

This administrative manual is approved in the governing body meeting held on 17 or 22 at 10:45 At in the college premises.



SIGNATURE OF THE PRINCIPA Dr. Y.V. NARAYANA Principal B.Tech., M.E., Ph.D. Tirumala Engineering College JONNALAGADDA-522 601 Narsaraopet, Guntur Dist., A.P.

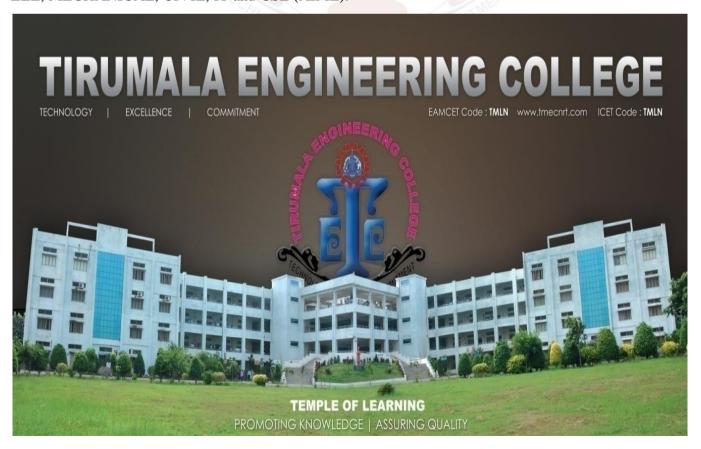
ABOUT THE INSTITUTION

Tirumala Engineering College a vibrant venture of Venkataramana Charitable Trust set up in 2008 by Tirumala Milk Products Pvt. Ltd., an entrepreneurial marvel. The Tirumala Milk Products Pvt.Ltd.is stewarded by five humble sons 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 oftheir 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 it self into an engineering institute par-excellence.

The Management is very glad to share that their dream, which was framed at the inception, of converting the normal rural youth into an employee, has fulfilled as each student is focusing towards progressive career and getting impressive placements in renowned MNC'S with the highest packages.

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



FOUNDERS



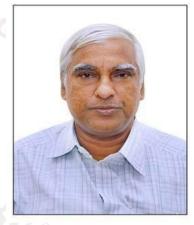
Sri.B. Brahmanaidu Chairman, TEC



Sri.B. Nageswara Rao Vice-chairman, TEC



Sri. R. Satyanarayana
Secretary & 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!

COLLEGE ADVISORY BOARD

MANAGEMENT MEMBERS

NAME	DESIGNATION
Sri. B. Brahma Naidu	Chairman, TEC., Narasaraopet.
Sri. B. Nageswara Rao	Vice Chairman, TEC., Narasaraopet.
Sri. R. Satyanarayana	Secretary & Correspondent, TEC., Narasaraopet.
Sri. D. Brahmanandam	Treasurer, TEC., Narasaraopet.

ACADEMICIANS

NAME	DESIGNATION
Prof. Dr. G.V.R. Prasada Raju	Vice-Chancellor, JNTUK.
	Vice-Chancellor, Centurion University, Andhra
Prof. Dr. G.S.N. Raju	Pradesh Former Vice-Chancellor, A.U.
	Visakhapatnam.
Prof. K. S. Reddy	NIT, Warangal.
Prof. G. Yesuratnam	HOD-EEE, Osmania University.

RESEARCHERS

NAME	DESIGNATION
Dr. Koushik Guha	Department of ECE, NIT, Silchar.
Prof. K. Babu Rao	Department of CSE, NIT, Warangal.
Prof. N. S. Murthy	Former Dean, Department of ECE, NIT,
1101. IV. S. Widitily	Warangal
Dr. B. T. Krishna	Department of ECE, JNTUK, Kakinada.

