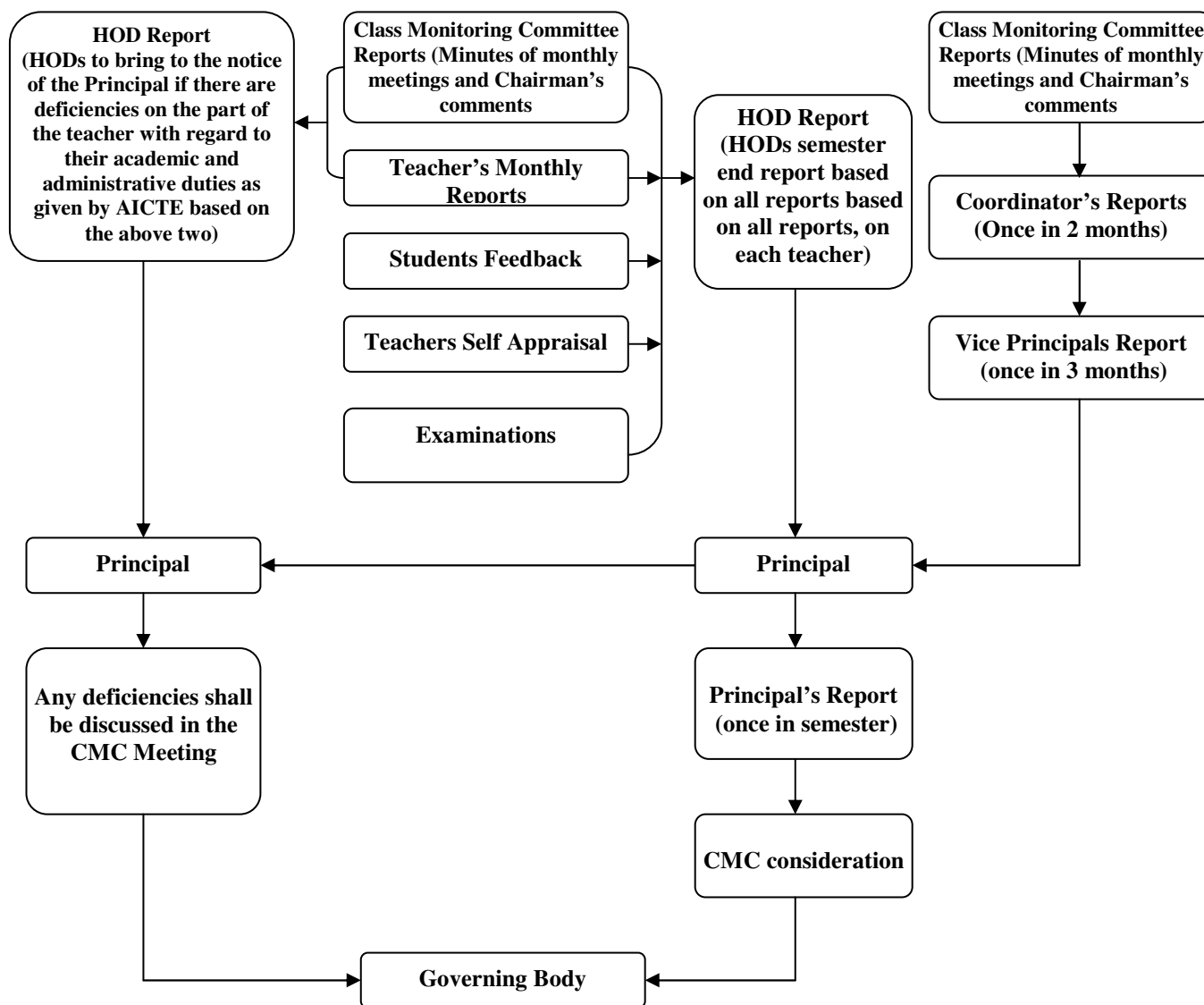
- Punctuality of the teachers to his duties
- Sticking to the teaching schedule / Lesson Plan
- Effectiveness of that particular teacher's teaching
- Effectiveness of his laboratory class teaching
- Teacher's attitude towards non-teaching duties assigned to him.

- Teacher’s setting of question papers and evaluation of answer sheets.
- Teachers efforts for his professional growth
- Teacher’s use of teaching aids
- R&D

HOD to submit a report on these points regarding every teacher once in a semester.

A Flowchart is presented below.

This is how HOD based on the reports & his assessment will bring the non performing teachers to the notice of G.B.



To improve quality of teaching in the class room and also in laboratory, issuing of quality handouts both in the class & labs, course objectives, course outcomes, gaps in syllabus and extra content, giving imaginative assignments, industry relevant problems, increasing awareness of students on the current state-of-the-art technologies etc to be practiced by the faculty.

College to create right ambience (academic & otherwise) to retain faculty.

To involve senior faculty in faculty selections and lab development.

Faculty Development:

- Workshops to be conducted in the college on instruction, student evaluation, feedback etc., personality development for teachers.
- Teachers to be encouraged to present and also to publish papers – offering them some incentives.
- Teacher's to be encouraged to attend summer schools, winter schools, seminars
- To sponsor teachers to higher education
- Every department shall conduct a workshop, short term training programmes ranging from 3 to 14 days, every year.
- Extension lectures by senior staff shall be arranged in industries for their benefit.

The first requirement for any teacher to be sponsored to these programmes is he should have the right attitude compatible with the aims / objectives / policies of the college and should have a strong commitment to the same.

Eligibility to attend conferences/Workshops:

No one shall be sponsored for conference, unless his paper was accepted. In special circumstances when it will be very useful to the institute, a nominated senior faculty may be sponsored.

They should have a minimum of one year service for Assistant Professors.

No staff member shall be sponsored for more than two times in an academic year including paper presentations and training programmes. In case of teachers doing PhD due consideration may be given.

The HOD shall take into consideration, the usefulness of sponsoring that person to him and/or to the college.

Sponsored faculty will be paid registration fee TA & DA only after giving the presentation in the department and after submitting material to the department library, and producing a certificate from the HOD.

Professional Societies:

To encourage faculty to become members of Professional Bodies like IE(I) / IEEE / CSI / ISTE / IETE giving some weight age in the evaluation ratio of the teacher. Every teacher is expected to become a member of a society concerning his branch.

Industrial exposure to the faculty:

To arrange industrial internship for the faculty. Ideally every teacher should have industrial exposure in the subject he teaches. Every year at least 10% of the permanent staff to be arranged internship for a period of at least two weeks.

Performance appraisal:

Performance Appraisal of the faculty is done with rewards and punishments

Parameters to be considered for performance appraisal.

- Feedback
- Examination results
- Teacher's attitude commitment and achievement with regard to his non teaching duties
- Peer analysis and review of performance after six months / one year through written test and interview for Assistant Professors
- Consultancy
- R & D which also includes publication of papers, books, etc.

- The mandatory presentations he gives to his colleagues after his return from attending that programme. At the end of every semester, every teacher has to submit a self-appraisal form.

Performance Appraisal of Faculty(for 100 marks):

Every teacher will submit Teacher's Self Appraisal Form (Annexure – 4 at the end of each semester / year)

The Performance Appraisal of the Faculty may be evaluated according to the split up of marks as given below: (Proformas are given in Annexure – 6(a), 6(b) & 6(c))

The following points are allotted under different categories for the Appraisal of the three cadres of teaching posts: (for 90 marks)

Sl. No.	Parameter	Marks		
		Professors	Assoc. Prof.	Asst. Prof.
1	Feedback Analysis	25	30	35
2	Result Analysis	30	35	40
3	Administration	20	15	10
4	R & D and Consultancy	15	10	5
Total Marks		90	90	90

and the remaining 10 marks, for an exemplary academic performance, particularly in the field of utilizing his/her knowledge for imparting better education to students through development of labs, innovative and effective theory instruction, new knowledge creation and such other things - to be awarded by a committee with two Senior Professors and Vice Principal, Academic as Convenor. This may be implemented with effect from 1st semester of 2017-2018 academic year.

If a teacher does not correct or improve even after 3 semesters a strong action may be taken against him.

Service Rules:

To pay the following allowances to the office bearers and members of the society when they are on society's duty outside Gudlavalleru.

- Traveling Allowance - Actuals with the Highest limited to economy class Air ticket
- Lodging : Actuals with amount limited to Rs.3,000/- in cities like Chennai and Hyderabad and Rs.5,000/- in cities like Mumbai, Delhi per day.
- Cab Allowance: Actuals limited to Rs.2,500/- per day
- Food Allowances: Actuals limited to Rs.1,500/- per day.

TA, DA and Other expenses:

When the staff is attending Paper Presentations and Training Programmes, they will be paid 2nd sleeper change and DA.

When staff is on college duty,

TA, DA and Lodging charges will be paid as mentioned below.

TA – Principal	-	2 nd A/c
Professors	-	3 rd A/c
Assistant Professors	-	2 nd Sleeper
Lecturer	-	2 nd Sleeper

DA per day to Professor/ Associate Professor/ Assistant Professor: Applicable as per State Govt. Norms.

Lodging charges: Actuals not exceeding Professor Rs.750/-; Associate Professor Rs.500/- and Assistant Professor Rs.400/- per day.

For Local Transportation: Actuals not exceeding Rs.300/- per day depending upon the distance from place of stay.

The staff before going should take guidelines for reasonable actuals from principal.

Leave Rules:

A) For Assistant Professor having a minimum one year experience at this college,

Associate Professors and Professors from the date of their joining.

1. Casual Leaves and Special Casual Leaves:

15 days (including Special CLs) in a calendar year. Casual Leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within this period of casual leave shall not be counted as casual leaves.

Any Leave sanctioned for examination/Invigilation/Observer Duty other than JNTUK, will come under Special Casual Leave. In computing the special casual leave, the days of actual journey, if any, to and from the places where activities specified above, tale place will be excluded. Undergoing sterilization operation (Vasectomy or Salpingectomy) under family welfare programme, will also come under special casual leave and will be restricted to six working days. Leave for a Female teacher who undergoes non-puerperial sterilization also comes under this special casual leave and the leave shall be restricted to fourteen days. Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

Not more than 7 days leave shall be availed at a time, including holidays under Casual Leave.

Out of 15 available Casual Leaves faculty are advised to avail upto 8 casual leaves before June and the balance before December.

B) **Assistant Professor in the first one year:** Only one CL for 30 days of working and CL should be availed after earning this. They are not eligible for other leaves.

