

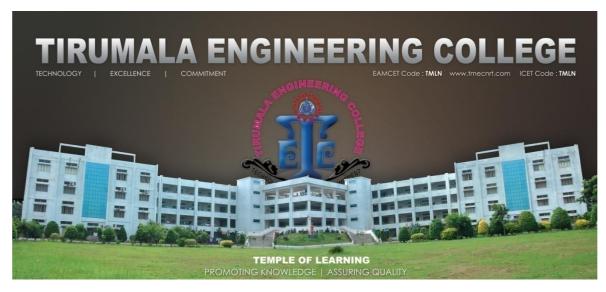
ABOUT THE INSTITUTION

Tirumala Engineering College a vibrant venture of Venkataramana Charitable Trust set up in 2008 by Thirumala Milk Products Pvt. Ltd., an entrepreneurial marvel. The Thirumala Milk Products Pvt. Ltd. is stewarded by five humble son of the soil moderately educated but fired by a spirit of enterprise. The dairy management had always been conscious that the tremendous breakthrough they had achieved was made possible by the co-operation of the humble dairy farmers who formed the backbone of their industry. This sense of gratitude is what inspired them to set an Engineering College in the vicinity of their origins with a view to promoting technical education for faster growth among their rural brethren.

Though a late entrant, the Institution has emerged into a front-runner in the field of technical education. The institute has become a preferred destination for merit students and career-conscious faculty. In a short span of 5 years, the institute has discovered itself into an engineering institute par-excellence.

The Management's vision of transforming the college into a center of excellence has come true in its short existence of 5 years. The growing strength of the college, EAMCET students' preference for this college, lucrative placements-all these go to vindicate the popular esteem it enjoys.

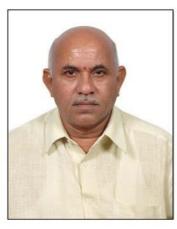
The college offers U.G program (four year B.Tech) of JNTU-K with six streams viz. ECE, CSE, EEE, MECHANICAL & CIVIL.



FOUNDERS



Sri.B. Brahmanaidu Chairman, TEC



Sri.B. Nageswara Rao Vice-chairman, TEC



Sri. R. SatyanarayanaSecretary & Correspondent, TEC



Dr. D. Venkata Rao Joint Secretary, TEC



Sri.D. Brahmanandam Treasurer, TEC



Dr. Y.V.NarayanaPrincipal, TEC

Learn from the mistakes of others. You can't live enough to make them all yourselves!

Advisory Committee

Sri. T.H.Chowdary Director, Center for

Telecom Management & Studies

Dr.T.Venkataramireddy Former Chairman of A.P.P.S.C

Dr. P Udaya Bhaskar Director, Academics and planning

Dr. G.S.N. Raju Ex-Vice-Chancellor, AU

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Interaction Placement and Training

Dr .G. Abbaiah Director, Faculty Development Center

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Dr. K. Padma Raju Principal, UCEK

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Dr. E.Srinivas Reddy Dean, ANU

Dr. Y.Abbulu Professor, Dept of CIVIL Engg, A.U

Dr. C.Krishna Mohan Professor & H.O.D, CSE, IIT, Hyderabad

Education is the most powerful weapon which you can use to change the world.

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Don't aim for success if you want it; just do what you love and believe in, and it will come naturally.

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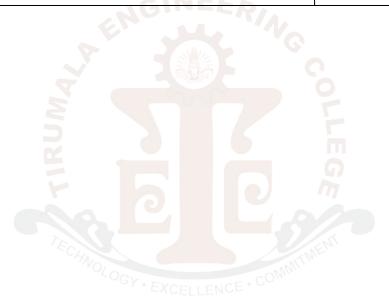
The function of education is to teach one to think intensively and to think critically.

Intelligence plus character - that is the goal of true education.

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When you talk, you are only repeating what you already know: but when you listen, you may learn something new.

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Educate and raise the masses, and thus alone a nation is possible.



Always be yourself, express yourself, have faith in yourself, do not go out and look for a successful personality and duplicate it.

1. Introduction

Tirumala Engineering College (TEC) was started in the year 2008 by the Directors of Thirumala Milk Products, Pvt. Ltd. to impart and foster quality technical education. TEC is a non-minority, self financed institute and is affiliated to JNTUK, Kakinada.

2. Governing Body

TEC is governed by a Governing Body (GB). The overall development and monitoring of the governance of TEC rests on GB.

The Governing Body shall have at least 11 members including the Chairman and the Member Secretary, and the remaining members will be nominated as indicated below. Functions:

- (a) Subject to the existing provision in the bylaws of respective college and rules laid down by the state government and the instructions given by AICTE, the governing body of the above colleges shall have powers to:
 - i. Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
 - ii. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
 - iii. Approve institution of new programmers of study leading to degrees and/or diplomas.
 - iv. Perform such other functions and institute committees, as may be necessary and fit for the proper development, and fulfill the objectives of the college.
- (b) The number of members can be increased by adding nominees and an equal number of educationists from the Region keeping in view the interest of the Technical institutions. The total number of Members of the Governing Body shall however not to exceed 21.

RECOMMENDED COMPOSITION AND FUNCTIONS OF BOARD OF GOVERNING BODY

Cons	titution of Gov	verning Body of Private Management Colleges
Number	Category	Nature
5 members	Management	Trust or management as per the constitution or bylaws with the Chairman. president/director as
2 members	Teachers of the college	Nominated by the Principal based on seniority.
1 member	Educationist or industrialist	Nominated by the management
1 member	UGC nominee	Nominated by the UGC
1 member	AICTE nominee	Nominated by the AICTE
1 member	State government nominee	Academician not below the rank of professor or state government official of Directorate Higher Education/State Council of Higher
1 member	University nominee	Nominated by the university.
1 member	Principal of the college	Ex-officio or Member Secretary

The only person who is educated is the one who has learned how to learn and change.

Term: Two years, except for the UGC nominee whose term will be a full six years.

The Chairman of the Governing Body shall preferably be a technical person either an entrepreneur or an industrialist or an educationist of repute who is interested in the development of technical education and has demonstrated an interest in promotion of quality education in particular.

The Governing Body shall meet at least once in six months.

For passing any resolution, the quorum should be 1/2 of the GB strength.

3. Vision

To be a world class leader in transforming lives through an innovative, rigorous and compassionate approach by imparting high quality academic excellence in technical education to uplift the living standards of the rural youth by promoting the cutting edge technologies, employability, higher education and research with socio-ethical, eco-friendly and entrepreneurial values.

4. Mission

To develop high quality technical personnel with a sound footing on basic engineering principles, innovative research capabilities and exemplary professional conduct to lead and to use technology for the progress of mankind, training and adepting them to changing technological environment by providing the high quality instruction, infra, faculty, effective teaching and learning methods imbibing socio-ethical, eco-friendly and entrepreneurial values as the inner strength for rural development.

5. Strategy

To translate the vision into action and accomplish the mission, TEC should strive to

- a. Provide state-of-the-art infrastructure.
- b. Recruit, develop and motivate high caliber diverse faculty.
- c. Continuously review and innovate teaching methods and learning resources.
- d. Focus on research, education, training and consultancy through an integrated industry- institute interaction.

6. Quality Policy

a. We, at Tirumala Engineering College, strongly believe that quality is the essence of life. Hence, TEC will constantly strive to improve the quality of education and training imparted to its students by establishing state-of-the-art laboratories and modernizing them continually, upgrading the knowledge and skills of its staff periodically and developing strong linkages with industry.

7. Organization Chart

The Organization Chart of Governing Body is structured as shown in the fig.1

People may hear your words, but they feel your attitude.

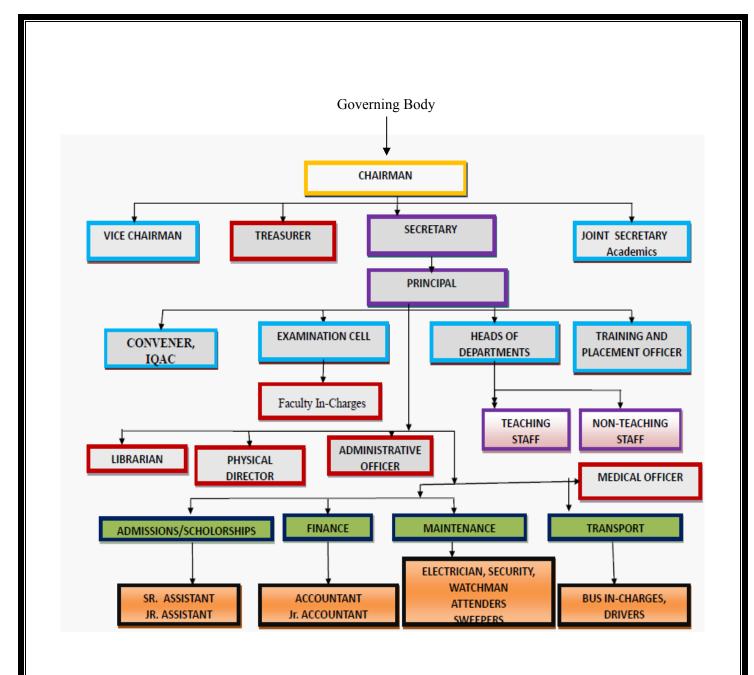


Fig-1 Institution Organisation Chart

Change is the end result of all true learning.

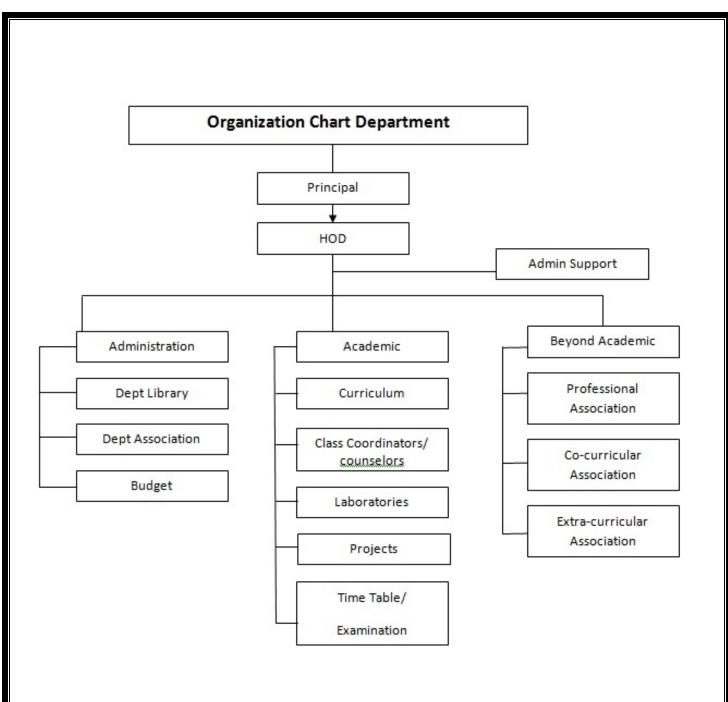


Fig-2 Department Organisation Chart

Excellence is not a skill, it's an attitude.

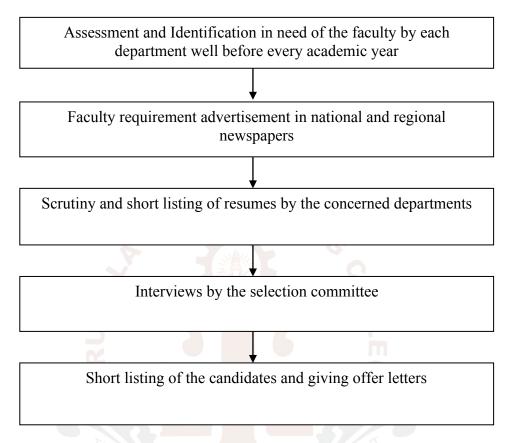


The world is indeed a mixture of truth and make-believe. Discard the make-believe and take the truth.

CHAPTER I – RECRUITMENT PROCEDURE

The institution follows the JNTUK and AICTE guidelines in the selection of faculty members in order to ensure that qualified and competent persons are selected by a well defined procedure.

Recruitment procedure of faculty:



An identical procedure is also adapted in the case of non-teaching staff.

CHAPTER II – SERVICE RECORDS

2.1 Records of Service

- A service book for keeping the record of service of staff shall be maintained by principal in respect of each employee of the college.
- All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the principal.
- ➤ The principal shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.

Education is not preparation for life; education is life itself.

2.2 Service Conditions

- ➤ All the employees of the college are subjected to the general disciplinary and conduct rules of the college.
- ➤ Staff should sign in the attendance register every day 15 minutes before the commencement of regular class hours, and at the end of the working hours unless they are on-duty or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.
- > Staff attendance should also be monitored through biometric system.
- All the employees of the college are required to be present in the college throughout the working hours of the college on all working days.
- For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- An employee of the college shall devote his/her whole time to the service of the college and not to engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the principal.
- An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his / her case. The principal is empowered to suspend any employee if it is in the interest of the college and report his action to the Management and the university as the case may be.
- The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his / her official duties satisfactorily etc., giving 3 months notice or 3 months' salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination. In all such cases the A.P. State Govt. rules in force shall be applicable.

- No application of an employee seeking employment elsewhere shall be forwarded during the first year of service. On completion of first year of service not more than two applications per academic year shall be forwarded for outside jobs.
- An employee shall have to give three months notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management / Director / Principal or date of his / her relief whichever is earlier.

Documents to be furnished by the employee during the joining time:

- a) Resume
- b) Personal Profile in College Format
- c) Experience Certificate from the previous employer
- d) Pay slips from previous organization
- e) Educational Details and relevant certificates
- f) Joining Report

List of Documents to be submitted at the time of Relieving:

- a) No dues certificate from all the departments
- b) Handing over the documents like counseling file, course file, ID card, college belongings.

2.3 Resignation and Relief, Termination

2.3.1 Resignation and Relief:

The following procedure shall be adopted by the employees to resign from the post they are holding.

Teaching Staff who completed probation: 3 months notice or 3 months' salary in lieu of such notice. Supporting Staff who completed probation: 1 month notice or 1 month salary and teaching staff on temporary service salary in lieu of such notice. In case, applications are submitted through the Institution for seeking employment / pursuing higher education, the management may prescribe suitable conditions for relieving the employee and when the employee is selected so that there shall not be any inconvenience to the academic programme in the college.

The roots of education are bitter, but the fruit is sweet.

2.3.2 Termination:

- ➤ The management reserves the right to terminate the service of an employee, without notice, if he/she is engaged/ involved in any in-disciplinary / unlawful activity detrimental for the interests of the Institution.
- ➤ If it becomes necessary to terminate the services of an employee for the reasons other than indiscipline, the following procedure is adopted.
- > Teaching Staff who completed probation: 3 months notice or 3 months salary in lieu of notice
- > Supporting Staff who completed probation : One month notice or one month and teaching staff on probation salary in lieu of notice

2.3.3 Orientation:

- Every teacher appointed in the College shall be given a brief introduction about the college by the principal on the day of his/her joining.
- The principal shall take him/her to the department of his/her work and introduce to the Head of the Department.
- ➤ The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and supporting members of his team.
- ➤ He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the college.
- The HOD will also ensure all the registration formalities, including submission of joining report etc, by obtaining the assistance of the office team.
- ➤ He will introduce the new faculty member in the first class that he/she is going to handle in every section of his / her assignment.

2.3.4 Promotions:

- ➤ Eligibility norms for selection to higher scale/category of the post are as laid down by AICTE
- A staff member is required to inform the principal about his /her acquiring higher qualification as it may be useful for his/her promotion. While informing the principal, the individual should also submit a copy of degree certificate or any other relevant document.
- ➤ Internal staff members also have to appear along with external candidates before one's selection to higher posts.

Always be yourself, express yourself, have faith in yourself, do not go out and look for a successful personality and duplicate it.

2.3.5 Retirements:

- ➤ All teachings and non- teaching staff shall retire on completing the age of superannuation, i.e., 60 which can be relaxed by the Chairman. However, the age of superannuation as mentioned above shall not be applicable to the professors of Emeritus and special category appointments.
- ➤ When a faculty member completes the age of superannuation on a day of any month he/she be retired on the last date of that month.
- The college will communicate to the employee in written format before 3 months of retirement, as a measure of assistance to the retiring employee.
- ➤ If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period proceeding his/her retirement by making application to the principal and appropriate sanction by him.

CHAPTER III – LEAVE RULES

3.1 Leave rules:

- ➤ These rules are being followed since 2008 by our Institute.
- ➤ It came into effect from 01-09-2008 and shall be applicable to all the employees of the college.
- A leave account is maintained for each employee in an appropriate form.
- Leave cannot be claimed as a matter of right. The sanctioned authority has full discretion to refuse or revoke leave of any kind when the exigencies of service demand.
- The sanctioning authority may recall an employee to duty before the expiry of his/her leave.
- ➤ Unauthorized absence from duty may be treated as misbehavior and disciplinary action may be taken.
- An employee on leave shall not take up any service or accept an employment.
- > Every application for leave on medical grounds shall be accompanied by a medical certificate given by a registered medical practitioner.
- An employee (declared as vacation staff) who leaves his place of duty during vacation is liable to be recalled.
- The principal shall be authority competent to grant leave to all the employees. In the case of Principal, Secretary & Correspondent/President of Executive body shall be the authority to sanction leave.
- > Second Saturday is a holiday if it is permitted by University Curriculum.

Everyone thinks of changing the world but no one thinks of changing himself.

3.2 Casual Leave:

Casual leave is a concession to absent from duty for short period, and without such absence, it is treated as a regular leave. The maximum number of days of casual leave that can be availed by an employee in a calendar year is 15 or proportional to the service put in by an employee during the year of his initial appointment. Casual leave may be granted combining with public holidays or Sundays subject to the condition that the total period of absence does not exceed 8 days at a time. Casual leave for half day may be granted for the forenoon or afternoon session. Teachers can be granted casual leave for half-day only if they have class work in the other half-day as per the time table.

3.3 Special Casual Leave:

An employee is eligible for special casual leave not exceeding 5 days for the purpose of marriage. She/he is required to produce proof of having undergone the operation for regularizing the leave availed.

3.4 Earned Leave

- Leave is earned by duty only.
- ➤ Teaching staff and such other members of the staff declared as vacation staff of the college and are eligible for vacation limited to 60 days in a calendar year. However, in case of post graduate courses the last date of instruction shall coincide with the last date of instruction of JNT University for such courses. Besides they are eligible for 15 days of earned leave in a calendar year. The non-teaching staff (non-vacation staff) will be entitled to 30 days of earned leave in a calendar year.
- ➤ Employees of all categories can accumulate earned leave up to a maximum of 120 days.

3.5 Half-Pay Leave

- ➤ Every employee will be entitled to half-pay leave of 20 days for every completed year of service with facility to commute the leave to full pay and allowances on medical grounds.
- ➤ Half pay leave can be accumulated up to a maximum of 120 days.
- Employees appointed on ad hoc/contract/contingent basis are not entitled to half pay leave.

Success is simple. Do what's right, the right way, at the right time.

3.6 Maternity Leave

All women employees who have completed the period of probation are entitled to maternity leave not exceeding 60 days with full pay and allowances. They are entitled to maternity leave only once during the service.

3.7 Extra-Ordinary Leave

Extra-ordinary leave may be granted to the employees on the recommendations of the Executive Body/Governing Body on private affairs or academic affairs. They will not be entitled for any pay or allowances during this period.

3.8 Study Leave

Based on the requirements of the individual departments and recommendations of the principal, the Executive Body/Governing Body may grant study leave to one teaching staff member per year for higher studies.

3.9 Delegation of financial powers

Institution should explicitly mention financial powers delegated to the Principal, Heads of the Departments and relevant in-charges. Demonstrate the utilization of financial powers for each year of the assessment years.

All purchases are handled by a Purchase committee who receive requisitions from various departments and the committee evaluates the need, timeframe of supply, budgetary provisions and accordingly processes the purchases requirements. The Committee is headed by Principal and has senior faculties and administrators as members.

The Principal in term abreasts the management about the purchases to be made and all such proposals are finally put up in Governing Body meetings for approval.

Financial power of the Principal: Rs.50,000/- for a single procurement

Financial power of the HOD: Rs.10,000/- for a single procurement

Financial power of the In-Charge Rs.2000/-for a single procurement.

"Successful entrepreneurs are givers and not takers of positive energy." -- Anonymous

CHAPTER IV - CONDUCT & DISCIPLINE

4.1 Discipline Committee

➤ Self-discipline is desirable and all members in the environment adhering to rules and regulations is an ideal situation. Any aberrations in this regard are to be referred to the Discipline Committee, who should dispose of the case expeditiously. All discipline matters of students and matters related to Teaching and non-Teaching staff are to be referred to Discipline Committee, consisting of

Chairman / Chair Person - Secretary

Convener - Principal

Sr. Member - Co-convener

Members - Staff / Student

4.2 Conduct Rules

- Every employee is governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- ➤ Every employee should maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of the staff, students and with members of the public. He shall exhibit utmost loyalty and shall always act in the interests of the college.
- An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave the college except with the prior permission of proper authority. Whenever an employ leaves station, the employee shall inform the principal in writing through the respective HOD or the Principal directly and if he/she happens to be a HOD, shall inform the address at which he/she would be available during the period of his/her absence from the head- quarters.
- ➤ No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner and any political movement or activity.

The Success point of all achievement is desire.

- ➤ No employee shall make any statement, publish or write through any media which has the effect of any adverse criticism of any policy or action of the college.
- ➤ No employee can engage himself directly or indirectly in trade or any private tuition or undertake employment outside his official assignment, whether or not for any monetary gain.
- An employee against whom an insolvency proceeding commenced in the court of Law shall forthwith report full facts thereof to the college.
- An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the competent authority of the college regarding the details thereof.
- No employee shall, except with the prior permission of the competent authority, have recourse to the law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attack of the defamatory character.
- Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- An employee who commits any offence or dereliction of duty or does any act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the executive body and the decision of the executive body, thereon, is final and binding on the employee.
- No employee shall engage in strike or incitements thereto or similar activities such as absence from the work or neglect of the duties or participation in hunger strike etc., violation of this rule will amount to misconduct and attract deterrent punishment.

Coming together is a beginning; keeping together is progress; working together is success.

4.3 Do's

An employee at all times, shall

- Abide by the rules and regulations of the institution.
- Maintain absolute integrity and devotion to duty
- ➤ Attend the college regularly and punctually
- Engage classes, both theory and practical, punctually and effectively.
- ➤ Correct the assignments and lab records systematically.
- ➤ Be meticulous in submitting the question papers and marks of the internal tests.
- ➤ Warn the students concerned for their irregular attendance and poor performance in the internal tests.
- ➤ Be honest, impartial in dealings and be courteous with others.
- > Promote dignity and discipline among staff and students.
- Institute devices & mechanisms to improve academic standards.
- Acquire professional competence and enhance interpersonal competence among the staff and students.
- Facilitate team work and reinforce the feeling of oneness.
- ➤ Cooperate with the administration in complying with the imposed restrictions.
- > Behave like a true academician.

4.4 Don'ts

Knowingly or willfully neglect duties

- Propagate communal or sectarian outlook or incite / allow any student to indulge in communal or sectarian activity.
- ➤ Discriminate against any person on the grounds of caste, creed, language, place of origin, social and cultural background.
- ➤ Indulge in or encourage any form of 'malpractice' connected with examination or any other activity,
- ➤ Leaving the campus, while on duty in the institute, without prior permission of the Head of the Institution.
- > Remain absent from the institution, without leave or without the prior permission of the Head of the Institution,
- ➤ Undertake private tuition, either to students of TEC or other colleges.

Always be yourself, express yourself, have faith in yourself, do not go out and look for a successful personality and duplicate it.

- Enter into any monetary transactions with any student or parent.
- ➤ Cause, or incite any other person to cause any damage to institution property.
- ➤ Indulge in any violence or any conduct which involves moral turpitude.
- Organize or attend any meeting without permission.
- > Discussion in corridors.
- ➤ Pass comments on the students' religious, regional, personal or cultural sentiments.
- ➤ Be a member of a political party or shall take part in politics and committing an offence or dereliction of duty or does an act detrimental to the interest of the college is liable for consequences.
- ➤ Bikes and mobile phones are strictly prohibited for the students.

4.5 Disciplinary Action

- Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action.
- ➤ If a teacher commits an act of misconduct or misdemeanor, anyone can report in writing to the principal.
- The principal shall hold a preliminary enquiry whenever the code of conduct is violated.
- ➤ If the principal is satisfied with the facts of such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- ➤ He shall proceed with issuing a show cause notice, fully describing the offence and the action proposed to be taken, and shall give sufficient time for the accused teacher for giving his / her explanation.
- ➤ On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

The course of action for disciplining a teacher shall be under the following categories.

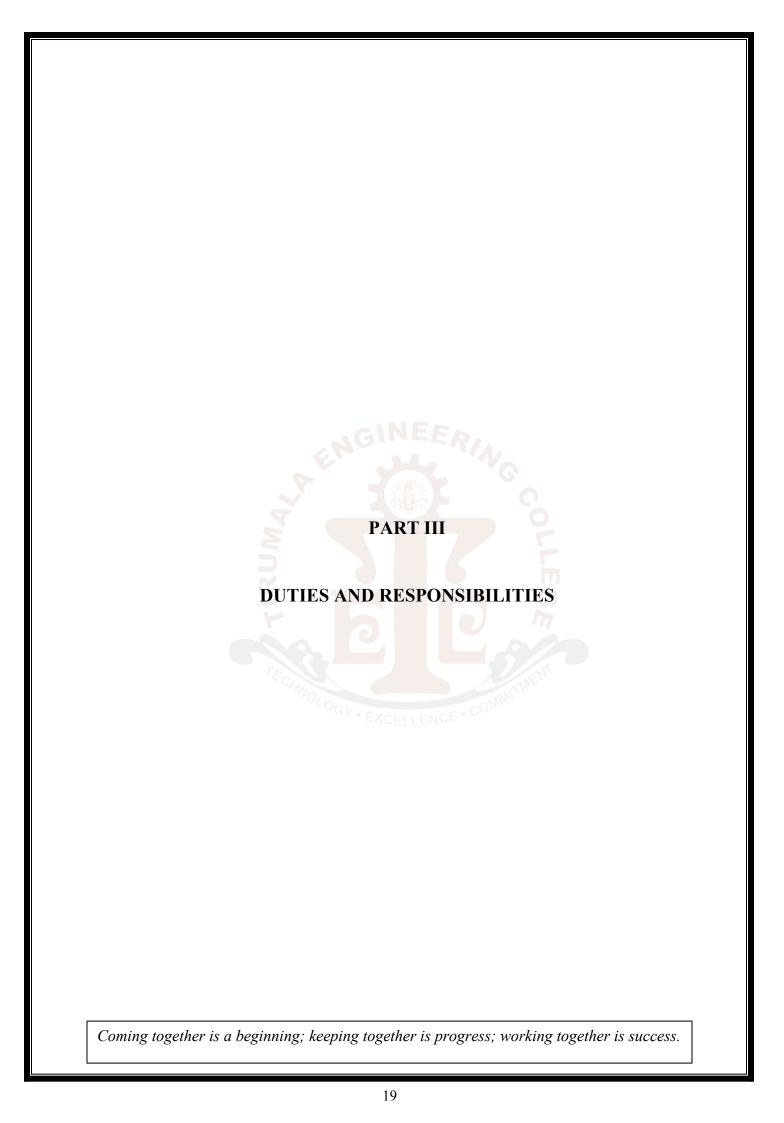
Memo and censure

The great aim of education is not knowledge but action.