Sanction of Casual Leaves:

Casual leaves of teaching and non-teaching staff (except Vice Principals, coordinator T & P and Officer-in-charge examinations) will be sanctioned by concerned HODs and other section heads.

Principal is the sanctioning authority for CLs of Vice Principals, HODs, Coordinator(T&P), Officer-in-charge of examinations, Librarian, Physical Director, Office staff and any other not covered above. However all these CLs shall be routed through proper channel.

HODs shall maintain the leave record of entire staff of their departments/section heads and submit monthly reports to the Principal.

2. On duty Leave:

(i) On duty leave may be granted for:

(a) to perform any duty assigned by the college authorities

(b) assigned to perform invigilation, spot valuation, external examiner / observer

duties at other engineering colleges affiliated to JNTUK. However, no TA, DA or any other expenses shall be paid by the college for these assignments.

(c) the duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

3. Academic Leave:

- a) for faculty attending paper presentations, conferences, workshops, training programmes continuing education programmes etc.
 - No one shall be sponsored for conference, unless his paper is accepted. In special circumstances when it will be very useful to the institute, a nominated senior faculty may be sponsored.
 - In the cadre of Assistant Professor one should have a minimum of two years service.
 - No staff member shall be sponsored for more than two times in an academic year including paper presentations and training programmes.
 - Professors – 2 Seminars/Conferences with financial commitment and 2 seminars / conferences without financial commitment in one year.
- b) delivery of guest lectures at institutions, key note lectures, chairing sessions at conferences/symposia etc. on invitation; two times in a year for Professor and one time for other faculty subject to a maximum of four days each time (eligible for Academic Leave only and no financial assistance will be provided).
- c) The Academic Leave may be granted on full pay, but if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned Academic Leave on reduced pay and allowances.
- d) Academic leave may be combined with earned leave, half pay leave or extraordinary leave with loss of pay.

4. Earned Leave (E.L):

- For Professors and Associate Professors, earned leave will be calculated from the day of their joining in this college. However, in case of Assistant Professor, only those with at least one year experience will be considered for earned leave and their period of service after their first year of service in this cadre will be taken into account for this purpose.
- One earned leave for 30 days of actual service and 1/3 of vacation period.

It is resolved “Only those days during vacation on which the services of teaching faculty were specifically requisitioned by HOD (under copy to the Principal) or Principal in writing mentioning there the nature of work for which their services were requisitioned will be considered for calculation of earned leave during vacation”. Earned Leaves can not be claimed for the days on which the faculty attend examination duties (e.g. Invigilation, spot valuation, examiner ship; etc.) and other remunerative works or if they attend the college on their own during vacation.

The teachers who are assigned duties during vacation have to observe the college working hours and sign in the register.

- A Staff member cannot apply less than 3 days E.L if the number of C.Ls are more than three to his/her credit. If C.Ls are exhausted, then only he/she may be permitted to apply one or two E.Ls.
- E.Ls cannot be combined with any other leave.
- Faculty should be present either on last working day before vacation or the reopening day after vacation. If anybody is not present either on last working day or the reopening day, he/she shall apply E.L only. If he/she is absent on both the days the entire vacation shall be treated as E.L.
- E.Ls and extraordinary leave on loss of pay shall be for full day only and cannot be for half day.
- Earned leave at the credit of a teacher shall not accumulate beyond 180 days. The maximum earned leave that may be sanctioned at a time shall not exceed 30 days. Earned leave exceeding 30 days may, however, be sanctioned in the case of higher study, training

or leave with medical certificate or when the entire leave or a portion thereof is spent outside India.

5. **Maternity leave:** 60 days for two times in career.

1st time full pay
2nd time ½ pay

6. **Medical leave:**

Medical leave is applicable for teachers with minimum of one year experience at this college. Twenty such half pay medical leaves will be credited for each completed year of service subject to a maximum of 180 cumulative half pay medical leaves. These half pay leaves will be sanctioned for genuine medical purpose only. Faculty with one year experience at this college shall be credited 20 days eligible half pay medical leaves from 01-01-2007 onwards.

7. **Study leave:**

Mentioned under sponsoring teachers to higher studies in human resource faculty.

8. **Sabbatical leave:**

Faculty at the discretion of the college may be sanctioned sabbatical leave to undertake study or research or other academic pursuits solely for the objective of increasing their proficiency and usefulness to the institution on higher education system.

The duration of leave and the number of times it may be sanctioned, is at the discretion of the college.

Sabbatical leave shall not be granted during the period of service to the college under an agreement for the higher studies they were sponsored to.

During Sabbatical leave he/she is eligible for service benefits of seniority and grant of increments.

9. **Extra Ordinary Leave on Loss of pay:**

Extra Ordinary Leave on Loss of pay are for full day only.

Principal / C.M.C. is the sanctioning authority of all leaves coming under any other category except C.Ls.

For any kind of leave not described above Governing Body is the sanctioning authority.

Absenting without sanction of leave shall be treated as break-in service.

Service benefits:

Employees will be provided EPF, they will also be provided insurance covering accident & health.

They will be paid gratuity kind of payment subject to a maximum consideration of Rs.20,500/- salary per month.

Retirement Age:

a) For faculty: The Retirement age for faculty is 60 years. Proforma on Intimation of retirement is given in Annexure – 6. However, if the services of a particular teacher are required by the

college, the Governing Body may extend his services to the age permissible as per AICTE norms/guidelines.

Similarly, a teacher when required by the college may be appointed after 60 years, who shall retire after he crosses the AICTE prescribed age of a teacher.

Theory classes Workload allotment:

- i. Professors - Theory – A minimum of two sections or two classes
- ii. Associate Professors - Theory – A minimum of two sections or two classes
- iii. Assistant Professor - Teachers with minimum of 2 years experience should be considered first for giving theory subjects and teachers with less than 2 years experience shall be considered next. Even among the Assistant Professor with two or more years of experience, if some of the teachers are to take single theory because of less theory class load, work load may be distributed in such a manner that junior faculty may be allotted with single theory section.

Teacher should realize that this arrangement is to arrange theory instruction by senior teachers to the extent possible and to train the juniors for teaching.

Teachers in important organizational positions with significant organizational work load shall be given two theory sections. Reducing their laboratory work load shall be at the discretion of the Principal in consultation with the HOD concerned.

Resignation/Termination:

01. For any teacher to resign from his job, in the first two years after he is placed on scale, has to give one month notice or pay one month salary. He/she will be relieved only at the discretion of the college. If anyone is to be relieved in the first two months following summer vacation, he has to pay the salary he/she received for summer vacation period he/she availed in addition to the above. If anyone teaching first year subjects is to be relieved in the first 3 months after the start of first year class work during that academic year, he has to pay the salary he received for the period when he was without class work before the start of First year classes, in addition to the above. The institution has also to observe issuing this one month advance notice or paying one month salary if it is to ask a faculty member to resign his job.
02. If any teacher with two years experience, is to resign from his/her job, he must give 3 months advance notice or should pay 3 months salary for being relieved. After the employee gives three months notice, and if he is relieved by the college before that period, the teacher need not pay the amount for the balance period of three months. The institution has also to observe issuing this three months advance notice or paying three months salary if it is to ask a faculty member to resign his job.
03. If the relieving date of any staff member falls during or immediate to the vacation, he shall be relieved before start of the vacation. However, for teachers having experience more than 5 years, the discretion is left to the college.
04. The faculty who are placed on scales have to apply through proper channel for any employment outside. He shall not be relieved if this is not followed.
05. The college reserves the right to terminate the services of an employee in case of abolition of post/posts due to closure of the departments/reduction of number of sections of a class or department or discontinuation of any teaching subject in the curriculum or as disciplinary action or incapacitation of the

teacher by giving one month/three months notice or by paying the salary for the same in lieu of one/three months advance notice.

B) Human Resources: Supporting Staff

Each Department shall have

Dept.		
Attendants	:	1 or 2
Lab Tech / Programmes	:	One lab technician shall be provided per lab when it is conducted.
1. Principal's Office		
Registrar cum Administrative Officer	:	1
Medical Officer(full time /part time)	:	1 or 2
Office Superintendent	:	1
Accounts Officer	:	1
Senior Stenographer (PA to Principal)	:	1
Receptionist	:	1
Senior Assistants (as per Requirement)	:	
Junior Assistant	:	
Record Assistant	:	
Mechanics (Electrician, Plumber, carpenters)	:	} As per requirement
Drafts men	:	
Drivers	:	
Attendants	:	
Watchman	:	
Gardeners	:	
Sweepers	:	
2. Examination Section	:	
3. Physical Education	:	
4. Library:		
Librarian	:	
Assistant Librarian	:	
Library Assistants	:	
Attenders	:	
Sweepers	:	
5. Workshop	:	
Fore man	:	
Jr. Fore man	:	
Technicians	:	
Jr. Technicians	:	
6. Maintenance Department	:	
Electrical Maintenance Engineer	:	
Garden Supervisor	:	
Carpenter	:	
Plumber	:	
7. Construction Department	:	
Construction Engineer	:	
Project Officer	:	
Supervisors	:	
8. Security officer	:	

Qualifications:

Department Assistants	:	Degree, MS Office knowledge and qualified and experienced in typewriting and shorthand.
Attenders	:	10 th standard
Computer Operator	:	3 year diploma or degree
System Analyst	:	3 year diploma
System administrator	:	CCNA certificate & MSCM
Computer operator	:	3 year diploma / degree
Workshop various trades	:	ITI & experience.
Librarian	:	} As per Norms
Assistant Librarian	:	
Library assistant	:	
Physical director	:	

Recruitment Procedure:

1. Through a committee constituted by the governing body
2. Through an advertisement in a newspaper.

Attitude & Involvement:

To maintain a work diary

To be punctual and sincere to their duties and to involve in construction and fabrication of equipment, calibration and of repair of systems, preparation of samples, making routine experimental observations.

Skill up gradation:

- College will conduct at least one training programme in the college for their skill up gradation.
- Every lab technician shall be sponsored to one skill up gradation programme in industries, at least once in a semester.

Performance appraisal from feedback of:

- Selected students
- Lab in-charge

On attitude and involvement, lab maintenance, cleanliness, maintenance of records etc.