- Warning in writing, with recovery of amount, where financial loss is involved.
- > Suspension from work without remuneration
- Whenever the dismissal or discharge from service is proposed, the principal shall constitute a one man court of domestic enquiry to go into the details in the presence of the accused, giving fair opportunity to the accused to present his / her case, by observing the principle of natural justice.
- The principal shall report the proceedings periodically to the Chairman/Secretary & Correspondent.



Everything should be made as simple as possible, but not simpler.



CHAPTER V: GENERAL

Objective: To ensure mutual respect and freedom for everyone and be role models to student community.

- ➤ College working hours are, normally from 9.00 a.m. to 4:30 p.m. However, those who have academic, administrative, examination or any other such work shall follow the 8 a.m to 4 p.m or 10 a.m to 6.15 p.m timing or any other timing as directed by HOD/Principal/Chairman /Administrator.
- ➤ A six day working schedule from Monday to Saturday is followed except second Saturday. Classes are scheduled from 9.00 am to 4.30 p.m.
- ➤ All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
- ➤ Anyone coming late / leaving early for more than 60 minutes on 2 occasions in a month may be allowed by HOD/Principal.
- Anyone who needs to go out of the college premises during working hours (except lunch break) shall seek necessary permission from HOD/Principal and register his/her absence (i.e. OUT and IN timing Register kept at gate or in administrative office)
- > Staff members shall compulsorily wear college ID in the college premises.
- > Staff members shall submit their investment details to the Account Section before 7th January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
- ➤ Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal on standard Discipline Report to be discussed in disciplinary committee (if necessary).
- > Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
- ➤ All members of staff are expected to present themselves in decent attire. Clothes like sleeveless tops, T-shirts etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for gents.
- > Faculty and staff shall communicate to each other and with students only in English.

Excellence is not a skill, it's an attitude.

- ➤ Staff members may arrange meeting of any kind with permission/request from HOD/Principal/Management only.
- In respect of matters not specifically provided in these rules, the executive body of the college shall be the competent authority to issue such directions or orders it may take up appropriate directions or orders and shall carry as much authority and effect as these rules.
- ➤ Points requiring clarification and interpretation shall be referred to the Executive Body, whose decision shall be final.
- Any other, rule prescribed by the Government/Instruction given for adoption by Private Engineering Colleges shall automatically form part of the rules even if the provisions in such rule/instruction contravenes with these rules.
- ➤ Unless/other-wise stated specifically, in the terms of appointment every employee is a whole-time employee of the college and may be called upon to perform duties as may be assigned to him/her by the appropriate authority, if necessary, beyond the scheduled working hours and on holidays and Sundays whether compensated for or not.
- > Every employee shall perform the duties assigned to him/her to the best of his abilities and shall always act in the interest of the institution.
- All employees of the college are subjected to the provisions of the Employees Provident Fund Act.
- The age of superannuation of all members categorized as teaching staff shall be 60 years and in case of other staff it shall be 58 years.
- A service register/personal file shall be maintained for each employee and the relevant service entries shall be attested by the competent authority.
- The power to add, delete or amend these rules shall rest with the Executive Body of the college.

Coming together is a beginning; keeping together is progress; working together is success.

CHAPTER VI: Duties and Responsibilities of Principal

Principal is overall responsible for establishing an ideal institute by promoting the various curricular, co & extra-curricular activities, administrative and financial matters. As a Principal, he shall advise the Management in all educational, financial and administrative matters of the institute. In addition, he shall:

- (a) Report to the Chairman of the Governing Body.
- **(b)** Be responsible for human resource planning for teaching and non-teaching staff for long and short term requirements.
- (c) Work to develop the institute in all areas for an all-round growth of the institute.
- (d) Advise the HODs and faculty in various academic and administrative matters.
- (e) Optimize the resources available in academic, administration, finance, etc.
- **(f)** Implement integrated and uniform systems in academic, administration, finance, etc. where and whenever it is possible.
- (g) Conduct Institute Development & Monitoring Committee Meetings to ensure Quality Management of the Institution.

CHAPTER VII: Duties and Responsibilities of Head of the Department

Head of the Department is overall responsible for establishing an ideal learning environment and promoting the departmental activities to achieve its objectives and in turn, the objectives of TEC. The Head of the Department is:

- (a) Responsible for the overall discipline of the students and the staff of the department.
- (b) The teaching load is properly allocated as per the norms.
- (c) Should assist the faculty in the preparation of time tables (class room) and monitor them properly.
- (d) Should ensure through appropriate departmental members
 - (i) Daily attendance
 - (ii) Student Proctorial sheet
 - (iii) Mid examinations
- (e) Encourage faculty to develop new teaching aids, tutorials, and lab exercises extension to syllabus specified.
- (f) Monitor progress of subjects through course files/log books of each faculty
 - (i) Conduct the meetings as per the academic calendar
 - (ii) Departmental staff meetings (iii) Class Review Committee meetings

When you talk, you are only repeating what you already know; but when you listen, you may learn something new.

The training and placement officer takes the following responsibilities like:

- (a) Collection of data in the prescribed proforma during III Year II Semester from TEC Students of all the disciplines related to their bio-data.
- **(b)** Prepares the data as per the requirement of companies.
- **(c)** Coordinates with various companies for conducting On-Campus or Off Campus Selection Tests/Interviews for TEC students of different disciplines. In the event of any ON/OFF Campus tests, provides the required information to the companies and TEC Students at different stages.
- (d) Keeps an up-to-date year-wise data regarding TEC students going abroad or pursuing higher studies in India.
- (e) Keeps an up-to-date year-wise data regarding TEC students selected/joined in different companies.

CHAPTER IX: Duties and responsibilities of Teaching Faculty

- ➤ The faculty member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- The teaching load will be allotted by the HOD after taking into account of the faculty member's interests.
- In addition to the teaching, the faculty member should take additional responsibilities as assigned by the HOD / Principal in academic, co-curricular or extracurricular activities.
- ➤ Every faculty member must give seminar on some topic at least once in each semester to other faculty.
- ➤ Every faculty member should maintain student's attendance records and the absentees roll number should be noted everyday in the master attendance register maintained in the department as soon as the classes/laboratory hours are over.
- ➤ Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- ➤ The faculty member should make himself / herself presentable. The faculty member should show no partiality to any segment / individual student.

Everything should be made as simple as possible, but not simpler.

> The faculty advisor must update the student's personal file regularly and put up for inspection by the HOD/Principal as the case may be.

CHAPTER X: The Duties and Responsibilities of the Teaching Faculty

The work load of all the staff shall be fixed by the management. The work load of the teacher should not be more than 30 hours a week, of which teaching-contact hours should be at least as follows as per AICTE norms:

- 1. Principal 4 hours / week
- 2. Professor 8 hours / week
- 3. Associate Professor 12 hours / week
- 4. Assistant Professor / Lecturer 16 hours/week. For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 30 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution.

The given below are the duties and responsibilities of the teaching faculty.

- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- Faculty members should attempt to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- ➤ The faculty member should make use of PPT, Models etc., as teaching aids. The faculty member should encourage students asking doubts / questions.
- ➤ The faculty member should take care of academically backward students and pay special attention to their needs in special classes i.e. remedial classes and make up classes.
- ➤ The faculty member should motivate the students and bring out the creativity / innovative ideas from the students.
- Once the subject is allotted, the faculty member should prepare the lecture based on hour-wise lesson plan.
- The faculty member should get the lesson plan and course file approved by the HOD and Principal. The course file consists of preface, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.,

Success is simple. Do what's right, the right way, at the right time.

- inspection by the HOD/Principal as the case may be.
- The faculty member should refer additional books and references available on the prescribed text book of the syllabus and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The faculty member should not dictate the notes in the class.
- The faculty member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- The faculty member should engage the class full 50 minutes and should not leave the class early.
- The faculty member should ideally recapture the lessons of the last lecture, for the first five minutes and should tell what is going to learn in another 2 minutes, then explain the lecture thoroughly up to 40 minutes and in the last 3 minutes conclude and tell what they will learn in the next class.
- The faculty member should bring humour in the lecture, to break the monotony.
- The faculty member should practice/rehearse the lecture well before going to the class.
- The faculty member should make use of OHP, Models etc., as teaching aids.
- The faculty member should encourage students asking doubts / questions.
- The faculty member should get the feedback from students and act / adjust the teaching appropriately.
- > The faculty member should take care of academically backwards students and pay special attention to their needs in special classes.
- In problem oriented subject, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least a week in advance of actual class.
- The faculty member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, the details academically backward students, and their objectionable behavior etc.
- The faculty member should always aim for 100% pass results in his / her subjects and work accordingly.
- The faculty member should regularly visit library and read the latest journals / magazines in his / her specialization and keep oneself abreast of latest advancements.

Education is not preparation for life; education is life itself.

The faculty member should use power point presentations from digital library at least twice a semester.

- ➤ The faculty member should make himself/ herself available for doubt clearance.
- The faculty member should motivate the students and bring out the creativity / originality from the students.

In Laboratory

- (a) Allow the students inside the lab only on submission of the required records written up to date and with proper observation book.
- (b) The lab observations/records must be corrected then and there or at least by next class
- (c) Educate the students to maintain good behavior & discipline during lab hours.
- (d) Create the environment of learning engineering fundamentals from practical.

Student – Faculty Rapport

- a) The Faculty Member should have good control of students.
- b) As soon as the faculty member enters the class, he / she should take attendance by calling their name. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not being any change the student must be directed to meet the class tutor, HOD and principal if necessary.

CHAPTER XI: DUTIES AND RESPONSIBILITIES OF CLASS INCHAGE:

The class tutor should:

- a) Maintain student discipline in the class as per the college policies.
 - -To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.
- b) Meet the parents of students, especially defaulters.
- c) Manage the production and dissemination of reports to students, parents, college management, Accreditation Committees AICTE and other governing bodies from time to time.
- d) Make sure that students of the department are regularly attending class and coming to the college in time in proper dress code.
- e) Make sure that the academic targets in terms of university results and the placement targets in terms of number of students placed are met.
- f) Monitor the semester progress regularly based on approved semester and a assessment plan.

Don't waste your time with explanations; people only hear what they want to hear.

CHAPTER XII: LABORATORY

- The Laboratory In charge (Lab I/C) is responsible for the safety, upkeep of all the equipment in the room as listed in the inventory for the room.
- The Lab I/C should maintain the following documents
 - (i) The inventory of the laboratory
 - (ii) Layout
 - (iii) Room Time Table.
 - (iv) Organization Chart
 - (v) Log Book for daily usage
 - (vi) Complaint Register
 - (vii) Lab Manuals
- ➤ List of Experiments
- The faculty member who deals with laboratory class must perform the experiments personally in advance and be satisfied with the results before asking the students to conduct the experiments.
- Faculty members are equally responsible for the allotted lab and they are supposed to explain the cycle of experiments before covering the lab.
- Faculty has to ask viva voce about the experiment before allowing them to do the lab
- Whenever possible, additional experiments to clarify or enlighten the students must be given.
- Faculty has to observe the student to submit the records of the previous lab experiment.
- > The lab observations/records must be corrected then and there or at least by next class.

CHAPTER XIII: Duties and Responsibilities of Subject Teacher for Laboratory

- The subject teacher should be thorough with the experiments designed.
- ➤ The problems should be made known to the students well in advance for their preparation.
- ➤ Teacher should make sure that observation book is maintained by every student.
- At periodic intervals, teacher should ensure that the records are maintained neatly by all students. The experiments/ programmes listed in the syllabus should mandatorily be described in the record books.

The function of education is to teach one to think intensively and to think critically.

Intelligence plus character - that is the goal of true education.

CHAPTER XIV: TEST / EXAM

- ➤ While setting question paper, the faculty member should also prepare the detailed answer and marking scheme and submit to the HOD for approval.
- ➤ During invigilation, the faculty member should continuously move around. She/he should not sit in a place for a prolonged time. She/he should monitor closely so that nobody does any malpractice in the exam/test.
- ➤ Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the University Representative / Chief Superintendent. (the class coordinator and the HOD concerned in the case of cycle test / Model Examination).
- ➤ The test papers must be corrected within three days from the date of examination and marks to be submitted to the HOD for forwarding to Exam Section In-charge / Principal with remarks.
- The faculty members should be very fair and impartial in awarding of internal marks to the students or in selecting the outstanding students of the department
 - /college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.
- The faculty should note the marks of every question on the front sheet of answer booklet

Efforts and courage are not enough without purpose and direction.

CHAPTER XV: Duties and Responsibilities of Mentor

The mentor is responsible for the batch of students assigned for the entire academic year and is answerable to the respective HOD of the students while carrying the following duties:

- ➤ Should maintain the record of the students which includes contact details, admission details, academic record, co/extra-curricular activities details, achievements and disciplinary actions if any etc.
- Meet them at least once a month for the counseling sessions and record it.
- ➤ Know the physical, mental, emotional status of the student and provide assistance or bring it to higher authorities notice wherever necessary.
- ➤ Long absenteeism to classes or internal exams, abnormal academic performance, unusual or unacceptable behaviour should definitely be brought to the notice of the parents and college authorities.

CHAPTER XVI Duties and Responsibilities of Maintenance In-charge

The Maintenance in-charge is responsible to the Principal in ensuring the following:

MAINTENANCE

- 1. He has to supervise the maintenance team for general cleanliness of rooms, corridors, toilets, stair and surroundings.
- 2. He has to direct the maintenance team for prompt repairs such as leaks and blockages in toilets, broken window panes, or any such maintenance works.
- **3.** He has to liaise with horticulture advisor for the upkeep of college lawns, pathways, surroundings and gardens.

HYGIENE

- 1. He is responsible for the quality management of hygiene of college.
- 2. He should periodically inspect the condition of water bowser, Principallers and ensure that quality of drinking water is safe.
- 3. He should periodically inspect the toilet cleaning for proper upkeep.
- 4. He should periodically inspect the canteen premises, wash areas for safe upkeep.

Happiness is your nature, It is not wrong to desire it. What is wrong is seeking it outside when it is inside.

SECURITY

- He should liaise with the security in charge for the overall safety of the college.
- ➤ He should periodically inspect to ensure that premises are locked made safe and windows closed.

CHAPTER XVII: STUDENT - FACULTY REPORT

- The faculty member should have a good control of students.
- As soon as the faculty member enters the class, he/she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counseling. If it does not bring any change, the student must be directed to meet the class coordinator, HOD and Principal if necessary.
- The faculty member should act with the students tactfully and should handle the students maturely.
- The faculty member should be strict but not harsh. He/she should never use harsh words which would hurt the feeling of the students.

News Letter: We release the news letter once in an academic year on the college updates. And also there will be a yearly magazine from the Institute regarding the progress of the institution. We believe in Tech Festival (TEC Prayaga) which gives the participants the right platform to enhance their technical skills and innovations. The college also has a custom of celebrating the Annual Day with high enthusiasm every year.

Be the beacon of light in someone's darkness.

CHAPTER XVIII: LIBRARY MAINTENANCE

1. Introduction

TEC Library was established in its inception year, 2008. It has built a large collection of documents, comprising of books, periodicals, journals CD's etc. It also has a rich collection of resources in the form of printed notes. It caters to the needs of large groups of users, including more than 2000 students, 160 faculty, and equally large number of supporting staff. It has computerized its house-keeping activities using software that is being maintained and updated regularly. It uses state-of-the-art technology in its functioning and services. Not only having a very good reference section, library has been subscribed **acces** DELNET & NPTEL Videos.

Document is a generic name, hereinafter, shall refer to any book, reference book, CD, video cassette, magnetic tape, periodical, journal or a paper introduction.

2. Working Hours

Accession Hours : 8.00 am to 8.00 pm (all working days)

D A	Book Issue Hours	Book Return Hours
Documents other than Reference Books	9.00 AM to 4.30 PM	9.00 AM to 4.30 PM
Reference Books (overnight issue)	4.00 PM to 5.00 PM	9.00 AM

- 3. Eligibility: The following persons are eligible for making use of the Library.
 - a) Members of the Staff of TEC
 - b) Students of TEC
 - c) Other persons admitted with the special permission of the Principal/ Chairman, Library Committee.

4. Book Issuing Norms

Undergraduate Students	4 Books for 15 Days
Staff (Teaching)	8 Books for semester
Staff (Nonteaching)	3 Books for semester

5. Issue Timings

Period of issue of documents is as follows:

- (a) Books for 15 days
- (b) Reference books, Periodicals including back volumes, video cassettes, software, magnetic tapes, etc (overnight only)

When we seek to discover the best in others, we somehow bring out the best in ourselves.

NOTE: A document issued on loan can be recalled at any time in case of urgency.

6. Loss of Document

In case of loss of any document, double the cost of the document borrowed from the Library will be recovered or replacement of document with new document.

7. Acquisition of Documents:

Documents can be acquired into Central Library through:

- (a) Readers can suggest additional documents required for the library through the suggestion book kept at the Library.
- (b) An annual book exhibition is held in Library to enable readers to suggest the documents required by them.
- (c) Library Committee
- (d) Through recommendations of subject experts

8. Book Issue/Return Procedure

For issue of book, the users are given an issue slip consisting of details which contains Book Account No, Title, Author, Issue date and signature with name of the user. After filling the issue slip, the user has to hand over the slip to the library staff that in turn, will check the entries and verify with book to be issued. The staff will then put the due date stamp on the due date slip of the book and the same date is stamped on the issue slip given by the user. The issue slip is then kept in increasing order of registration number in their respective department branch-wise. On returning the book, the issue slip is located and returned to the user. The colour of the issue slip is periodically changed between staff and students if necessary. The issue and return can be done by using barcode sensors also.

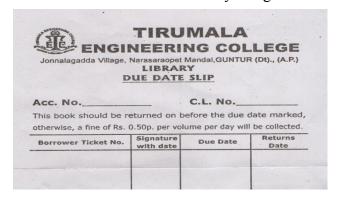


Fig I Format for Issue slip

9. Xeroxing

Xeroxing facilities are available at the Library, from 9:00 A.M to 4: 30 P.M (on all working days) on nominal payment basis.

When you talk, you are only repeating what you already know; but when you listen, you may learn something new.

10. Library Committee

The library Committee is appointed by the Principal for efficient administration of the library. The committee comprises of Principal as Chairman, librarian as convenor and a senior faculty nominated by the Principal and members nominated from all Departments. Other members of the Committee include students from various branches.

The Committee's functions are:

- (a) To review and advise the library administration on policies related to collection development, collection evaluation, and bibliographic activities, especially in the Humanities, Social Sciences, and general reference.
- (b) To advise the library administration on other major policy issues concerning staffing levels, automation, and user regulations. Significant gift collections, special fund-raising efforts, appointments are some of the items on which the committee should be consulted.
- (c) To respond to the concerns of faculty, staff and students who use library, the committee will recommend acquisition of books, periodicals, reports, journals, CD ROMs, audio lessons etc. for the library as necessary in respect of both academic and other publications.
- (d) The committee will periodically review the functioning of library and make recommendations for improvements, if necessary.
- (e) The committee should meet at least once or twice in a semester and more often, if necessary.
- (f) The committee shall arrange for display of the information about new acquisition on the notice boards as also through LAN on monthly basis or earlier, if required.

11. Computerisation:

The Library was computerized using software developed in house for operations such as transaction, searching, reporting, etc. The software, presently being used, is developed in visual basic, with access database satisfying all the library functions automatic issue and return of books implemented.

12. Classification of Books:

The books are classified according to DDC22 edition, namely Dewey Decimal Classification System. The basic arrangement is by discipline and a specific subject can occur in any number of disciplines. The universe of subject is divided into ten main classes. Each main class is again divided into ten divisions. Each division gets divided

Everyone thinks of changing the world but no one thinks of changing himself.

TEC Library is also currently implementing the DDC22 edition and is under the process of classification.

13. Library Records

Library should maintain the following records:

- (a) **Accession Register**: All the documents other than periodicals are entered along with their accession numbers. This register essentially contains the stock.
- (b) **Periodical Register:** List of periodicals is maintained.
- (c) **Issue Registers:** Students and staff Issue Registers are maintained separately with the user entering the books issued against their names at the time of issue on a daily basis.
- (d) **Visitor Register:** Any person entering the library has to enter his/ her details along with time of entry and signature on the visitor register kept at the entrance of the library in order to identify the number of users of library for statistics purpose.
- (e) Suggestions and Requisitions Register: A separate register for suggestions and requisitions are kept in the library for users and visitors to express their ideas for improvement of documents in the library.
- (f) **Biometric Attendance:** Before entering the library both the students and staff are supposed to give their thumb impression without fail. The records of attendance will be maintained on regular basis.

14. Stock Verification:

In order to check the status of the stock and identify any losses and damages, a stock verification is done every year in the summer holidays with the use of computers to avoid any mismatch. The report should be submitted to the Secretary through the Principal.

15. GENERAL LIBRARY RULES

- (a) Before entering the library, readers are requested to deposit their belongings in the rack that is placed near the entrance of the library.
- (b) The library has open access to documents and closed access to a few reference documents.
- (c) Newly arrived books, periodicals etc., are displayed in the library for a period of one week.

Opportunity is missed by most people because it is dressed in overalls and looks like work.

(d) Smoking, loud conversation and similar objectionable practices are not allowed in or near the library premises.

- (e) Readers are responsible for any damage or injury done by them to the books or other property belongs to the library.
- (f) The library staff at the counter is authorized to check the identity of the reader and to examine everything that passes in and out of the library.
- (g) Both students and staff leaving the organization on long leave, transfer or resignation are requested to obtain a "NO DUES CERTIFICATE' from the library.
- (h) The Principal/ Library Committee will have powers to suspend the use of library to any reader found neglecting to comply with any of these rules.
- (i) Notwithstanding anything contained in these rules, the Principal/ Library Committee will have powers to cancel in full or in part or to modify suitably any or all rules herein mentioned.
- (j) Absolute silence should be observed by all in the library.
- (k) Students must wear their ID Cards in a visible way when they are in library.
- (l) Carrying/Using cell phones inside the library / College is strictly prohibited.
- (m) Students will be allowed to borrow 4 books. Note that only one book will be issued per day.
- (n) Reference will not be issued under any circumstances.
- (o) Students should take the library books only on their cards.
- (p) Books must be returned on or before the due date, otherwise a fine of Rs0.50 per day charged. Beyond one month a lump sum amount of Rs 50/- per month will be collected in addition to the usual fine.
- (q) If the book is lost/damaged, either a new book can be replaced or two times of the price has to be paid.
- (r) Any damage noticed at the time of return, they have to follow the norms of the library.

General Instructions

- (a) Silence is to be strictly observed
- (b) Users are requested to avoid talking or discussing with others that will disturb other readers.
- (c) Reading halls are meant for individual study only.

The great aim of education is not knowledge but action.

(d) Care must be taken to see that the library walls, furniture and reading materials are not spoiled/damaged in any way.

- (e) Chairs and tables should not be disturbed from their position
- (f) Books and bound volumes should be handled with great care. Please avoid keeping the volumes open on the table or putting with their faces down, or inserting note books or pencils in between the pages and closing them. Pages must not be folded to serve as book marks.
- (g) Mutilation and disfiguring of pages of library materials by ink or pencil marks are prohibited.
- (h) Defects found in the books and bound volumes taken out for reading or borrowing should be brought immediately to the notice of the staff on duty.
- (i) Books borrowed should be protected from RAIN, DUST, INSECTS, etc.
- (j) Loss of Borrower's card to be reported immediately in writing.
- (k) On violation of library rules or misconduct of any reader, the library authorities can withdraw the library facilities of the individual concerned.

Do's:

- Sign the register/Bio-metric attendance kept at the check point while entering the library.
- Show the documents which are being taken out of the library to the staff at the check point.
- > Contact the staff on duty/section staff for any queries.
- ➤ Keep the library premises tidy. EXCELLENG

Don'ts:

- ➤ Wasting more than half an hour to locate the documents. (If one experiences any difficulty in locating the required material, one should contact the library Staff/librarian).
- Moving books/journals from its specific area to another area.
- > Replacing the material (The library staff will do it for you. Please remember the document misplaced is document lost)
- Giving borrowers cards to others.
- > Entry without proper dress code.
- Taking the outside material to the library.

The only person who is educated is the one who has learned how to learn and change.



You see things; and say, 'Why?' But I dream things that never were; and I say, 'Why not?'

CHAPTER XIX: VARIOUS COMMITTEES

Discipline – cum- Grievance Redressal Committee (DGRC)

- The Principal shall constitute a Grievance Committee to readdress the Grievances of the teaching and supporting staff.
- The Grievance Committee shall be composed of three persons in the ranks of Head of the Department, or Professor.
- The Principal shall announce the Constitution of the committee and the names of members at the beginning of every academic year.
- Any teaching or supporting staff having a grievance shall make a representation to the committee.
- The coordinator of the Grievance Committee shall include such grievance as an item of the agenda in the next meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The grievances shall be redressed immediately by the committee and the Principal shall be informed.

NSS Unit:

The NSS unit of Tirumala Engineering College is aimed at developing student's personality through community service.

NSS Volunteers generally work with villages and some voluntary organizations to help needy people through different ways like money donations, organizing blood donation camps, Swachh Bharat etc.

Research and Development Committee: EXCELLENCE CO

Experienced faculty members are always available at the cell to encourage and guide the faculty and interested students to publish their research work in reputed journals. The cell maintains the publications of the students and faculty for further reference. A variety of material inputs enriched with latest publications, National and International level magazines, e-journals, CD's consisting of speeches, presentations by renowned

IIT professors and eminent scientists are made available in the cell to help germination of fresh thinking and novel concepts. The cell also conducts different programs to make the students aware of the latest research activities of interest which gives an exposure on requirements of the industry in the campus. Students are motivated to their project work in the campus with the help of eminent teachers available in the campus. They are encouraged to do projects on par with the latest research going on. The research and development has succeeded in motivating the faculty and students in publishing their research work in reputed journals. It is expected that the activities and publications

When we seek to discover the best in others, we somehow bring out the best in ourselves.

in the college will increase exponentially in a very short time. The results obtained here will become inputs to many industries which will definitely attract different industries to collaborate and support research activities in our college.