Motivational Initiatives:

- a) Sponsoring to Ph.D programme
- b) Encouragement to Technicians doing B.Tech
- c) Gratuity kind of payment subject to a maximum consideration of a monthly salary of Rs.20,500/-.
- d) EPF
- e) Medical Insurance & Personal Insurance
- f) Transport
- g) Medical facility

Leave Rules:

A) For staff members with less than ONE YEAR experience

Only one CL for 30 days of working and CL should be availed after earning the same. They are not entitled for any other leave except on duty leave assigned by the college authorities.

B) For staff members with more than ONE YEAR experience

1. **CASUAL LEAVES:**

- Total number of casual leaves which includes special casual leaves shall be 15 in a calendar year.
- Casual Leaves cannot be combined with any other kind of leave except special casual leave.
- It may be combined with holidays and Sundays. Holidays or Sundays falling within this period of casual leave shall not be counted as casual leave.
- Undergoing sterilization operation (Vasectomy or Salpingectomy), and non-puerperal sterilization for female staff, shall be treated as special casual leaves.
- Special casual leave may be granted in the combination with holidays or vacation.
- Casual Leaves including special Casual Leaves will not be accumulated.
- Not more than 7 days leave may be availed at a time, including holidays.
- Out of 15 Casual Leaves eligible, staff are advised to avail up to 8 casual leaves before June and the balance before December.

2. **ON DUTY LEAVES:**

On duty leaves shall be granted to perform any duty assigned by the college authorities.

3. **EARNED LEAVES :**

- One earned leave for 30 days of actual service and 1/3 of vacation period on which the services of non-teaching staff were specifically requisitioned by Section Head/HOD or the Principal.
- For the purpose of computation of period of actual service, all periods of leave except casual, special casual and on duty leave shall be excluded.
- One cannot apply less than 3 days E.L if the number of C.Ls are more than three to his/her credit. If C.Ls are exhausted, then only he/she may be permitted to apply one or two E.Ls.
- The maximum number of earned leaves that may be sanctioned to a staff member is limited to 15 days in a semester when the class work is going on without prejudices to remunerative or non-remunerative works of the institution. Earned Leave beyond 15 days in a semester during the period of class work is to be granted by CMC. However, a staff member can avail a maximum of 60 days at a stretch when there is no class work.
- Earned leave up to 120 days shall be granted at a stretch to a faculty member to pursue Post Doctoral Fellow (PDF) programme or to satisfy the stay requirements of the university in connection with Ph.D programme or to prepare documentation and submit Ph.D Thesis, etc. In spite of the class work.
- E.Ls cannot be combined with any other leave.
- Staff should be present either on last working day before vacation or the reopening day after vacation. If anybody is not present either on last working day or the reopening day, he/she shall apply E.L only.
- E.Ls and extraordinary leave on loss of pay shall be for full day only and cannot be for half day.
- Earned leave at the credit of any staff member shall not accumulate beyond 180 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of training or leave with medical certificate or when the entire leave or a portion thereof is spent outside India.

4. **MEDICAL LEAVE :**

- Medical leave is applicable for staff members with minimum of one year experience at this college. Twenty such half pay medical leaves will be credited for each completed year of service subject to a maximum of 180 cumulate half pay medical leaves.
- These half pay medical leaves shall be granted for medical purpose only.
- Staff with one year experience at this college shall be credited 20 days eligible half pay medical leaves from 01-07-2007 onwards.

5. **MATERNITY LEAVE:**

Maximum of total 60 days for two times in career.

- i) First time with full pay.
- ii) Second time with half pay.

6. **RETIREMENT:**

Every non-teaching employee shall retire from service on attaining the age of superannuation i.e 58 years.

V. **HUMAN RESOURCE : STUDENTS**

The following points are considered for formulating the policies on Human Resource – Students

- Orderly and ethical procedures for admission of students.
- Percentage of students clearing the programme in the minimum scheduled duration.
- Identification of the subjects in which maximum failures occur and remedial actions.
- Percentage of final year students achieving placement employment through a campus recruitment or within three months, within six months or after six months of graduation.
- Number of students qualifying in international, national, state level exams like GRE, GMAT, GATE, CAT, Civil Services etc.
- Students securing PG admissions as an indicator of quality of teaching – learning process
- Feedback from Alumni

Admissions are made as per State Government Guidelines.

The Academic results are analyzed in the following way:

- Percentage of pass, branch-wise and each subject-wise shall be calculated.
- Number of University ranks obtained, distinctions and first classes shall be noted branch-wise and subject-wise.
- Results of 10 other colleges will be noted in the above way and average performance shall be calculated.
- The performance of our college shall be compared with average of the above 10 colleges.
- An earnest attempt shall be made to arrive at the reasons for poor performance if any and every effort shall be made to improve the performance.

Competitive Examinations:

- College shall try to provide special training for GATE by respective branches
- College shall also provide training to GRE, CAT, IES, TOFEL etc. if requested and if students are in sufficient number.
- Departments shall record and maintain students' success in competitive examinations.

Students Employability and Employment:

- Efforts shall be made to make students employable by training them in aptitude tests, English language test, soft skills & Personality Development.
- The college shall take feedback from the employers of it's students.
- The college shall conduct Entrepreneurship Development Programme.

Professional Societies:

- Students shall be encouraged to become members of professional societies like ISTE, IEEE, Microsoft chapter etc.,
- Students shall be encouraged to participate in seminars, techno fests, paper presentations etc.,
- Students shall be encouraged to take up live projects.
- Students shall also be encouraged to participate in NSS programmes.

Policy regarding sponsoring students for paper presentations, attending seminars etc.:

- Students shall be sponsored once in a semester.
- Only one way fare shall be paid to the 1st author.
- If student secure 1st prize, registration fee and two way fare will be reimbursed.
- TA and registration fee shall not be duplicated.
- The student has to submit the seminar material to the department.
- The student shall take prior permission form the department before attending the seminar.
- The money shall be reimbursed to the student after they submit Xerox copy of the certificate of attendance, paper presented and 1st prize if any.

Code of conduct for Students:

Refer College Hand Book

INCENTIVES FOR PERFORMING STUDENTS: Given in Organization and Governance. (The Incentives for University Rank holders, GATE, GRE & CAT rankers are already presented in item “ i) Motivational Initiatives: Students”)

Tutoring of weak students in tutorial / special hours

Departments to maintain subject wise results of all year end/semester end examinations of all batches of students.

Students' employment and higher education history are to be maintained by the departments.

Feedback from companies need to be obtained and analyzed.

VI. TEACHING-LEARNING PROCESS:

The following points are considered for formulating the policies on Teaching Learning process

- Broad areas of Human knowledge.
- Theories and methods of enquiry, besides in depth study of the identified areas
- Teachers to collect study material on advanced topics for teaching.
- Clarity and relevance in curriculum.
- Pass outs to demonstrate in depth understanding of knowledge / practice.
- Examination of student answer books, grades, question papers, team work and design projects.
- Academic calendar.
- Minimum number of days of instruction.
- Number of contact hours per week.
- Mechanism for review of syllabus on regular basis.
- Course monitoring committees comprising teachers, students and other staff members.

- Mechanism for bringing teachers, who are not performing their duties to the attention of top management for remedial action.
- Routine checking and calibration of lab equipment, to ensure good working condition.
- Modalities and procedures for obtaining new equipment.
- To provide adequate demonstration kits for students in the labs.
- Number of students performing a single experiment with common apparatus.
- To provide students, library, computing, lab & E-mail facilities outside the normal working hours and on holidays.
- To establish departmental library.
- To develop good digital library and introduce automation and computerization in library.
- To provide sufficient reprographic facilities.
- To make available periodicals of professional societies.
- Providing extra content on skills in demand for employment.
- Providing maximum educational technology facilities and instructional materials particularly for electives.
- Add on courses for all departments for skill enhancement and employability.
- Add on courses on computers for students of other departments.

Academic Calendar:

- Number of instructional days, contact hours per week to be followed as decided.
- Additional teaching hours for the extra content shall be arranged after normal contact hours.

Evaluation Procedures & Feedback

- Evaluation shall be done as per guidelines.
- Students shall maintain a separate Notebook for each subject.
- Feedback shall be collected from students, twice in a semester. One in the middle of the semester and the second one shall be taken at the end of Semester/Year. (Annexures 7 & 8)
- Teachers will be counseled, after the feedback.
- If there is no corrective action by teachers even after counseling three times, a strong action shall be taken.
- To form course monitoring committees with faculty and students and to devise the mechanism to take the teachers who are not performing their duties to the attention of top management for remedial action.
- Suggestion box shall be maintained in each department.
- Grievances and redressal cell shall be formed.
- To introduce introduction to Feed back and two feedback forms.

Guidelines to Teachers on method of teaching, time management, communication and movement.

- Teacher should have a prior plan of topics to be covered in every class.
- Teacher should introduce the subject with confidence with thorough preparation.
- Teacher should relate the new topics with topics already covered.
- Lectures should be task oriented, learner centered and interactive, but not conventional.
- Lecture should be innovative and where necessary OHP / LCDs should be used.
- Topics should be explained with clarity and with familiar illustration.
- Teacher should encourage interaction in the classrooms leading to peer learning and self-learning of students.
- Teacher should pay more attention to poor achievers and give challenging tasks to advanced students.
- Teacher should attempt feedback from students by giving frequent tasks and use this for motivation and improve their performance.
- Teacher should attempt to raise the knowledge level of poor achievers and improve it to the level at par with others.
- Teacher's task that is given to good achievers should be a creative challenge.

- Teacher should not just manage to complete the task, but completion of the task with proper revision and consolidation.
- Teacher in his lesson plan should give provision for revision and consolidation with testing / solving problems.
- Summing up should be neat recalling learners memory / experience.
- Teacher should not confine to ordinary text book. He should refer additional material and make himself a scholar in that subject.
- Teacher should have knowledge of recent developments and acquainted with latest publications.
- Teacher should acquire good knowledge of related information to augment his knowledge.
- Teacher's communication should be fluent, clear and precise.
- His approach to students should be free, genial, firm but kind that encourages interaction.
- Teachers should be dignified and purposeful and pleasant.
- Teacher should not be confusing.
- Teacher should be decently dressed and commanding.
- Teacher should not walk too often, should face the students and move to facilitate learner work.
- Teacher should not have distractive mannerisms.
- Teacher's gestures should be contributive.
- Teacher should be pleasant, effective and be held in high esteems by the students.

Departments, Laboratories, Workshops & Equipment: (Facilities, maintenance and utilization)

Department Facilities:

- Each department shall be provided with a Secretary/Junior Assistant, duplicator, library, staff rooms, departmental stores and seminar hall.

Laboratory equipment:

- Every lab shall be equipped as per the syllabus requirements.
- Extra equipment shall also be provided, that will help the students in acquiring skills required by the industry.
- Encouragement shall be given to design new experiments which were not covered in the syllabus for doing consultancy and research projects.
- Teachers to devise new experiments as per advancements/Industry requirements.
- Master readings for all experiments with identification of equipment used towards internal calibration.
- Identifying obsolete items and removal
- Stock verification
- Skill development programmes for students by arranging workshops

Lab Facilities

- Laboratories shall be provided with good lighting, ventilation with required number of lights and fans.
- Full safety measures shall be maintained.
- Maintenance schedule of every lab equipment shall be prepared and followed.
- To display the additional list of equipment provided.
- Instruction manuals shall be provided for all experiments.
- Fire extinguishers, first aid kits, staff tables, tables for student record writing and other facility required for the lab.
- List of all equipment available in each lab shall be displayed properly.
- To provide adequate demonstration kits, and cut charts in all labs.
- Lab cycles and list of experiments shall be displayed in the labs.
- Lab manuals for all labs. Yearly up gradation of lab manuals with university prescribed and advanced experiments.

Maintenance & Utilization:

- Preventive maintenance shall be followed.
- Additional experiments shall be designed to utilize all the equipment available in the lab.
- Periodical checkups and calibration of equipment in all laboratories.
- Depending on the experiment, one, two or a maximum of three persons shall perform a single experiment with common apparatus.
- Stock verification shall be conducted in all labs.

Computing Facilities, Maintenance & Utilization

- Computing facilities shall be provided as per the AICTE norms, even extra computers shall be provided to meet the practical requirements.
- Internet connectivity with sufficient band width shall be provided.
- All the students in the college shall be brought under LAN with OFC backbone.
- Computing facilities shall be made available to the students for at least 12 hours a day and WiFi enabled facility shall be provided.
- The number of computers to be made available will be as per the requirements.
- A proper system shall be put in place for the maintenance of computers by the maintenance staff, both regular and in case of break downs.
- Licensed software shall be used.
- Servers like LINUX, WINDOWS, Web Servers, Database etc., shall be provided.
- Additional project shall be given to the students for optimum utilization of the facilities.

Library

- Library shall be provided with books and journals as per AICTE norms and more
- A state of the art digital library shall be established.
- Library Server System shall be introduced.
- Required reprographic and printing facilities shall be provided.
- Library maintenance shall be computerized and automated with regular / constant up keeping.
- Books will be purchased as per the AICTE requirements and more.
- Library shall be kept open for a minimum of 12 hours a day.
- A media resource centre will be provided to the library.
- Material required for various competitive examinations like GATE, GMAT, CAT, GRE, Civil Services etc., shall be maintained.
- Library area and number of seats shall be provided as per AICTE norms.
- Library shall maintain the college Archives
- Old examination papers shall be maintained for all branches in the central library.
To form Library committee.

01. Vice Principal Academics – Chairman
02. Librarian
03. Coordinator, library and laboratory development
04. Members of library and laboratory committee of each department
05. HOD's or their nominees
06. One student from each department

Functions:

The meet at least once in two months to review the functioning of the library and make recommendations to the CMC on various matters like purchase of books, E-Learning materials and other facilities to the library or any other matter which they wish to bring to the notice of CMC.

Departmental Library

- All the departments will be provided with libraries with required facilities.
- Old examination question papers and student project reports shall be maintained in the departmental library.
- Old GATE papers also shall be kept in departmental library.
- Integration of Departmental Library with Central Library for accessing Digital Learning Materials.

Education Technology facilities, Instructional facilities:

- All departments shall be provided with LCD projectors.
- All departments shall be provided with a separate seminar hall.
- E-Class (virtual) room – cum – Lecture theatre of about 300 capacity shall be provided to the college.
- Two seminar halls, one to accommodate 200, the other one to accommodate 500, shall be provided as central facilities.
- Digital learning materials will be provided to the college and all the departments.
- Video projection facilities in the seminar halls.
- Necessary handouts shall be issued to students in classrooms and laboratories.
- To provide facilities for preparation of transparencies and power point presentations.

Implementation of the Instructional Programme:

Lectures:

- No lecture hour shall be left un-engaged.
- No leave shall be granted without making their lecture and lab hours adjustment.
- No subject lectures should be started without proper introduction and giving learning outcomes.
- Lectures should conform to what is stated in the teaching learning process, and the teacher may improve on that with some innovation at his level.
- Lecture notes may be put on Intranet.

Tutorials:

- In addition to the tutorials special tutorial classes shall be arranged for slow learners, for required subjects.

Course files / Lecture notes: (Check list of course file in Annexure – 9)

The following items to be included in the course file:

1. Academic calendar
2. Copy of the syllabus – with detailed contents along with the list of prescribed text books as well as the reference books.
3. Objectives of the course and Learning Outcomes: A brief write up on
 - why this course is offered to the students along with practical applications
 - its relevance to the core branch
 - in what way it is useful in forthcoming semesters
 - learning outcomes
 - Mapping course objectives with learning outcomes both in theory and practical
4. Continuous evaluation procedures
(Internal evaluation tests and no. and their spacing)
5. Preparation of elaborate notes – unit wise; either handwritten, printout form or in both.
6. Running notes taken by students; at least two copies.
7. Tutorial/Assignment sheets with model solutions and two copies from students.
8. Transparency sheets copies if OHP is used.
9. Internal test schedules and test papers along with model solutions
10. End semester/year examination schedule
11. Four sets of university question papers
12. Course time table
13. Attendance register

14. Lesson plan: Format is enclosed herewith
15. Review of coverage of syllabus.
16. Remedial classes for poor learning students (Annexure -10)

NOTE: Log sheet at the end of the attendance Register and the lesson plan must be matched.

Course handout:

- Course handout, should be distributed to students at the beginning of the semester.
- Handouts contains Aims & Objectives of the course, learning outcomes, Prescribed textbooks and reference books, all the books and digital learning material available in the college on those subjects, lesson plans, assignments for each class, assignments submission dates, consultancy hours with teachers for clearing the doubts of students and pertinent URLS, Journals, term papers, seminar topics.

Workshops & Laboratory classes

- All workshops shall be provided with required equipment and tools.
- Safety precautions should be followed while conducting the workshop.
- The teacher shall provide complete instructions at the beginning of the workshop / lab sessions.
- The lab technicians shall issue all the materials and tools required to conduct the experiments.
- The teacher shall ensure that the experiments are conducted as per the prescribed procedure by the continuous follow up.
- The lab technicians shall collect all materials and tools at the end of lab session and upkeep of the equipment.
- Incorporate design content in each experiment.
- Mini projects shall be given at 3rd year level.

Colloquia

- To have a proper system in place to clear the doubts of the students.
- Records of the same shall be maintained.

Projects

- Industrial live projects shall be encouraged.
- The college shall enter into MOU with different industries for project works.
- There shall be periodical review of projects jointly by institute and industry.
- Those students who are desirous of doing the projects in the college, staff shall provide good projects.

Teaching aids:

- OHP, LCD, Video CDs and audio visual materials, transparencies, chart, cut models etc., should be used when required and the same shall be provided to all the departments.
- Internet facility shall be provided in the class rooms to directly access the Web for teaching.
- The course file should contain the record of the teaching aids used.
- Lab handouts to contain, list of experiments to be done in the semester, lab internal references, conducting of experiments and evaluation of results.
- Lab manuals consisting of list of all experiments to be conducted and details of each experiment.

Removal of obsolete experiments & Introduction of contemporary experiments:

As per the syllabus and requirements of the job market, old experiments and equipment shall be removed and required experiments and equipments shall be introduced.

VII. SUPPLEMENTARY PROCESSES

The following points are considered for formulating the policies on Supplementary processes

- Personality development opportunities.
- Services and facilities accessible to students.
- Career counseling
- Health education
- Grievance redressal procedures

- Professional society activities
- Entrepreneurship development
- Feedback from Alumni and employers, company profiles and copies of appointment orders.
- Facilities for extracurricular and co-curricular activities and the freedom and autonomy for students in these activities.
- Guidance and counseling to students especially new students for
 - i) Academic work
 - ii) For social interaction and compatibility
- Level of encouragement to students to undertake professional society activities by forming student chapters on the campus.
- Competitive events organized during the last academic year pertaining to the subject matter of the programme.
- Training for entrepreneurship through specific programmes or exposure to local industries.
- Alumni association
- Keeping track of Alumni
- Frequency of Alumni meet

Extra & Co-curricular activities

Extracurricular activities

- Mainly sports & games, cultural & literary
- The college shall have a basket ball court, two Tennis courts, Volley Ball court, Cricket Pitch, Indoor Shuttle courts and Table Tennis courts yoga and meditation centre and gym.
- The college shall also have good athletic track and field.
- A Literary Society shall be formed and shall conduct literary events.
- A cultural society shall be formed and shall conduct cultural activities.
- The college shall have a good open air auditorium and whenever the finances permit an auditorium.
- There shall be a mechanism to ensure freedom and autonomy in extra-curricular activities to students.

Co-Curricular activities

- Student seminars, group discussions, technical quizzes, paper presentation etc., shall be conducted.
- A national level paper contest shall be held at least one per year by each department on rotation.
- All departmental associations shall conduct student seminars, group discussions, paper presentations etc.
- Records of all the above shall be maintained.

Student counseling and guidance: (Proforma is given in Annexure – 11)

- Arrangements shall be made and training provided to students on Personality Development Skills.
- The student teacher ratio for counseling is 20:1
- Students shall be counseled at least once in a fortnight.
- At the discretion of the counselor, selected parents of students shall be invited for discussions.

- All proceedings of the counseling shall be recorded and signatures of participants shall be taken.
- If required students may be referred to Counseling and Guidance Cell.

Counseling and Guidance Cell:

Headed by Vice Principal Administration and comprising of 10 members from departments.

Objectives of the Cell:

- To create self confidence among the students.
- To conduct frequent interactive sessions with students.
- To clear the doubts related to academic matters of the students.
- To create social interactions and compatibility among the students.
- Timings : 04:00PM to 06:00PM

During the first three months of admissions this cell functions under the name Counseling and Guidance Cell for New Students” to encourage the new students to seek the help of the cell.