Anti-ragging Committee

Anti -ragging teams are to be formed to prevent ragging. Any cases of ragging observed to be referred to the Disciplinary Committee for appropriate action. The management and principal take strict measures to see ragging-free atmosphere in the college campus. To see a ragging-free atmosphere in the college, TEC follows the following measures;

- > Creates awareness to the senior students by placing Anti-ragging posters in all visible areas.
- The faculty members are asked to see that there is no ragging atmosphere in the college campus.
- Motivates seniors to have friendly relationship with juniors.
- The college maintains different timings for juniors and seniors to make sure that there is no intimate rapport occurs between them.

Timings for the freshers: 9:50 - 3:40 (It is followed till freshers day party)

Timing for the seniors: 9:00 - 4:30

Women's Development Cell

The cell addresses the problems of women employees and empowerment of women. The Women's Development Cell of TEC purports to conduct activities for the students, teachers and administrative / supporting staff of the college at 3 level — Apex. College and Departmental levels. Activities at the Institutional Apex, level will aim at the community at large, the focus being on providing community interaction and meaningful humanitarian experience to students and teachers. It will also interacts with governmental I social bodies that address women's issue such as sexual harassment — verbal or physical in nature.

Constitution of the Women's Development Cell

President ---- (Management Representative) Chairman

Vice President ---- (Management Representative) PRINCIPAL

Secretary ---- (Dean) Dean Student's Affairs

Principal/ Coordinator ---- Lady Teaching Staff

Objectives

- (a) Create awareness on equal opportunity for women who will ultimately lead to improve attitude and behavior of the students.
- (b) Conduct programmes for ladies to empower them financially, emotionally, mentally and physically.
- (c) Deal appropriately with reported cases of sexual harassment, abuse or

Opportunity is missed by most people because it is dressed in overalls and looks like work.

treatment due to gender bias.

TEC, as part of Women's Development Cell, executes the following steps:

- ➤ Guidance will be given to girl students in the streams of health and hygiene and medicine will be provided to girl students in times of need.
- ➤ Guest lectures are conducted for girl students regarding their behavior and moral issues.
- Awareness will be given to girl students regarding gynecological problems.
- Guest lectures are also arranged for women employees for their empowerment.
- ➤ Certain games are conducted for both women faculty and students to encourage them to participate in social activities.

Canteen

The Canteen is located in a spacious, well planned building to meet the needs of the students and staff. Hygienic and delicious food items are offered at reasonable rates in the canteen.

CANTEEN COMMITTEE

1. Functions

Canteen Committee is responsible to maintain canteen material up to the satisfactory levels of all users of the canteen:

- (a) Redresses any suggestion given by any user of the canteen
- (b) Monitors and suggests hygiene measures XCELLENCE
- (c) Monitors and suggests measures to improve quality and type of food.
- (d) Monitors and suggests methods for optimum utilization of canteen so that
- (e) Service is prompt.

2. Composition

Canteen committee shall be comprised of:

- (a) Principal as Chairman
- (b) Sr. Faculty as Convenor
- (c) Faculty representative from all the departments
- (d) At least two faculty members, one male and one female who use canteen.
- (e) Five student members representing the male and female student canteen users of B Tech

Education is the manifestation of the perfection already in man

Sports and Games

The Department of Physical Education is providing sports facilities to the members of the staff of the college. They take part in shuttle, Table Tennis whenever they are free. Apart from this, competitions are conducted for the staff and the winners are awarded with prizes on the college annual day.

TIME TABLES AND SCHEDULES COMMITTEE:

The following are the major points in the preparation of timetables & schedules under the supervision of main timetable in charge.

- Finalise the number of sections branch wise.
- Finalise the laboratories as per current syllabi. Consider it for the whole year, this will result in more than one semester duration and also overlap for various years of B.Tech.
- Finalise the time table for labs/drawing/workshop, i.e. all those which require duration of three hours/three periods at a stretch. Make sure that same labs or not allocated continuously i.e. at least some theory is covered between two consecutive labs and also on one day there should not be two of labs/drawing/workshop or combination.
- The Department should depute a representative for time tables who should be available with the list of subjects, faculty for the subjects, along with the existing load of faculty and their preferences (like inabilities for some medical reasons etc.).
- Always arrange classes diagonally so that time of the day is evenly distributed, some in the beginning of the day, some in the middle and some at the end of the day. Where ever possible give at least one day as free day to the entire faculty.
- > The entire time table in charges of departments should finilise their time tables under the guidance of main time table in charge.

Composition

- (a) Principal as Chairman
- (b) One senior faculty as convener
- (c) At least one faculty member from each department

The first duty is to educate the people

CHAPTER XX: ENTREPRENEURSHIP DEVELOPMENT CELL

Entrepreneurship is the backbone for the growth of any economy. It is no more a topic of interest confined to management & economics students. We are aware of students from premier institutions into entrepreneurs.

Objectives: The EDC is set up with the following aims:

- > To promote strong entrepreneurship among Engineers, Managers and Science students
- To organize entrepreneurship development and awareness program.
- > To undertake research studies to identify high technology areas having entrepreneurship opportunities.
- > To develop close links between industry-Institute by interaction programs. High priority to activities designed
- To identify the present day requirements for professionals (engineers/ technologists/ managers) and meeting the future human resource needs.
- To disseminate technical advances through informal educational techniques
- To act as an institutional mechanism for providing various services including information to budding S&T entrepreneurs
- To create Entrepreneurial culture in the Institution
- To catalyse and promote development of Science & Technology based enterprises and promote employment opportunities.
- ➤ To disseminate knowledge and insights in entrepreneurial theory and practice through lectures activities and workshops.
- > To create a strong network of successful entrepreneurs who would like to guide budding entrepreneurs

Composition of EDC

EDC has Principal as Chairman, Sr.faculty as convener and co-convener, coordinator and members from each department as its members.

Plan of Action:

EDC is proposed to have the following action plan:

- (a) To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes in the region for the benefit of Science and Technology students.
- (b) To conduct research work and survey for identifying entrepreneurial opportunities (Particularly in Science and Technology areas and service sector).
- (c) To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining, project approvals, loans and facilities from agencies of support system, information on technologies, etc.

The function of education is to teach one to think intensively and to think critically.

Intelligence plus character - that is the goal of true education.

(d) To arrange visits to industries for prospective entrepreneurs.

(e) To conduct competitions among students in developing project proposals.

(f) Guidance is extensively given to students to know the details of how to establish

business and its relevant information like gathering of financial resources etc.

(g) As part of EDC cell various awareness programs like guest lectures, seminars and

workshops are conducted.

Best Practice in the Institution

Best Practice I: Enhancing student skill set

Objective: To enhance the following skills among the students:

Technical competence

Interpersonal Skills

Employability skill

The Context

The college has been working with the aim of making it a centre of excellence. Students

from different levels and backgrounds need training to improve their technical as well as

employability skills. Considering these requirements, college is providing excellent facilities

for the students to improve their skills and to achieve their career goals. The college has

been facilitating young adult learners with opportunities to hone their ethics and leadership

potential.

The Practice

To realize the student's aspirations our college has offered Spoken English classes for all the

second year students UG students and Aptitude classes for Third year and Final year UG

students. Spoken English classes are taken care by the faculty of English.

Online placement tests are periodically conducted to enhance Aptitude, Mental Ability and

Reasoning of the students to improve their employability. The placement cell of the conducts

group discussion and mock interviews to train them well for placements.

Best Practice: II: Research by Faculty members

Objective

The main aim is to create a conduction environment for the conduction of research by

establishing the necessary infrastructure, human resources and motivation to nurture the

research competencies among the faculty members.

The Context

The college offers 6 UG degree programmes in various engineering departments. It is the

responsibility of faculty members to inculcate effective learning methodology in their students

Coming together is a beginning; keeping together is progress; working together is success.

to understand various engineering concepts. To accomplish this, they need to be creative and

about the subjects what they teach which requires some level of research competencies in the teaching faculty members.

The Practice

The Research and Development inspires the faculty members to publish the research papers, attend National/ International conferences and to carry out consultancy work.

Best Practice III: Entrepreneurship Development Cell:

Objective

The college has established Entrepreneurship Development Cell (EDC). The objectives of the cell are developing entrepreneurial spirit, characteristics and personality among students.

The Practice

Developing technical, technological and professional competency needed for employment and productive work. Managerial capabilities to run business or self employment activity successfully creation and dissemination of new knowledge and insight in entrepreneurial theory and practice.

Best Practice IV: NSS Activities

Objective

To encourage students in serving the nation and society, the nearby villages are adopted and seven day special camps are conducted.

The Practice

Awareness regarding cleanliness, importance of education, health care and self help is given.

Best Practice V:

Honoring relived faculty by conducting farewell party in the respective departments and facilitate with a shawl and memento.

Best Practice VI:

Daily at 8:55 A.M our national song "VANDEMATARAM" will be played and just 5 minutes before the end of the college timings, National Anthem "JANAGANAMANA" will be played.

Best Practice VII:

We believe service motto with regard to this we continuously support the poor and merit students for financial assistance.

Best Practice VIII:

Birthday wishes for every student will be displayed in their respective class notice board.

Best Practice IX:

Optional holiday will be given to teaching faculty and nonteaching faculty on their birthday.

Excellence is not a skill, it's an attitude.



You see things; and say, 'Why?' But I dream things that never were; and I say, 'Why not?'

1. Financial Powers

The Secretary and Correspondent: Vested with full financial autonomy and enjoys unlimited

powers. He, in this regard, as the following powers:

- (a) To appoint and fix the remuneration / salary, as per the norms, to the teaching / non-teaching staff of the college and also sanction increments.
- (b) To purchase fixed assets within the limit sanctioned in the budget.
- (c) To make investment decisions and also arrange for resource mobilization to meet the financial requirements of the college.
- (d) To authorise the payment of purchase bills and to confirm the oral sanction given if any to Principal / HODs, etc., over and above the delegated powers.
- (e) To delegate financial powers down the line in case of any exigency.
- (f) To introduce adequate checks & control systems to enforce financial discipline.
- (g) To enter into any contract for any service / work.

Principal: Principal is delegated with financial powers up to a maximum of Rs. 2,00,000/- for purchase and unplanned up to Rs. 50,000/-.

- (a) To authorise purchase of consumables for laboratories over and above the powers of the Head of the Departments.
- (b) To permit reimbursement of traveling and other expenses for official purposes within the permitted limit to be decided by the Secretary and Correspondent.
- (c) To entertain (to allocate amount for) guests.
- (d) To sponsor faculty / staff for any academic and co- curricular activities as per norms.
- (e) To authorise any other expenses he may deem essential.

The Principal may in case of any contingency obtain oral permission from the Secretary and Correspondent, if the expenditure to be incurred exceeds his powers and get ratified by the Secretary and Correspondent along with required receipts.

Heads of Departments: The HODs are delegated with powers up to Rs.25,000/- for sanctioned work and Rs.10,000/- for unplanned work

- (a) To make urgent consumable purchases for Lab.
- (b) To meet small non-recurring expenses.
- (c) To incur any other expense deemed necessary.

Always be yourself, express yourself, have faith in yourself, do not go out and look for a successful personality and duplicate it.

- (a) Principal on production of the relevant bills should reimburse the expenses for vehicle / Phone. HODs and other executive provided with the Transport facility may be reimbursed the charges actually incurred subject to production of necessary bills if the vehicle is not available for any reason.
- (b) The faculty / staff sponsored for any outstation programmes and trainings etc. authorized by the Principal can be reimbursed the expenses incurred, the amount actually spent or II sleeper fare whichever is less. Daily allowance as approved by Secretary will be paid.
- (c) The staff on official work can be paid the local conveyance expenses at the rate approved by Secretary. Auto fare shall be reimbursed only if the place of visit is not connected either by train or bus.

3. Sports and Games

To encourage the activities in the field of Sports & produce quality sportsmen / sportswomen, it is necessary to expose them to matches / tournaments organized by the university / Sports bodies.

The claims with necessary details duly authorized by Physical Director and Principal shall be submitted for sanction.

4. Staff Loan / Salary Advance

Any request for loan / advance shall be made by the permanent staff to Secretary for his consideration as per norms.

5. Budget

All the departments including the library, transport should critically analyse their requirements taking into account the syllabus, technology, upgradation, quality / quantity, etc. and prepare the budget estimates for next academic year before the beginning of financial year.

Each laboratory or a subsection of a department should prepare the estimate in the given format. This is to be done separately for recurring and nonrecurring. Each department should consolidate the same and review in the Departmental Development and Monitoring Committee before submitting for the Institute Development and Monitoring Committee . The same is required to be ratified by GB for implementation. The implementation need to be done in a phased manner monitored by Development and Monitoring Committees of Institute and the respective Departments.

Education is not a preparation for life; education is life itself

6. Purchase

(a) The Purchase Committee, headed by Secretary and Correspondent, meets periodically and decides on the purchase to be made and call for quotations from the Vendors who have the capacity and capability, financial soundness and reputed standing. The quotations will be called by the stores department as directed by the purchase committee. The performance of the Vendors may be ascertained from the market reports; discrete enquires which will form the basis for final selection of the Vendor.

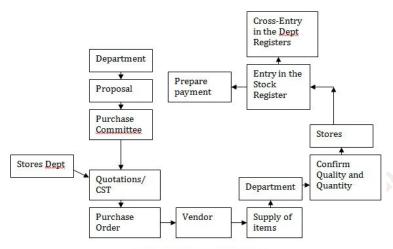


Fig 6.1 Purchase Procedure

A complete database of the products relevant to the concerned departments, suppliers and prices to be prepared and used at the time of taking decisions. Instances of poor quality / difference in quantity should be brought to the notice of the purchase department for taking corrective measures and review the concerned vendors.

- (b) The purchase officer is responsible for all the receipts, issues and balance. He will be made accountable for all his actions and he has to maintain the proper records to be made available as and when called for.
- (c) The purchases can be made in case of emergency and by cash on the unit cost of the item to avoid undue delay.