Professional Society Activities

- Student chapters of Professional Societies shall be formed involving students to conduct all the activities.

Professional Societies:

- The college shall bear 50% of the Professional society membership fee for a maximum of 20 students from all the branches, on merit basis.
- All the recipients of merit-cum-mean scholarship shall become members of professional societies

Entrepreneurship Development

- Entrepreneurship Development Training Programme shall be regularly conducted for students.
- Once / twice in a semester guest lectures, seminars and workshop on entrepreneurship shall be conducted by inviting practicing entrepreneurs.
- Students shall be taken to the local industries at least once in a semester.

Alumni information

- The college shall form an Alumni Association
- Arrange annual meets
- Maintain constant touch with alumni
- Involving Alumni in planning various programmes for additional skill development of students.
- Arrange lectures by Alumina.

Incentives for students performing inn Extra Curricular and Co Curricular Activities, particularly paper publications in National and International Journals.

Programmes on Social responsibilities, Ethics etc.

Programmes on Health Education

Grievance redressal mechanism for Students & Staff:

Composition

The composition of the complaints cum redressal committee shall be: Headed by senior Faculty member.
Heads of All departments.

A senior lady staff member from each department (if available)

1. To enquire the complaints received from the aggrieved students including ragging or staff of the College including ragging.
2. To recommend to the principal of the college, the penalty to be imposed.

The Principal upon receipt of the report from the committee shall, after giving an opportunity of being heard to the person complained against, submit the case with the committee's recommendation to the CMC and along with the CMCs recommendations to the Governing Body of the college.

The Governing Body shall confirm with or without modification the penalty recommended after duly following the prescribed procedure.

VIII INDUSTRY-INSTITUTE INTERACTION:

The following points are considered for formulating the policies on Industry – Institute Interaction

- Industries role in curriculum planning
- Consultancy and extension lectures
- Continuing education and industrial internship
- Industrial visits and industrial training

Industry participation in curriculum planning:

- Departmental development council shall be formed for each department for curriculum planning

Continuing education and industrial internship for faculty:

- The staff shall be sponsored for industrial internship during the semester breaks.
- College shall arrange lectures by industrial experts on latest technologies.
- Professional Society formation for staff will be encouraged.

Consultancy

- The college shall provide all the necessary facilities to encourage staff to take up consultancy work at institute level.

Industrial visits & Training

- Local Industrial visits shall be arranged for 2nd year students
- 3rd year students shall be provided industrial tours during semester break.
- Industrial training shall be arranged for 3rd year students during summer vacation.
- Necessary permissions shall be obtained from industries for students visits.

Project work:

- Industrial live projects shall be encouraged.
- The college shall enter into MOU with different industries for project works.
- There shall be periodical review of projects jointly by institute and industry.
- Those students who desire to do the projects in the college, staff shall provide good projects.

Extension lectures:

- Extension lectures shall be arranged by senior faculty in different industries for the benefit of industries.
- At least two such lectures shall be arranged in a semester.

Placement

- A Training and Placement Cell shall be formed with all required infrastructural facilities, for providing training and placement assistance to students.

Add on courses for students in consultation with Industry.

IX. CONSULTANCY AND RESEARCH & DEVELOPMENT

Institutional Budget in R & D (In accordance with the Budget proposals (Annexure – 13) from individual departments.

- Budget for in-house R&D on a regular basis.
- To invite project proposals from students/faculty to be evaluated and selected projects to be given R&D funds by management.
- Projects enhancing institutional activities are to be recognized and and project team members are to be given monetary incentives.
- MOUs with R& D organizations.
- Students/Faculty to be given R&D exposure by a series of invited lectures.
- Faculty to be encouraged for undertaking consultancy and testing assignments using institutional resources and a clear policy on revenue sharing among faculty, other staff , departments and institution.
- Potential student projects to be given seed money.

Academic / Sponsored / industrial Research & Development:

- Project proposals shall be sent to various funding agencies like DRDL, UGC, AICTE, DST etc.

Publications & patents:

- The college shall encourage and provide possible support to faculty to publish papers, write books, and produce patents.

X. GUIDE LINES FOR CLASS ROOM TEACHING:

This is provided for the benefit of teachers. This helps the teachers in planning and giving the instruction in the classroom.

I. Method

- Lesson Plan: Conceiving the task:
The teacher should have a prior plan to cover that subject in the class as per lecture plan.
- Introduction:
Teacher should not go into the lesson without introduction. Introduction should be confident for which thorough prior preparation needed. Introduction should not be hesitant.
- Keying into context: Entry behaviour:
The teacher should relate the subject that he is teaching in that class to past learning (existing knowledge) of the students. For this, interaction / innovation devices may be used.
- Type of instruction: Lecture / Demo / Any others:
Instruction should not be merely conventional lecture
Lecture should be learner-centered interactive, task-orientation and innovative
- Innovative Techniques:
Whenever necessary the lecture should be innovate using teaching aids like OHP/LCD: Video material and Animations etc., A student should judge whether the teacher is using the best media that would enhance the quality of instruction for that given subject.
- Explication of the text / concept:
Text and concepts should be simplified and explained with familiar illustrations.
- Interaction :
Interaction of the teacher should be effective, leading to self-learning and peer learning through group work and problem solving.
- Staying with the class:
A teacher should concentrate on poor achievers (weak students) and stay with them. The advanced students may be challenged with tasks.

III. Effectiveness

- **Feedback:**
Teacher should attempt to get feedback from students by giving frequent tasks and use it for motivation of students and their performance.
- **Level of learning of poor achievers:**
Teachers should attempt to raise the knowledge level of poor achievers and improve it to the level of being at par with others.
- **Teachers:**
The tasks given by the teacher to good achievers should be substantial and should bring out the creative talents of students.

III. Time Management:

- **Completion of Task:**
The teacher should not just manage to complete the task. The completion of the task should leave enough time for revision and consolidation without rushing at the end.
- **Revision / Consolidation:**
Teacher, in his lesson plan, has to provide sufficient time for revision and consolidation to be done by giving home assignments and by conducting tests and problem solving sessions.
- **Summing up:**
There should be time for summing up. Summing up should be neat recalling learner's memory / experience. It should not be repetitive.

IV. Knowledge

- **Level:**
Teachers should not confine only to ordinary text books. He should consult additional material and make himself a scholar in that subject.
- **State of art:**
Teacher should have knowledge of recent development acquainted with latest publications.
- **Reading :**
Teacher should acquire good knowledge of related information to augment his knowledge. He should be widely read with good mastery of knowledge.

V. Communication:

- **Verbal communication :** Fluent, Clear, precise
- **Rapport:**
His approach to students should be free genial, firm but kind approach that facilitates interaction.
- **Humour:**
Should be occasional humour, which is purposeful dignified and pleasant.
- **Illustration / familiarization of concept:**
Teacher should not be confusing

VI. Personal bearing / Poise

- **Appearance:**
Decently dressed and commanding
- **Movement:**
Should not walk too often in the class, should face the students most of the time, and try to move in the midst of the learners and facilitating the learner's work.
- **Mannerism:**

Should not have destructive mannerisms. Teacher's gestures and movement should be contributing to teaching learning process.

- Overall Impression:

A teacher should be pleasant, effective and be held in high esteem by students.

Guidelines to teachers on Conduct:

- They should be punctual to the college.
- They should stay in the college during the entire working hours.
- They should spend / utilize their time usefully in the college for furthering their knowledge for their own benefit and for imparting better education to students. They should utilize library facilities for class room teaching and research.
- They should be punctual to classes.
- There should be uniform coverage of the syllabus.
- Teachers should switch – off black board lights before leaving the class room.
- Their attitude and behavior should be such as to inspire confidence among students and create academic environment congenial to learning.
- They should not speak ill of the college among themselves inside or outside of the college.
- Their behavior should be such as to enhance their own prestige and the prestige of the college.
- They should not engage in tuitions, part time jobs or business activities.
- They should attend the college neatly and decently dressed.
- They should wear identity cards during their entire stay in the campus.
- They should develop a sense of belongingness to the college.
- They should not smoke, gamble, consume alcoholic drinks and indulge in such other activities which lower their standing in society and the prestige of the college.
- They should not nurse any grudge, or illwill, against any student and should be completely objective and unbiased in assessing students.
- They should undertake responsibilities / duties entrusted by the college.
- They should respect authority.
- Every employee should show courtesy in his / her interactions with other employees, students, parents of students and others.
- They should not make joint representations.
- They should not absent themselves to the college without prior permission and should make substitute arrangement for class work before going on leave.
- Faculty and Laboratory staff cannot use mobile phones during conduct of classes and labs.

Rules to be followed by the teachers:

- Divulging information of confidential nature to others will be treated as a serious breach of conduct and shall be dealt with accordingly.

- Making unauthorized press statements constitute serious breach of conduct and shall be dealt with accordingly.
- Teachers shall not entertain any feelings based on caste, community, religion and region and shall be fair and impartial to all students.
- Teachers if they are to correspond with the AICTE, Affiliating University, the Government or anybody on matters relating to the college or on matters that could have a bearing on the college, shall be routed through Principal.

APPENDIX

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ANNEXURE - 1

GUDLAVALLERU ENGINEERING COLLEGE

Seshadri Rao Knowledge Village, Gudlavalleru

EXIT FEEDBACK

(Taken on Graduation Day)

Name :..... Branch :..... Roll No.:.....

Present Position (Employment/Higher Studies/Entrepreneur, etc).....

Office :....., Location :Designation:

Address:

:

Ph. No. :..... Mobile :..... E-mail :.....

Dear Student,

Hearty Congratulations on your B.Tech / M.Tech / MBA course work.

The College requires your candid feedback on the Institute.

We request you to give your considered answers to the following questionnaire.

* * *

Note the marks allotted to each question in the square bracket opposite the question.

	Marks		Marks		Marks		Marks
Very Well	3	Well	2	Partly	1	No	0
Very Good		Good		Satisfactory		Not Satisfactory	

- 1 Are you familiar with the vision, mission and goals of the college? []
- How do you rate?**
- 2 The Library []
- 3 The computing facilities in the college. []
- 4 The language Lab (ELCS) []
- 5 The communication facilities like Phone, LAN, WAN, INTERNET []
- 6 The Photocopying (Xerox) facilities []
- 7 The usefulness of the college publications like Handbook, Newsletter, Yearbook etc. []
- 8 Classrooms and teaching aids []
- 9 Laboratory infrastructure []
- 10 Central Lecture Theatre (CLT) facilities []
- 11 The quality of classroom instruction []
- 12 The quality of lab instruction []
- 13 The quality of Handouts given by teachers at the beginning of the semester []
- 14 Training and Placement activities of the college []
- 15 The learning environment in the college []
- 16 Your learning experience in the college []
- 17 The Management of the college with respect to response, responsibility and commitment to the needs of students. []
- 18 Sports and Games facilities []
- 19 Your suggestions for further improvement of the college. []

Signature of the Student

ANNEXURE - 2

గుడ్లవల్లేరు ఇంజనీరింగ్ కాలేజీ
శేషాద్రి రావు నాలెడ్డి విలేజి ,గుడ్లవల్లేరు - 521356, కృష్ణా జిల్లా
 II / III / IV B.Tech - Students' Parents Meet on 28-09-2019, Saturday at 01-30 PM
PARENTS' FEEDBACK
Computer Science and Engineering

పేరు :వృత్తి :
 అడ్రస్ :
 :
 ఫోన్ నెం.....మొబైల్ నెం.....ఇ మెయిల్.....

విద్యార్థి పేరు : బ్రాంచ్ :.....రోల్ నెం.....

మీ కుమారునకు / కుమార్తెకు సంబంధించిన వివరాలు తెలియజేయుటకు కాలేజీ వారు నిర్వహించుచున్న తల్లిదండ్రుల మీటింగ్ కు మా కోరికను మన్నించి వారితోపాటు వచ్చినందుకు సంతోషము.మీకు మా సాదర స్వాగతము. ఈ సందర్భంగా , ఈ విద్యా సంస్థను గురించి మీ నిష్పాక్షికమైన అభిప్రాయాలను, నిస్సంకోచముగా తెలియగోరుచున్నాము .అవి ఎంతో విలువైనవిగా మేము భావిస్తాము.అవి విద్యార్థులకు ఇంకా మెరుగైన విద్యను అందించడానికి మరియు మా సంస్థ అభివృద్ధికి ఉపయోగపడతాయి.

Please provide your comments with tick mark [√] against the following

(ఈ క్రింది విషయములపై మీ అభిప్రాయములు టిక్ [√] మార్క్ తో తెలియజేయండి.

Sl. No.	Opinion (అభిప్రాయము)	Excellent చాలా బాగుంది	Good బాగుంది	Satisfactory పరవాలేదు	Unsatisfactory తృప్తిగా లేదు
1	College infrastructure కాలేజీ లో ఉన్న మౌలిక వనరులు				
2	Teaching imparted to your wards మీ పిల్లలకు అందించు బోధన విధానము				
3	Department Resources డిపార్టుమెంట్ లో ఉన్న వనరులు				
4	Staff helpfulness బోధన,బోధనేతర సిబ్బంది యొక్క సహాయ సహకారములు				
5	Library facilities కాలేజీ లైబ్రరీ లో ఉన్న వనరులు				
6	Computing and Internet facilities కంప్యూటర్ మరియు ఇంటర్ నెట్ వనరులు				
7	Sports, Extra curricular facilities ఆటలు మరియు అనుబంధ విషయములకు సంబంధించిన వనరులు				
8	Personality / Communication Skills Development వ్యక్తిత్వ వికాసము,భావ వ్యక్తీకరణకు సంబంధించిన వనరులు				
9	Placement opportunities విద్యార్థుల ఉద్యోగ సముపార్జనకు కాలేజీ అందిస్తున్న సహాయ సహకారములు				
10	Transport facilities కాలేజీ సమకూర్చిన ప్రయాణ సౌకర్యములు				
11	Mess / Canteen facilities మెస్ / క్యాంటీన్ సౌకర్యములు				
12	Feedback on ward's progress పిల్లల ప్రోగ్రెస్ రిపోర్ట్ తల్లిదండ్రులకు తెలియబరిచే విషయము				
13	Discipline standards in the college కాలేజీ క్రమశిక్షణ గురించి				
14	Overall rating of the college మొత్తము మీద కాలేజీ గురించి మీ అభిప్రాయము				
15	Personal progression of your ward మీ పిల్లల యొక్క వ్యక్తిగత పురోభివృద్ధి				

Your Positive / Negative Comments (ఇంకను మీరు గమనించిన / మెచ్చిన విషయములు మరియు లోటు పాట్లు)

.....

Your suggestions for the improvement of the Institute (కాలేజీ అభివృద్ధికి మీ సూచనలు)

.....

Date :

Signature of the Parent

ANNEXURE - 3
Proforma of Appointment letters

Ref: GEC/EST/20 /

Dt.....

Sub: Establishment–Gudlavalleru Engineering College – Recruitment of Teaching
Faculty – Provisional Offer Orders –Issued.

Ref: i. Advt. No. _____ date _____
ii. Staff Selection Committee meeting held on _____

***** ***** *****

:: ORDER::

With reference to the above, _____, _____, is appointed as
_____ in the department of _____ on a basic
pay of Rs. _____ in the pay scale of _____.

His/Her appointment is subject to the rules and regulations of the college that are in force and may come into force from time to time.

He/She is further informed that he should perform any additional duties, either remunerative or non-remunerative, in addition to his normal teaching duties that may be assigned to him by the college from time to time.

He/She shall report to duty on or before, failing which his/her appointment is liable to be cancelled.

He/She shall produce the certificates of educational qualifications, memoranda of marks, certificates of experience, category, date of birth etc. and certificate of relief from the previous employer, if any, all in original, to the Principal at the time of reporting to duty.

His/Her performance will be reviewed after three years on

1. Publication of papers in reputed Journals.
2. Contribution in research and submitting externally funded project proposals and securing projects.
3. Ability to teach and train students for all competitive examinations.
4. Competencies as per Bloom's Taxonomy and application of the same in the teaching.
5. Preparation of good learning material of acceptable standards.
6. Interest shown in further acquiring and strengthening his knowledge through various means including certification examinations of NPTEL, reputed Indian and Foreign Universities.

SECRETARY & CORRESPONDENT

Copy to

- i)
-
- ii) Principal (EST file)
- iii) Concerned HOD
- iv) Personal file
- v) Society file

Sub: Establishment–Gudlavalleru Engineering College – Recruitment of Teaching Faculty – Provisional Offer Orders –Issued.

Ref: i. Advt. No. _____ date _____
ii. Staff Selection Committee meeting held on _____

***** ***** *****

:: ORDER::

With reference to the above, _____, _____, is appointed as _____ in the department of _____ on a basic pay of Rs. _____ in the pay scale of _____.

His/Her appointment is subject to the rules and regulations of the college that are in force and may come into force from time to time.

He/She is further informed that he should perform any additional duties, either remunerative or non-remunerative, in addition to his normal teaching duties that may be assigned to him by the college from time to time.

He/She shall report to duty on or before, failing which his/her appointment is liable to be cancelled.

He/She shall produce the certificates of educational qualifications, memoranda of marks, certificates of experience, category, date of birth etc. and certificate of relief from the previous employer, if any, all in original, to the Principal at the time of reporting to duty.

His/Her performance will be reviewed at the end of the Academic year for three successive years.

1. After 1st year, his subject knowledge, communication skills should be satisfactory and should have involved in research work.
2. After 2nd year, he shall have published a paper or two in Journals of acceptable repute and carrying out an externally funded project.
3. After 3rd year, he should be continuing his research work with the publication of papers and with more externally funded projects.
4. Should take NPTEL certification in two/three subjects he teaches and secure Elite + Gold or very close to it in one year.
5. Should be able to teach and train students for all competitive examinations.
6. Should acquire competencies as per Bloom's Taxonomy and application of the same in the teaching.
7. Should prepare good learning material of acceptable standards.

SECRETARY & CORRESPONDENT

Copy to

- i)
- ii) Principal (EST file)
- iii) Concerned HOD
- iv) Personal file
- v) Society file

Sub: Establishment–Gudlavalleru Engineering College – Recruitment of Teaching Faculty – Provisional Offer Orders –Issued.

Ref: i. Advt. No. _____ date _____
ii. Staff Selection Committee meeting held on _____

***** ***** *****

:: ORDER::

With reference to the above, _____, _____, is appointed as _____ in the department of _____ on a basic pay of Rs. _____ in the pay scale of _____.

His/Her appointment is subject to the rules and regulations of the college that are in force and may come into force from time to time.

He/She is further informed that he should perform any additional duties, either remunerative or non-remunerative, in addition to his normal teaching duties that may be assigned to him by the college from time to time.

He/She shall report to duty on or before, failing which his/her appointment is liable to be cancelled.

He/She shall produce the certificates of educational qualifications, memoranda of marks, certificates of experience, category, date of birth etc. and certificate of relief from the previous employer, if any, all in original, to the Principal at the time of reporting to duty.

His / Her performance will be reviewed at the end of academic year for three successive years on

1. Theory subjects taught and laboratories handled, on teaching-learning methodologies they have adopted including learning materials they have prepared and supplied to the students.
2. English Communication Skills
3. Securing NPTEL certification in two/three subjects he teaches with Elite + Gold or very close to it in two years.
4. Ability to teach and train students for all competitive examinations in three years.
5. Competencies as per Bloom's Taxonomy and application of the same in the teaching in three years.

SECRETARY & CORRESPONDENT

Copy to

- i)
-
- ii) Principal (EST file)
- iii) Concerned HOD
- iv) Personal file
- v) Society file

ANNEXURE - 4
TEACHER'S SELF APPRAISAL REPORT

Name :

Department :

Subjects taught
In this semester :

APPRAISE YOURSELF ON:

1. Preparation of lesson plan

2. Introduction before starting the subject

3. Discussion about related subjects/topics to the present course

4. Encouragement of interaction with students to promote self learning

5. Concentration on poor learners & steps taken

6. Feed back from students for self improvement while teaching

7. Review of topics after completion

8. Acquiring new knowledge on the subjects taught & its transformation to students.

9. Development of learning resource material for Theory and Lab subjects taught & making them available to students.

10. Communication – in terms of fluency, clarity & precision

11. Promotion of good report with students to facilitate their learning.

12. Usage of teaching aids/technologies

13. Awareness & usage of all learning material (Books, Jnls, CDs etc)available in the institute relation to your subjects.

14. Strengths & Weaknesses of your teaching & other duties

15. Steps taken to overcome your weaknesses

16. Laboratories

- i) Design of new experiments.
- ii) Preparation of lab manuals.
- iii) Preparation of demonstration kits and cut charts for labs.