7. Stores

- (a) The enquiries are to be invited by the Stores / HOD as per the format from suppliers asking them to send their lowest quotation.
- (b) The Purchase Committee shall forward the quotations received to HOD for compilation & preparation of comparative statement.
- (c) The Purchase Committee will decide upon the vendor and purchase order is issued by Secretary and Correspondent.

Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude.

(d) The stores receipt for all purchases has to be prepared by user dept. after inspection of the material to record either acceptance or rejection

- (e) The materials accepted to be entered in Stores procurement Register.
- (f) The stores will issue the item on receipt of requisition from the concerned department.
- (g) The departments are expected to maintain the following registers for each laboratory
 - (i) Asset Register (for non-consumable item)
 - (ii) Consumable stock Register (itemwise folio, details of receipts and issue, balance)
 - (iii) Relevant registers as prescribed from time to time.

8. Pay and Allowances

Pay bill has to be prepared on 1st of every month taking into consideration of the leaves applied in the previous month.

9. Student Fees

Fee should be collected at the beginning of the year(odd semester) through bank giving 15 days time. Fine should be levied on defaulters.

Computerization

Every office transaction is to be computerized.

10. Audit

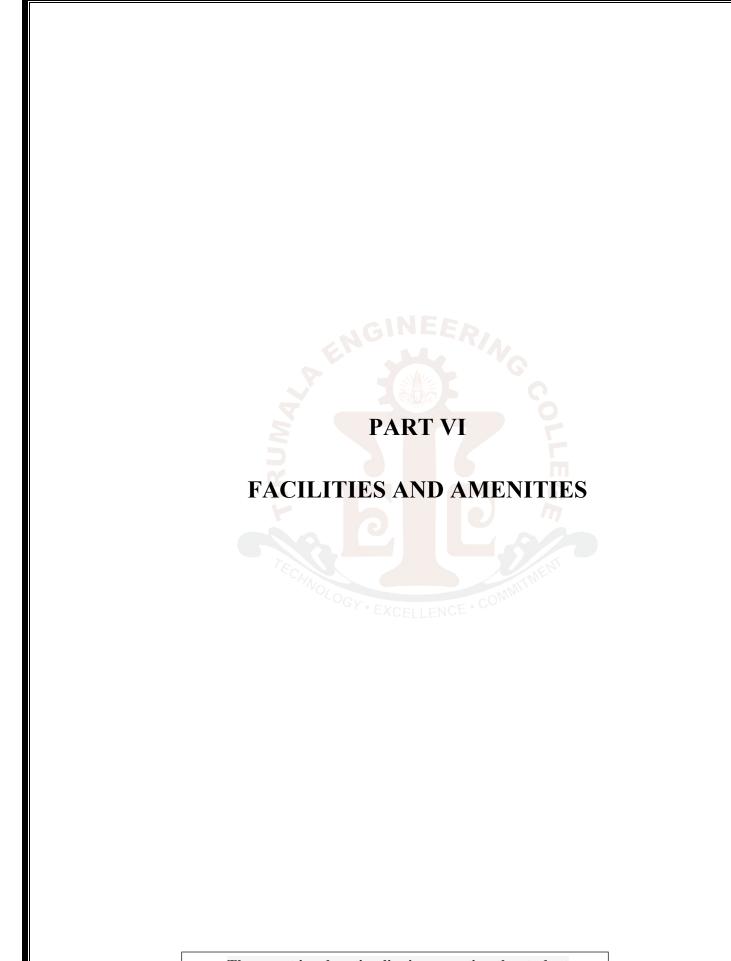
Records of TEC are to be submitted in time to office so that the college accounts are audited by a chartered accountant. The audited reports to be placed before the Governing Body for its approval.

11. Scholarships

Scholarship and its Procedure:

Scholarship clerk on the direction of the Principal collects the applications from the concerned departments and distributes them to needy students. He will collect the filled in applications and submit them to the concerned departments. Some departments send their officers to interview the applicants to know their genuineness. Clerk incharge of scholarships inform the students and arrange interview on the designated date. The scholarship clerk will be in constant touch with the department people and receive the cheque for scholarship.

The roots of education are bitter, but the fruit is sweet.



The secret in education lies in respecting the student

CHAPTER XXI: FACILITIES AND AMENITIES

Professional Bodies:

Staff members are encouraged to become life members of professional bodies in their respective departments. The Management encourages by co-sponsoring some of its activities.

Forums:

Apart from class room teachings, students need to get exposed to the latest developments in their disciplines. Keeping this in view, all departments have started departmental Associations. Departments conduct seminars, lectures by experts, group discussions, arrange education tours and so on.

Mediclaim Policy:

Our College will provide the medical policy for all the staff members and even for students as well as a responsibility to maintain good health.

Dispensary:

A part time qualified Doctor and lady doctor are appointed to take care of basic first aid medical care situated in the college as well as campus Ladies Hostel. The basic treatment will be provided at free of cost.

WELFARE MEASURES:

- ➤ Provision of a separate lunch room for the benefit of lady / gents staff members and girl students.
- > Provision of an excellent canteen in the campus.
- The Management grants maternity leave for women employees for a period of 30 days for the first child.
- ➤ Interest free loans for emergency.
- > Free transport for Teaching and Non-Teaching staff.
- ➤ In the event of the death of an employee, while in service, his

 /her dependant will be considered for employment, depending on individual merits, limited
 to the case of junior assistant subject to availability of the posts. In case highly qualified,
 would go through the normal selection process, but all things being equal, preference shall be
 given.
- ➤ Medical unit is available for the staff and students.

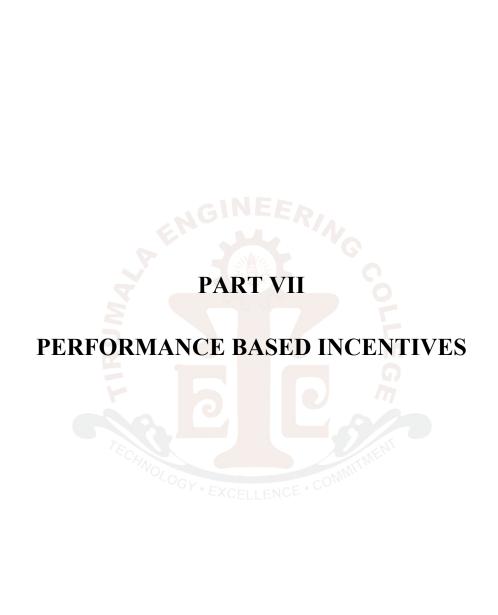
Gymnasium:

The college has the facility of a well furnished Gymnasium room in which both students and faculty can practice certain exercises to keep their body in healthy condition.

Organic Farming:

A well organized Organic Farm is maintained in the college and various herbs like Spinach, Tomato, Chilly, Brinjal, etc. are cultivated in the farm.

You see things; and say, 'Why?' But I dream things that never were; and I say, 'Why not?'



Everyone thinks of changing the world but no one thinks of changing himself.

CHAPTER XXII: PERFORMANCE BASED INCENTIVES

Detter Work Detter Pay

A proper recruitment process, a professional method of inducting new faculty members in the organization and a proper career policy are also incentives for the employees. However it is felt that there is also a need to consider incentives for specific individual performances, which should be done with a systematic regularity, so that the employee feels motivated by the recognition of his/her contribution and maintains good morale. Results of promotion policies are in the distant future.

Incentives are immediate rewards. However, capturing the spirit of incentive scheme requires a fast track mechanism to identify the performance and propose the incentives. The following incentives are applicable to various categories of performance by faculty members.

All the proposals of incentives / awards shall be initiated by the HOD concerned on a claim by the faculty member or slow-motion by the HOD and all these proposals would be placed before the committee headed by the Management and Principal as its members. After receiving the approval from the committee, action would be taken immediately. However, the proposals / recommendations would be placed before the chairman for information and approval wherever indicated herein.

The value of incentive schemes can be realized only when the systems placed in position for implementing such schemes are respected and complied with in a transparent and honest manner. Incentive schemes wrongly implemented will have adverse effect on the morale of the employees and therefore objectivity in evaluation of teachers is a key parameter for success of incentive schemes.

Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude.

Table 1: Performance Based Incentives

Performance Criteria Incentives

- 1. Achievement of annual semester results as per the goals set in the beginning of the Academic year / Semester and agreed by the authorities
- **2.**Incentive for paper presentation on behalf of Tirumala Engineering College at National or International level Conference / seminar within in India

- **3.** Incentive for faculty who attend workshops / short term courses
- **4.** Incentive for Research Patents

 Incentive for research paper publications
- 5. Research Projects

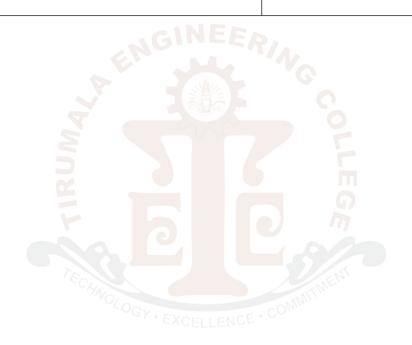
- **1.** A maximum of two annual increments for the faculty who get both feedback and result greater than 90% for the technical subjects.
- 2. Traveling Allowance (T.A): It is limited to II class sleeper / equivalent by shortest route on production of original tickets for the faculty member. On duty leave will also be given during the period of conference or seminar and we also reimburse the registration fees to the faculty.
- **3.** Registration fee + TA + DA + On duty leave (Only one time in a calendar year for each faculty member and applicable to faculty members who completed two years of service in TEC).
- **4.** For each patent 15,000/-Cash Incentive. For each paper-5000 cash incentive
- **5.** An incentive of 10-15% of the cost of the project sanctioned by Government agencies and other agencies would be paid to the team of faculty members together or individually by the recommendations of the committee.

People may hear your words, but they feel your attitude.

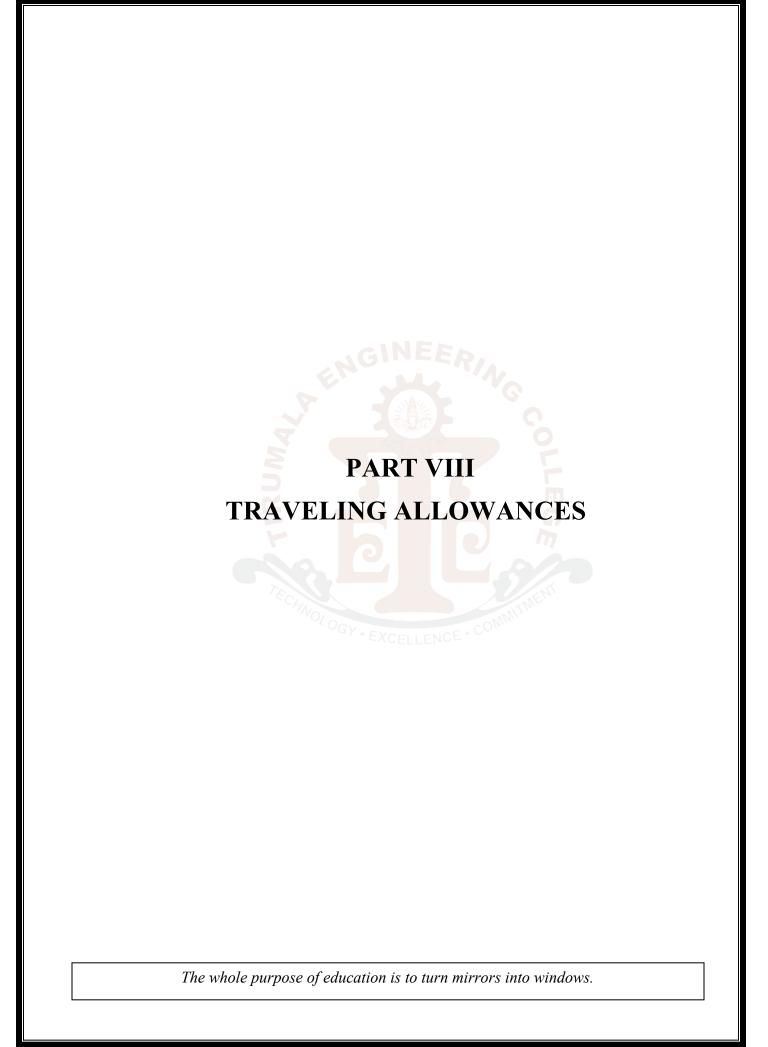
6. Consultancies	6. Faculty members who take up consultancy
	would be permitted to take certain amount of
	consultancy charges earned by him/her on
	conclusion of project and as approved by the
	concerned Director, subject to a ceiling of
	20,000/ amounts in excess of this will require
	the approval of the Chairman.
7. Best teacher award (Annual)	7. It is proposed to constitute a Best Teacher
	Award to the top three teachers every year and
	it would be presented on September 5th, on
- 5.1	Teachers Day Celebrations. The award will
NGIN	consist of
	a cash award of 2,500/- besides a citation.
	5 - 0
	8. Teacher identified as best mentor/counselor
8.Best Mentor/Counselor Award (Annual)	would be awarded cash award of 2,000/- and a
	citation. This would be presented on
	September 5.
C.	September 5.
9. Other awards/ rewards (Annual)	9. There may be certain occasions where an
OLOGY · EXCELI	exemplary initiative, courage or solved a major
	problem or contributed to fabricating
	machinery and instruments used in the
	laboratories or any other duty which is far
	beyond the call of normal duty. They would be
	awarded a medal and a cash award beside a
	citation. A cash award may be up to 5,000 as
	decided by Chairman/Secretary.
	decided by Chamman Secretary.

Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family.

10. Employee Referrals	An encouraging incentive will be	
	provided to the employee who has	
	given the right resources to the institute	
	by the management.	



Excellence is not a skill, it's an attitude.



CHAPTER XXIII: TRAVELING ALLOWANCES

All teaching and non teaching staff members are provided with free transport facility.

On tour is provided from duty point/residence at headquarters to duty point at the

distant station and vice versa. It comprises

- a. Fare of journeys by rail/road/air/sea
- b. Road mileage for road journey

Table 1: Entitlements for travel by rail:

Basic Pay Range	Shatabdi Express	Rajdhani Express	Other Trains
Rs.16,400 and above	Executive Class	AC First Class	AC First Class
Rs.8,000 to Rs.16,399	AC Chair Car	AC2-tier	AC2-tier
Rs.16,400 and above	Executive Class	AC First Class	AC First Class

Table 2: Rate of Road mileage:

Fare for travel by public / Private bus	Actual
For journeys performed in taxi	Actual
For journeys performed in own car	Rs. 8/km
For journeys performed by auto-rickshaw	Actual
For journeys performed by scooter	Rs. 4/km
Original toll tax receipt paid by faculty member during official	Actual
visit when journeys performed in own car/taxi	

1. Journey by road between places connected by rail

- May travel by own car/taxi/scooter/motor cycle as per entitlement. Road mileage restricted to air / rail fare of the highest entitled class available on the particular route. Full road mileage will be admissible if travel by road was in public interest.
- ➤ May travel by any type of bus in any class. The entitlement will be the actual fare paid restricted to rail fare of the highest entitled class available on the particular route.
- **2. Journey by road between places not connected by rail** May travel by the entitled conveyance or public transport system at their discretion. Mode of conveyance needs no approval from higher authority. The entitlement will be the road mileage as per the rates indicated above.
- **3. Reservation charges** For seat/ sleeper berth are reimbursable.

Success is not final, failure is not fatal: it is the courage to continue that counts.

- **4. Tatkal Seva charges** Reimbursement allowed in emergent circumstances only for Railway journeys undertaken for official purposes.
- **5. Internet/e-ticketing charges** Reimbursable for the tickets booked through the website of Indian Railways.
- **6. Cancellation charges-** For official journeys cancelled in public interest, cancellation and reservation charges are reimbursable and are to be claimed in the normal T.A. Bill form.

Table 3: Journeys by Air

	1. Faculty members Pay Rs. 25000/- and above	Business/Club Class
Entitled Faculty members	Faculty members pay of Rs.16,400 and above but below Rs. 24999	Economy (Tourist) Class
N N	1. Faculty members Pay Rs.12, 300 and above but below Rs. 16,399.	Economy (Tourist) Class*
Non-entitled Faculty members	. Faculty members Pay Rs.8,000 and above but below Rs. 12,299	Economy (Tourist) Class**

7. TRANSPORT COMMITTEE

1. Functions

Transport Committee is responsible for the safe and efficient operation of TEC transport system. In that

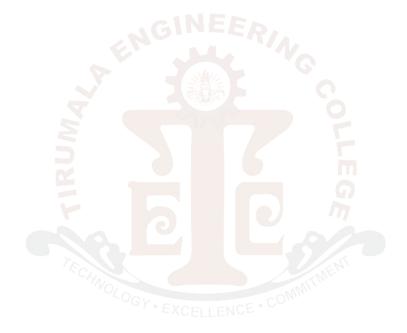
- (a) To promote usage of TEC buses rather than individual vehicles by students.
- (b) To ensure timely issues of bus passes.
- (c) To monitor that unauthorized students for that timing slot do not cause inconvenience to the genuine passengers.
- (d) To monitor that bus staff are aware and follow all safety precautions while driving and dealing with students at alighting points.
- (e) To ensure that first aid support is available in all buses
- (f) To monitor that buses are maintained as per schedules.
- (g) To redress any suggestions given by students and staff.

Ability is what you're capable of doing. Motivation determines what you do. Attitude determines how well you do it.

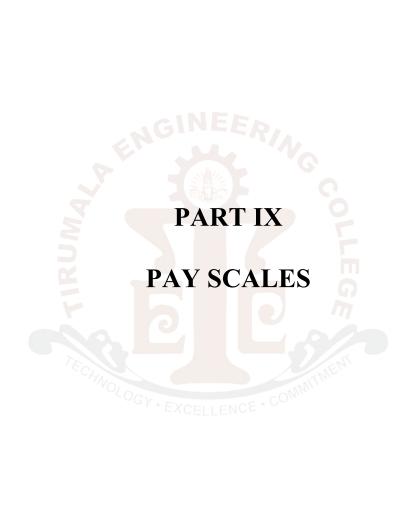
2. Composition

Transport Committee shall be comprised of:

- a. Principal as Chairman
- b. Sr. Faculty as convener
- c. Bus In charges (Route Wise)
- d. Two faculty members; one male and one female, who use transport
- e. Six student members representing the male and female student bus users.
- f. Maintenance In charge.



Happiness i when what you think, what you say, and what you do are in harmony.



Only the timid and the weak leave things to destiny but the strong the self-confident never bank on destiny or luck.

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CHAPTER XXIV: PAY SCALES

Salary & Disbursement

Based on the experience / qualification, salary is fixed as per AICTE norms. Dearness Allowance (DA), House Rent Allowance (HRA) are paid to the staff members who are confirmed in the service. Annual increments are sanctioned to the staff members provided their performance and conduct are satisfactory.

Scales of Pay

Scales of pay, allowances and other financial benefits for various categories of staff shall be decided by the Governing Body, keeping in view the scales suggested by AICTE / University / Government.

Pay, Allowances & Increments:

- ➤ AICTE Scales of Pay, as applicable from time to time, shall be adopted to posts classified as teaching staff, but, subject to approval of Executive Body.
- ➤ The scales of pay as approved by the Executive body shall be adopted for all posts not falling under the category of teaching staff.
- ➤ Dearness and House Rent Allowances as per A.P. State Government rates shall be adopted but subject to approval of Executive body.
- ➤ Unless stated in the appointment order, an employee on appointment shall be eligible to draw/pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
- All services in a post on time scale of pay shall count for eligibility for increment.
- ➤ Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.
- The Executive Body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for valid reasons and after the employee has been afforded a fair opportunity to defend him. However, such with-holding of an increment will not have cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent leave loss of if more on on pay, it is for than days.

The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand.

The secretary shall be authority to sanction normal increment in case of those staff on regular scales of pay and whose personal files did not contain adverse remarks since the date of sanction of last increment. In all other cases, the Executive Body shall be the competent authority to sanction normal increments.

Advance Increments:

- ➤ The Executive Body shall be the competent authority to sanction advance increments, in respect of new appointees taking into consideration the pay structure in previous employment and additional qualification or experience. Advance increments to the existing employees may be sanctioned as an incentive in deserving cases.
- ➤ Teaching staff possessing Ph.D., and M.Phil, degrees are eligible for two and one increment respectively at the time of joining the college, provided these qualifications do not form part of essential qualifications. The in-service teachers also are eligible for the above increments from the date of production of the relevant original certificate. They are eligible for this incentive only once during their service.

Financial Powers

Principal: Principal is delegated with financial powers up to a maximum of Rs.50,000/-. In this regard, he takes the following actions.

- (f) Authorises purchase of consumables for laboratories over and above the powers of the Head of the Departments.
- (g) Permits reimbursement of traveling and other expenses for official purposes within the permitted limit to be decided by the Principal.
- (h) Sponsors faculty / staff for any academic and co- curricular activities as per norms.
- (i) Authorises any other expenses he may deem essential.

The Principal may, in case of any contingency, obtain oral permission from the management, if the expenditure to be incurred exceeds his powers and get ratified by the management along with required receipts.

Financial power of the HOD: Rs.10,000/- for a single procurement.

Financial power of the In-Charge Rs.2000/-for a single procurement.

Opportunity is missed by most people because it is dressed in overalls and looks like work.

Traveling, Conveyance and Telephone Expenses

- (d) Principal on production of the relevant bills should reimburse the expenses for vehicle / Phone. HODs and other executive provided with the transport facility may be reimbursed the charges actually incurred subject to production of necessary bills if the vehicle is not available for any reason.
- (e) The faculty / staff sponsored for any outstation programmes and trainings etc. authorized by the Principal can be reimbursed the expenses incurred, the amount actually spent or II sleeper fare whichever is less. Daily allowance as approved by Principal will be paid.
- (f) The staff on official work can be paid the local conveyance expenses at the rate approved by Principal. Auto fare shall be reimbursed only if the place of visit is not connected either by Train or Bus.

Budget

All the departments including the Library, Transport should critically analyse their requirements taking into account the syllabus, technology, upgradation, quality / quantity, etc. and prepare the budget estimates for next academic year before the beginning of financial year.

Each laboratory or a subsection of a department should prepare the estimate in the given format. Each department should consolidate the same and review in the Departmental Development and Monitoring Committee before submitting for the Institute Development and Monitoring Committee .The same is required to be ratified by GB for implementation.

Purchase

The Purchase Committee, headed by Principal, meets periodically and decides on the purchase to be made and call for quotations from the vendors who have the capacity and capability, financial soundness and reputed standing. The quotations will be called by the purchase officer as directed by the purchase committee. The performance of the vendors may be ascertained from the market reports; discrete enquires which will form the basis for final selection of the vendor.

When you talk, you are only repeating what you already know; but when you listen, you may learn something new.

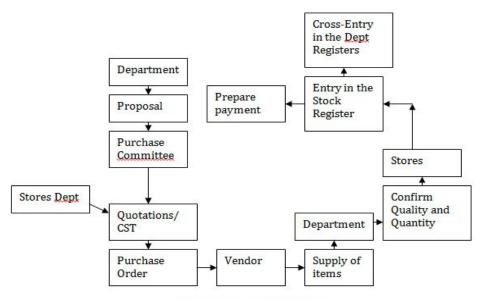


Fig 6.1 Purchase Procedure

Pay and Allowances

Pay bill has to be prepared on 1st of every month taking into consideration of the leaves applied in the previous month.

Student Fees

Fee should be collected at the beginning of the year (odd semester) through bank giving 15 days' time. Fine is levied on defaulters.

Computerization

Every office transaction is to be computerized. EXCELLENCE . COMM

Audit

Records of TEC are to be submitted in time to GRES so that the college accounts are audited by a chartered accountant. The audited reports to be placed before the Governing Body for its approval.

1. Scholarships

Scholarship clerk concerned on the direction of the Principal collects the applications from the concerned departments and distributes them to needy students. He will collect the filled in applications and submit them to the concerned departments. Some departments send their officers to interview the applicants to know their genuineness. Clerk in charge of scholarships inform the students and arrange interview on the designated date. The scholarship clerk will be in constant touch with the department people and receive the cheque for scholarship.

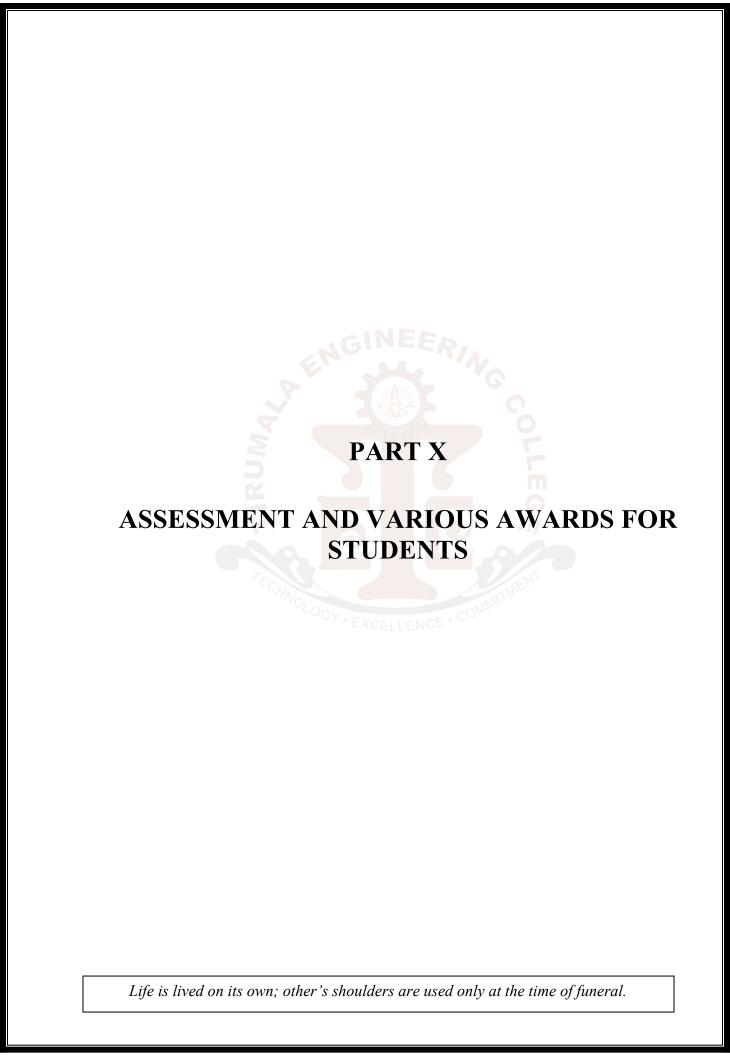
Everyone thinks of changing the world but no one thinks of changing himself.

Mode of Collection and Disbursement

The cheques will be collected from the departments and the individual crossed cheques will be prepared after deducting the tuition fee and distributed to the students. In the case of BC students, the amounts will be directly paid to them by crossed cheques as they all pay tuition fee in the beginning of the year.