17. Student counselling & its effectiveness on student's attendance & marks and also student's personal, ethical, moral and over all character development.

18. Assessment & Evaluation of students through conducting exams in the desired way.

19. Involvement in

- (i) Curricular/extra curricular activities
- (ii) Dept/Institutional level administration & it's effectiveness.
- (iii) R & D and consultancy
- (iv) Industry - Institute Interaction
- (v) Entrepreneurship development.

20 You are also requested to give the deficiencies in the system, corrective measures to be taken by institute and also other support you wish to be extended by the institute.

PERFORMANCE APPRAISAL OF FACULTY (PROFESSORS)
GUDLAVALLERU ENGINEERING COLLEGE
GUDLAVALLERU

DEPARTMENT OF _____

During Academic Year _____

Name of the Teacher _____

NOTE: The objective of this evaluation is to identify the strengths and weaknesses of the teacher in respect to his/her academic, administrative, social and research activities, to advise him/her to improve on the shortfalls and to grade his/her overall performance.

A. FROM FEEDBACK ANALYSIS

- **25 MARKS**

Sl. No.	Parameter	Marks obtained				Average Marks
		Subject 1	Subject 2	Subject 3	Subject 4	
i)	First Feedback Analysis Score					(Max 25) ()
ii)	Second Feedback Analysis Score					
	Average of (i) and (ii) (Reduced to 25 marks)					

B. RESULTS ANALYSIS – 30 MARKS
 As per the proforma (reduced to 30 marks)

					(Max 30)
					()

C. ADMINISTRATIVE & OTHER CONTRIBUTIONS

- **20 MARKS**

- i) Other Assigned duties at Department level, Institute level, University / Other organization level, towards policy planning, preparation of new projects / programmes, Academic & administrative activities etc.
 (Max. 8 marks) { }

- ii) Involvement in Lab. Development, modernization new experimental set-ups, utilizing the labs. for research / project works / efforts for professional growth / motivating students / curricular / co-curricular and extra curricular activities
 (Max. 6 marks) { }

- iii) Involvement in Conduct of workshops / seminars and faculty development activities / counseling, guidance etc.
 (Max. 3 marks) { }

- iv) Extension services : Industry / society interaction, community services, promotion of entrepreneurship, job creation etc.
 (Max. 3 marks) { }

Total _____

Next...2..

D. RESEARCH PUBLICATIONS & ACADEMIC ACHIEVEMENTS – 15 MARKS

i) Journal Publications (Max. 6 marks) { }

a) International Journal / Book publications (one or more than one – Max. 6 marks)

OR

b) National Journals (3 marks for each subject a max. of 6 marks)

ii) No. of Papers Presented in Conferences (Max. 4 marks) { }

a) International : ____ for One or more than one (Max. 4 marks)

OR

b) National: ____ (2 marks for each, subject to a max. of 4 marks)

iii) No. of Workshops/Training Programmes attended/Conducted

One or more than one (Max. 2 marks) { }

iv) Sponsored Projects/Consultancy works undertaken/award of higher degree /
No. of Ph.D or M.Techs guided One or more than one subject to a max. of 3 marks { }

Total _____

E. EXEMPLARY ACADEMIC PERFORMANCE - 10 MARKS

Performance in the field of utilizing his/her knowledge for imparting better education to students through development of labs, innovative and effective theory instruction, new knowledge creation and such other things - to be awarded by a committee with two Senior Professors and Dean, Academic Affairs as Convenor.

Total { }

Grand total : A + B + C + D + E (Max. 100 marks) = _____

Remarks / Suggestions from Head of the Department on strengths & weaknesses of the teacher:

Signature of HOD

Remarks by the Principal:

Principal

PERFORMANCE APPRAISAL OF FACULTY (ASSOCIATE PROFESSORS)
GUDLAVALLERU ENGINEERING COLLEGE
GUDLAVALLERU

DEPARTMENT OF _____

During Academic Year _____

Name of the Teacher _____

NOTE: The objective of this evaluation is to identify the strengths and weaknesses of the teacher in respect to his/her academic, administrative, social and research activities, to advise him/her to improve on the shortfalls and to grade his/her overall performance.

A. FROM FEEDBACK ANALYSIS

30 MARKS

Sl. No.	Parameter	Marks obtained				Average Marks
		Subject 1	Subject 2	Subject 3	Subject 4	
i)	First Feedback Analysis Score					(Max 30) ()
ii)	Second Feedback Analysis Score					
	Average of (i) and (ii) (Reduced to 30 marks)					

B. RESULTS ANALYSIS – 35 MARKS

As per the proforma (reduced to 35 marks)

				(Max 35)
				()

C. ADMINISTRATIVE & OTHER CONTRIBUTIONS

15 MARKS

i) Other Assigned duties at Department level, Institute level, University / Other organization level, towards policy planning, preparation of new projects / programmes and administrative activities etc.
(Max. 4 marks) { }

ii) Involvement in Lab. Development, modernization new experimental set-ups, utilizing the labs. for research / project works / efforts for professional growth / motivating students / curricular / co-curricular and extra curricular activities
(Max. 5 marks) { }

iii) Involvement in Conduct of workshops / seminars and faculty development activities / counseling, guidance etc.
(Max. 3 marks) { }

iv) Extension services : Industry / society interaction, community services, promotion of entrepreneurship, job creation etc.
(Max. 3 marks) { }

Total _____

Next...2..

:: 2 ::

D. RESEARCH PUBLICATIONS & ACADEMIC ACHIEVEMENTS – 10 MARKS

i) Journals Publications	(Max.4 marks)	{	}
a) International Journal / Book publications	(one or more than one - max. 4 marks)		
OR			
b) National Journals	(2 marks each subject to a max of 4 marks)		
ii) No.of papers presented in conferences:	(One or more than one 2 marks)	{	}
iii) No. of Workshops conducted/Attended	(One mark for each subject to a max of 2 marks)	{	}
iv) Sponsored projects/consultancy works undertaken / No.of M.Tech's guided	2 marks for each subject a max of 2 marks	{	}
		Total	_____

E. EXEMPLARY ACADEMIC PERFORMANCE – 10 MARKS

Performance in the field of utilizing his/her knowledge for imparting better education to students through development of labs, innovative and effective theory instruction, new knowledge creation and such other things - to be awarded by a committee with two Senior Professors and Dean, Academic Affairs as Convenor.

Total { }

Grand total : A + B + C + D + E (Max. 100 marks) = _____

Remarks / Suggestions from Head of the Department on strengths & weaknesses of the teacher:

Signature of HOD

Remarks by the Principal:

Principal

PERFORMANCE APPRAISAL OF FACULTY (ASSISTANT PROFESSOR)

GUDLAVALLERU ENGINEERING COLLEGE

GUDLAVALLERU

DEPARTMENT OF _____

During Academic Year _____

Name of the Teacher _____

NOTE: The objective of this evaluation is to identify the strengths and weaknesses of the teacher in respect to his/her academic, administrative, social and research activities, to advise him/her to improve on the shortfalls and to grade his/her overall performance.

A. FROM FEEDBACK ANALYSIS

- **35 MARKS**

Sl. No.	Parameter	Marks obtained				Average Marks
		Subject 1	Subject 2	Subject 3	Subject 4	
i)	First Feedback Analysis Score					(Max 35) ()
ii)	Second Feedback Analysis Score					
	Average of (i) and (ii) (Reduced to 35 marks)					

B. RESULTS ANALYSIS – 40 MARKS

As per the proforma (reduced to 40 marks)

					(Max 40)
					()

C. ADMINISTRATIVE & OTHER CONTRIBUTIONS

- **10 MARKS**

i) Other Assigned duties at Department level, Institute level, University / Other organization level, towards policy planning, preparation of new projects / programmes and administrative activities etc.

(Max. 3 marks) { }

ii) Involvement in Lab. Development, modernization new experimental set-ups, utilizing the labs. for research / project works / efforts for professional growth / motivating students / curricular / co-curricular and extra curricular activities

(Max. 3 marks) { }

iii) Involvement in Conduct of workshops / seminars and faculty development activities / counseling, guidance etc.

(Max. 2 marks) { }

iv) Extension services : Industry / society interaction, community services, promotion of entrepreneurship, job creation etc.

(Max. 2 marks) { }

Total _____

Next...2..

D. RESEARCH PUBLICATIONS & ACADEMIC ACHIEVEMENTS – 5 MARKS

- i) Journal or Book publications / sponsored projects / award of higher degree (one or more than one - 2 marks) { }
- ii) No.of papers presented in conferences: International or National (2 marks for each subject a max of 2 marks) { }
- iii) Workshops/Training programmes attended (one or more than one - max. 1 mark) { }
- Total _____

E. EXEMPLARY ACADEMIC PERFORMANCE - 10 MARKS

Performance in the field of utilizing his/her knowledge for imparting better education to students through development of labs, innovative and effective theory instruction, new knowledge creation and such other things - to be awarded by a committee with two Senior Professors and Dean, Academic Affairs as Convenor. Total { }

Grand total : A + B + C + D + E (Max. 100 marks) = _____

Remarks / Suggestions from Head of the Department on strengths & weaknesses of the teacher:

Signature of HOD

Remarks by the Principal:

Principal

ANNEXURE – 6
Proforma of Intimation of Retirement

Dt.....

Ref: GEC/EST/RETIREMENT/20..../.....,

To

Dear Prof./Dr./Sri.

This is to bring to your attention, that you will be attaining the age of superannuation on and you will be due to retire on that date.

However, in line with the institute policy, you will continue to serve the institute till last day of that month.

The college places on record the services rendered by you for years and months and wishes you a healthy and pleasant retired life.

With best wishes,

Yours sincerely,

Secretary & Correspondent

Copy to Society file

Copy to Establishment file

ANNEXURE - 7

FIRST STUDENT FEEDBACK ON TEACHER AT THE MIDDLE OF THE SEMESTER

The objective of this form is to obtain feedback from the students in order to assist the faculty to identify the shortfalls and improve their courses and teaching learning methods.

Note:- Don't write anything in this form.