Let us not pray to be sheltered from dangers but to be fearless when facing them.



1. Internal Assessment

Distribution and Weightage of Marks

- ➤ The performance of a student in each semester / I year is evaluated subject wise with a maximum of 100 for theory and 75 marks for practical subject. In addition, Industry oriented mini-project, seminar and project work is evaluated for 50, 50 and 200 marks respectively.
- > For theory subjects the distribution is 20 marks for Internal Evaluation and 80 marks for the end-examination.
- For theory subjects, during the semester there shall be 4 tests, which include, 2 objective type tests each for duration of 20 minutes and 2 subjective type tests each for duration of 90 minutes. One objective type test and one subjective type test are to be conducted in 1-6 units of each semester. The best 3 tests will be considered for awarding 20 sessional marks.
- For the 1st year class which shall be on yearly basics, there shall be 6 tests which include 3 objective type tests and 3 subjective type tests with the same duration and weight age for each test as mentioned above. However, the performance in the best 4 tests will be considered for awarding 20 sessional marks. The distribution of syllabus for the conduction of objective and subjective type tests in the first year shall be as follows:
 - 1-3 Units one Objective type and one subjective type test
 - 4-6 Units one Objective type and one subjective type test
- Each objective test question paper contains 20 objective type questions for 20 marks. Each subjective type test question paper contains 5 questions out of which any 3 questions need to be answered. The subjective type question paper should also be for 20 marks. Though the test pattern is different, all the tests (objective and subjective type tests) have equal weightage.
- For practical subjects there is a continuous evaluation during the semester for 25 sessional marks and 50 end examination marks. Of the 25 marks for internal, 15 marks are awarded for day-to-day work and 10 marks to be awarded by conducting an internal laboratory test. The end examination is conducted by the teacher concerned and another member of the staff of the same department.

Success is simple. Do what's right, the right way, at the right time.

- The internal assessment marks in the case of project work are based on the evaluation of the project work at the end of the VII semester by a committee.
- The Internal assessment marks awarded to the students in theory as well as practicals are displayed on the notice boards about one week prior to the commencement of the theory/practical examination. Students are required to bring to the notice of the Head of the Department the discrepancies, if any.

Tests and Examinations

- ➤ Prepares the question papers for each test in the pattern of University question papers. We have a practice of setting the mid examination by the HOD himself in 3 different sets and co-ordinate with examination cell directly.
- ➤ Reports for invigilation duty at least 20 minutes before the start of examinations / tests.
- Conducts the examinations / tests in a disciplined manner as per the guidelines given by the college / University.
- ➤ Brings to the notice of Chief Superintendent / Principal in case of malpractice in their rooms during invigilation.

Note: The rules & regulations given in this book are only guidelines.

The management reserves the right to modify them at any time.

FEEDBACK SYSTEM

- (a) Organisation should be responsive to the needs of the stakeholders by continuously monitoring the pulse of the Institution. This will ensure proper implementation of programmes, help to take mid course corrections, provide a mechanism to monitor and reward the good performers at the same time make the lagging behind to improve. To ensure an effective feedback and corrective mechanisms
- (b) Feedback forms are carefully designed for the following stake holders with responsibility indicated in brackets.
 - (i) Students (Head of Individual Dept)
 - (ii) Parents (HOD of Individual Dept)
 - (iii) Employers (Training & Placements Section)
 - (iv) Alumni (Alumni Association)

2. Periodicity

The Periodicity is chosen to form a valuable and appropriate input

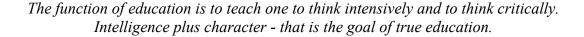
a. Student: Twice in an academic session once after a month of subject coverage and second after the subject completion.

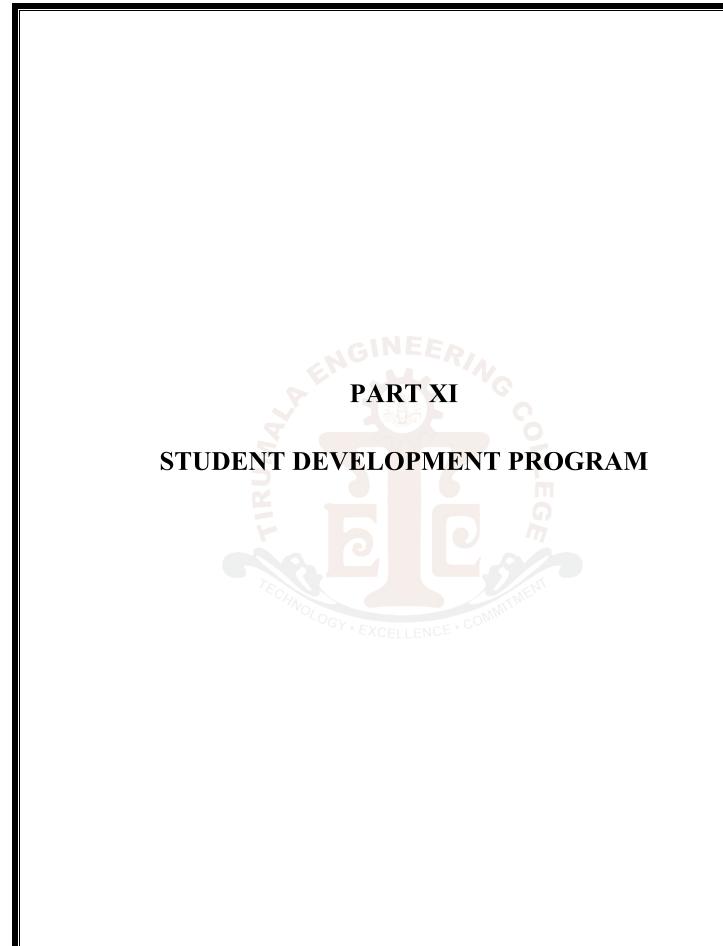
Don't waste your time with explanations; people only hear what they want to hear.

- b. Parent: Once on Institute Parent interaction Day and whenever a parent visits the institution.
- c. Employer: Once a year at least.
- d. Alumni: Once on Alumni Day and whenever they come to campus.

3. Corrective Mechanism

- a. The feedbacks have to he analysed by respective departmental Heads and provide the summary for discussion for Departmental and Institutional Developmental Monitoring meetings.
- b. The student feedback is confidential. Therefore each HOD should exercise while preparing the summary sheet strictly for the benefit of the individual concerned, take his signature on the summary sheet and the same needs to be transferred to the appraisal system.
- c. Employers feedback need to be reviewed by the head of Training and Placements.





Liberty without Learning is always in peril and Learning without Liberty is always in vain

CHAPTER XXIV: STUDENT DEVELOPMENT PROGRAM

Student counseling Scheme

Students are given individual attention through "Student Counseling Scheme" and are encouraged to improve their academic performance and to participate in extracurricular activities. Through this scheme, parents are periodically informed of their children's progress in the Institute.

Incentives and Rewards

The following incentive and rewards are awarded to the students:

- >Students securing 1st 2nd and 3rd Ranks in a year are awarded with Medals / Cash.
- ➤ Best Student Award.
- > Free personality development, entrepreneurship, ethics, communication skills, computing skills and placement specific programs as per industrial requirements.
- There is special fund amounting Rs. 10 Lakhs exclusively for awarding the poor and merit students.

Co-curricular Calendar

- ➤ Co curricular activities i.e., Quiz, Group Discussion, Seminars, Paper Presentation, Communication Skills, Extempore etc., are incorporated in the regular time tables for all the classes.
- This calendar enables the activities to be conducted more systematically & regularly thus improving soft skills of the students.

Industrial Tours

- For all II/IV B. Tech students will be arranged one day industrial tour
- ➤ III/IV B.Tech students are allowed to go for 2 days industrial tour
- ➤ IV/IV B.Tech students are allowed to go on long industrial tour.

Attendance

The following are the student's attendance requirement as prescribed by JNTUK, Kakinada.

- A student shall be eligible to appear for University examinations if he/she acquires a minimum of 75% of attendance in aggregate of all the subjects.
- ➤ Condonation of shortage of attendance in aggregate upto 10% (65% and above

Everything should be made as simple as possible, but not simpler.

- and below 75%) on each semester per 1 year, may be granted by the college Academic Committee.
- A student will not be promoted to the next semester unless he satisfies the attendance requirement of the present semester / I year when offered next.
- ➤ Shortage of attendance below 65% in aggregate shall in NO case be condoned.
- > Students whose shortage of attendance is not condoned in any semester/ I year are not eligible to take their end examination of that class and their registration shall stand cancelled.
- ➤ A stipulated fee shall be payable towards condonation of shortage of attendance.
- > The teachers shall periodically warn/caution the students who do not attend classes regularly.

Academic Requirements

- A student shall register and put up minimum attendance in all 224 credits and earn 216 credits. Marks obtained in the best 216 credits shall be considered for the calculation of percentage of marks.
- Students who fail to earn 216 credits as indicated in the course structure including compulsory subjects within eight academic years from the year of admission shall forfeit seat in B.Tech. Course and their admission shall stand cancelled.

Award of Class

➤ After a student has satisfied the requirement prescribed for the completion of the programme and is eligible for the award of B.Tech. degree, he shall be placed in one of the following four classes:

Class Awarded	% of marks to be secure	
First class with	70% and above	
Distinction		
First class	Below 70% but not less than 60%	From the aggregate marks secured for the best 216
Second class	Below 60% but not less than 50%	credits
Pass class	Below 50% but not less	
	than 40%	

When you talk, you are only repeating what you already know; but when you listen, you may learn something new.



Right education should help the student, not only to develop his capacities, but to understand his own highest interest

E-Plus Club

The EPLUS Club is exclusively a student run club under the combined supervision of the Hindu officials and our English faculty. Its purpose is to impact communication skills in the students not through continuous learning in formal way but in an informal and enjoyable manner. This E-Plus activity is a sort of get together to communicate with each other. The students, who are interested in this e-plus club activity, have to register their names in The Hindu.

Health Club

- > To Impart Education and training in Yoga, Meditation and Vedic Science to uplifting the Human consciousness and achieve absolute peace and bliss.
- ➤ To conduct research for promoting a new life style program which can save the humanity from fast spreading modern life style diseases using the simple and practical techniques of Meditation, Yoga, Nature cure system of Vedic heritage.
- To restore balance in physiology.
- ➤ To Eliminate toxins and impurities and Acceleration the body's natural healing mechanism.
- To create health awareness.
- To educate the members towards precautions to be taken for seasonal diseases.
- Educating the people with regard to balanced diet and maintain physical health.
- To promote social health.
- > To create awareness about natural medicines.

Language Club

- > To respond and provide solutions for the diverse problems of students related to hesitation, stage fear, lack of confidence, lack of knowledge and motivation to speak in English.
- ➤ The aim of the club is to inculcate among students a fondness for language and enhance their literary skills.
- > To encourage students to become orators to display their intellectual and independent thinking skills and imbibe a sense of confidence.

Be the beacon of light in someone's darkness.

- ➤ To promote communication skills of students and help in team work, ability to speak before audience thereby increasing the emotional quotient of the students.
- ➤ To promote the ability to organize and analyze the available resources and adopt technological advancements to present ideas artistically.
- ➤ To create facilities for its members to improve their communication skills in English.
- Nurturing a sense of leadership, team spirit, cooperation and voluntary services among the members which will help them better perform in their career in future.
- ➤ To cultivate a sense of social and ethical responsibilities and building a better image of the university through positive activities.
- ➤ To develop workshops for the creation and design of didactic and pedagogical materials.

Social Awareness Club

- > To reach out to the rural areas and make them aware of their social life.
- To develop Personality & Leadership quality in the volunteers.
- To inculcate in the students the ability to think about the nation.
- To ignite responsibility towards the society in the students.
- To create general awareness among students relating to society.
- ➤ To give the students the right exposure about the leadership qualities.
- To promote all-round development of the students.
- To strengthen the debating habit among the students.

Cultural Club

To give students the opportunity to develop and enhance their talents in singing.

Education is not a preparation for life; education is life itself

- > To awaken the sense of creativeness that will provide an avenue of self-expression.
- ➤ To further develop their communication, language and reading skills through songs.
- > To promote the cognitive, emotional, social and physical development of children.
- To enhance the student's sense of responsibility, self-confidence and mutual cooperation.
- To develop the hidden talents of the student members.
- > To motivate students to value environment.
- > To organise various eco-friendly activities.
- To develop the recreational activities among the students to suppress the stress and negative things so as to enhance the learning capability.

Technical Club

- To provide a platform to members for interaction.
- To inculcate the spirit of a true scientist.
- To develop practical attitude & experimental skills.
- To promote job awareness.
- To provide opportunities for enhancing personality.
- ➤ To promote the culture of sincere efforts, hard work & dedication towards subjects, like Electronics, Equipment's & maintenance & Computer maintenance by instituting, certificate, awards, and medals.
- ➤ To Organize/participate conferences, workshops and technical exhibition contests in the area of communication systems engineering.
- ➤ To explore the potential of strategies that integrates research and live research activity for real world learning.
- > To encourage a culture of creativity, innovation taking in learning through research
- ➤ To support opportunities for interdisciplinary research activity particularly at higher levels.

Happiness is your nature, It is not wrong to desire it. What is wrong is seeking it outside when it is inside.

- > For technical Writing and reports preparation.
- > To develop and promote national and international linkages by way of partnership in teaching and research.
- ➤ To provide a stimulating intellectual environment by holding seminars, peer lectures and national and international conferences/workshops round the year.



Education is not preparation for life; education is life itself.