Excellent: 3

Good: 2

Average : 1

- | | | |
|--|---|---|
| 1. Is the syllabus covered uniformly at the required rate? | (|) |
| 2. About the adequacy of the preparation of the teacher for the class. | (|) |
| 3. About the content of the lecture | (|) |
| 4. About delivery of the lecture | (|) |
| 5. On the clarity of voice of the teacher | (|) |
| 6. On the audibility of the teacher's voice in the class room. | (|) |
| 7. On the speed of speaking of the teacher in the class | (|) |
| 8. Is the writing on the blackboard clear? | (|) |
| 9. Does the teacher give opportunity for questions and discussions on the subject? | (|) |
| 10. Does the teacher use full time in the class for teaching the subject? | (|) |
| 11. Does the teacher motivate you in developing interest in the subject? | (|) |
| 12. Is the teacher punctual to the class? | (|) |
| 13. Does the teacher explain the subject well? | (|) |
| 14. Does the teacher control the class well? | (|) |
| 15. Overall Impression on Teacher | (|) |

ANNEXURE - 8

SECOND STUDENT FEEDBACK ON TEACHER AT THE END OF SEMESTER/YEAR

A. TEACHING

Name of the College :

Name of the Lecturer :

Department :

Subject :

Date:

I METHOD		
1. Lesson Plan : Conceiving the Task		
3	2	1
Teaching Task Well defined on board	Plan evolved after commencement	Plan unhelpful to follow
2. Introduction		
3	2	1
Lesson well introduced with confidence	Introduction consciously made rather successful	Leap straight into lesson
3. Keying into context: Entry Behaviour		
3	2	1
New topic well outlined against existing knowledge (interactive / innovation device used)	Attempt made to contextualise by explanation	No attempt made to relate lesson to past learning
4. Type of instruction : Lecture / Demo / Any other (Specify):		
3	2	1
Innovative Method – Learner – task oriented	Learner-centered interactive lecture	Conventional lecture – monologue
5. Innovative Techniques		
3	2	1
Innovation matches task – technology used : OHP / LCD	Innovative technique used - not wholly effective	Absolutely conventional
6. Explication of the Text / Concept		
3	2	1
Explication with familiar illustration	Explication by simplification	Concept not understood
7. Interaction		
3	2	1
Group / pair – work : Peer learning – Problem solving	Interaction lends to self learning	Present but not effective
8. Staying with the class		
3	2	1
Stays with poor achievers and the advanced are challenged	A few learners allowed to dominate	Poor achievers passive
II. EFFECTIVENESS		
9. Feedback		
3	2	1
Feedback-used to motivate and perform	Feedback by frequent tasks	Not attempted
10. Level of Learning of Poor achievers		
3	2	1
Poor achievers are at par with others	Level improves but far behind the rest of the class	Attempts to raise knowledge level but unsuccessfully

Contd.2..

:: 2 ::

11. Challenge to the Good achievers		
3	2	1
Creative	Substantial	A Little
III TIME MANAGEMENT		
12. Completion of Task		
3	2	1
Well timed confident- revision and consolidation successful	Well planned – methodical but rushes at the end	Just manages to complete – no consolidation
13. Revision / Consolidation		
3	2	1
Consolidation ensured by testing / solving problem	Lesson revised. Home assignment given	No time for revision
14. Summing up		
3	2	1
Summing up by recall of learner memory / experience	Summing up neat but repetitive	No time for summing up
IV. KNOWLEDGE		
15. Level		
3	2	1
Scholarly	Well-informed consulted additional material	Test book-confined – Ordinary
16. State of Art		
3	2	1
Acquainted with latest publications	Aware of contemporary work	Poor knowledge of recent developments
17. Reading		
3	2	1
Widely read-good mastery of subject	Has read related literature to augment knowledge	Has read only the text
V. COMMUNICATION		
18. Verbal Communication		
3	2	1
Fluent, clear, precise	Clear and precise easy pace	Not intelligible
19. Rapport		
3	2	1
Excellent rapport-firm but kind – facilities interaction	Free-but not genial	Too rigid
20. Humour		
3	2	1
Dignified-purposeful-pleasant	Occasional but inappropriate	Absent

Contd.. 3...

21. Illustration / Familiarization of concept		
3	2	1
Lucidly explained with familiar illustrations	Explained by simplification	Abstract – confusing
VI PERSONAL BEARING / POISE		
22. Appearance		
3	2	1
Commanding	Decently dressed	Shabby
23. Movement		
3	2	1
Moves to facilitate learner work	Moves to be in the midst of learners	Walks too often – faces blackboard most of the time
24. Mannerism		
3	2	1
Absent-gestures and movement contributive	Present but not distracting	Distracts
VII. OVERALL IMPRESSION		
3	2	1
25. Winsome	OK	Not winsome

CHECK LIST OF COURSE FILE FOR THEORY SUBJECTS

Class: Branch: Subject:

Sl. No.	Content	Check Mark (√ / X)	Remarks
1	Handout (Vision and Mission of the College and Department, PEOs, POs, PSOs, Course Objectives, COs, COs mapping with POs and PSOs, Lesson Plan, Assignment Cum Tutorial Questions etc.)		
2	Academic calendar		
3	Course time table		
4	Syllabus copy		
5	Lecture notes		
6	Copies of PPT slides, if any		
7	Internal Tests Question Papers with detailed Key		
8	Tutorial / Assignment / Creative Questions with sample solutions of Two students		
9	Semester end examination question papers of present and previous two years (regular & supplementary)		
10	Attendance register(s)		
11	Results analysis		
12	Student Feed Back		
13	Remedial Classes		
14	Assessment of COs		
15	Suggestions on Improvement of low attained COs		

Signature of Faculty

ANNEXURE - 10

REMEDIAL CLASSES

NAME OF THE DEPARTMENT OF _____

ACADEMIC YEAR: _____ SEMESTER: _____

MAKEUP/REMEDIAL CLASSES – SUBJECT NAME:

FACULTY NAME:

PERIOD: FROM: _____ To: _____

STUDENTS DETAILS:

S. No.	Reg. No.	Name of the Students	Signature

Signature of Faculty

Head of the Department

Remarks:



GUDLAVALLERU ENGINEERING COLLEGE, GUDLAVALLERU-521 356, KRISHNA DIST., ANDHRA PRADESH

MODEL OF STUDENT COUNSELLING RECORD OF ELECTRONICS & COMMUNICATION ENGINEERING DEPARTMENT (200 - 200)

Name : Father's Name : Reg. No. :	EAMCET/ECET Rank : Inter % NRI : Category : Contact Ph. No. & STD Code :	Local Address _____ _____	Stamp Size Photo _____ _____
---	---	---------------------------------	------------------------------------

I YEAR	FIRST AND SECOND SEMESTERS												Permanent Address				Gemes/Sports/Seminars/ Awards, Punishments etc.				
Subject	EC1021	EC1022	EC1023	EC1024	EC1025	EC1026	EC1027	EC1028	EC1029	EC1030		Total	%								
Sessionals ()																					
Univ. Marks()																					
Attendance	Month	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Avg.Total %								
	%																				
II YEAR	FIRST SEMESTER										SECOND SEMESTER								Gemes/Sports/Seminars/ Awards, Punishments etc.		
Subject	EC2121	EC2122	EC2123	EC2124	EC2125	EC2126	EC2127	EC2128	Total	%	EC2221	EC2222	EC2223	EC2224	EC2225	EC2226	EC2227	EC2228			
Sessionals ()																					
Univ. Marks()																					
Attendance	Month	July	Aug.	Sept.	Oct.	Nov.	Dec.	Avg.Total %		Dec.	Jan.	Feb.	March	April	May						
	%																				
III YEAR	FIRST SEMESTER										SECOND SEMESTER								Gemes/Sports/Seminars/ Awards, Punishments etc.		
Subject	EC3121	EC3122	EC3123	EC3124	EC3125	EC3126	EC3127	EC3128	Total	%	EC3221	EC3222	EC3223	EC3224	EC3225	EC3226	EC3227	EC3228			
Sessionals ()																					
Univ. Marks()																					
Attendance	Month	July	Aug.	Sept.	Oct.	Nov.	Dec.	Avg.Total %		Dec.	Jan.	Feb.	March	April	May						
	%																				
IV YEAR	FIRST SEMESTER										SECOND SEMESTER					Any other information	Gemes/Sports/Seminars/ Awards, Punishments etc.				
Subject	EC4121	EC4122	EC4123	EC4124	Elect.I	Elect.II	EC4129	EC4130	Total	%	Elect.I	Elect.II	EC4225	Project							
Sessionals ()																					
Univ. Marks()																					
Attendance	Month	July	Aug.	Sept.	Oct.	Nov.	Dec.	Avg.Total %		Dec.	Jan.	Feb.	March	April							
	%																				

GATE

GRE

TOEFL

Placement Details

PROFORMA FOR BUDGET PROPOSALS FROM DEPARTMENTS/SECTIONS

DEPARTMENT / SECTION :

DATE:

ACADEMIC YEAR :

Sl. No.	Budget Heads	Budget Amt.	Total
1	<p>LABORATORY/DEPARTMENT DEVELOPMENT- NON-RECURRING (NR):</p> <ul style="list-style-type: none"> ❖ Major Equipment > Rs.10,000/- ❖ Minor Equipment ❖ Teaching Aids & Others <p>RECURRING (R):</p> <ul style="list-style-type: none"> ❖ Maintenance/Calibration/Lab Consumable 		
2	<p>FACULTY/STAFF DEVELOPMENT (NR)</p> <ul style="list-style-type: none"> ❖ Seminars/Workshops/Conferences ❖ Summer/Winter Schools ❖ Organizing Faculty Development. Programme ❖ Professional Society Membership ❖ Incentives & Rewards ❖ Staff sponsoring for higher studies 		
3	<p>RESEARCH – INHOUSE(NR)</p> <ul style="list-style-type: none"> ❖ In house Research Activities ❖ Research Grants 		
4	<p>FACULTY/STAFF OPERATIONAL EXPENSES (NR)</p> <ul style="list-style-type: none"> ❖ Salary of Teaching Staff ❖ Salary of Non- Teaching Staff ❖ Other Benefits ❖ Visiting Faculties 		
5	<p>STUDENTS DEVELOPMENT (NR)</p> <ul style="list-style-type: none"> ❖ Organizing Guest Lecturers ❖ Paper Presentation/Quiz Etc. ❖ Organizing Inter Dept. Events ❖ Organizing Inter Insti. Events ❖ Professional Society Memberships ❖ Organizing Personality Devel. Programs ❖ Organizing Programs on Ethics & Entrepr. ❖ Organizing Alumni Events ❖ Students' Incentives & Rewards 		

PRINCIPAL