TECHNOCRATS

12011110012110		
NAME	DESIGNATION	
Mr. Pathuri Sridhar	Vice Precedent, NTT DATA, Hyderabad.	
Mr. Dasari Rama Krishna	Managing Director, Efftronics Systems Pvt. Ltd, Vijayawada, AP 520010.	
Ma C Canada Chandra	General Manager, Vaken Technologies Pvt.Ltd.	
Mr. S. Sarath Chandra	Chennai, Tamil Nadu.	
Dr. P. Cavethri	Deputy Manager - Talent Management at KONE	
Dr. R. Gayathri	Elevator India. Chennai, Tamil Nadu.	

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

Governing Body

1	Sri. R. Satyanarayana Secretary & Correspondent, TEC., Narasaraopet	Chair Person
2	Sri.B.Brahma Naidu Chairman, TEC., Narasaraopet	Member
3	Sri. B. Nageswara Rao Vice Chairman, TEC., Narasaraopet	Member
4	Sri. D. BrahmanandamTreasurer, TEC., Narasaraopet	Member
5	Mr. D. Prasad, Managing Director, Jyotirmaye Industries	Member
6	Mr. B. Srinivasa Rao, Managing Director, Vallabha Industries	Member
7	K. Venu Gopala Rao Section Officer, Social Welfare Department A.P. Secretariate, Velagapudi, Amaravathi, A.P.	Member
8	Dr. V. Jaya Prasad University Nominee, Dept of Mech, JNTUK	Member
9	Mr.K.Naveen Raja Associate Consultant, TCS Hyderabad	Member
10	Dr.E.Srinivasareddy, Prof. & DEAN, ANU	Member
11	Dr. Ravi Gujjula Chief General Manager Technical, APSSDC, Department of Skill Development and Training, Government of Andhra Pradesh.	Member
12	Mr. T. Jagadeesh, Assoc.Pof& HOD, ECE	Member
13	Dr. S. Rama Rao, Professor & HOD, MECH	Member
14	Dr. R. Lalu Naik, Professor & HOD, CSE	Member
15	Mr. M. Sambasivarao, Assoc.Pof& HOD, T&P	Member
16	Dr. K. Sathish, Coordinator IQAC	Member
17	Dr M Manoj Kumar, Professor & HOD, EEE	Member
18	Dr.Y.V.Narayana, Principal, TEC.	Member, Secretary

	INDEX	
S.No	Content	Page Number
1	Part I: Governing Policy	1
2	1. Introduction, 2. Governing Body	2
3	3. Vision, 4. Mission, 5. Strategy, 6. Quality Policy 7. Organization Chart	3
4	Institution Organization Chart	4
5	Department Organization Chart	5
6	Part II: Human Resource Policy	6
7	CHAPTER I – RECRUITMENT PROCEDURE	
8	CHAPTER II – SERVICE RECORDS	7
9	2.1 Records of Service	
10	2.2 Service Conditions	8
11	2.3 Resignation and Relief, Termination	_
12	2.3.1 Resignation and Relief	9
13	2.3.2 Termination	10
14	2.3.3 Orientation	
15	2.3.4 Promotions	
16	2.3.5 Retirements	
17	CHAPTER III – LEAVE RULES 11	
18	3.1 Leave rules	
19	3.2 Casual Leave	
20	3.3 Special Casual Leave	
21	3.4 Earned Leave	
22	3.5 Half-Pay Leave	
23	3.6 Maternity Leave	
24	3.7 Extra-Ordinary Leave	
25	3.8 Study Leave	
26	3.9 Delegation of financial powers	
27	CHAPTER IV – CONDUCT & DISCIPLINE	
28	4.1 Discipline Committee 14-15	
29	4.2 Conduct Rules	

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

S.No	Content	Page Number	
30	4.3 Do's	15.16	
31	4.4 Don'ts	15-16	
32	4.5 Disciplinary Action		
33	PART III: DUTIES AND RESPONSIBILITIES	18	
34	CHAPTER V: GENERAL	19-20	
35	CHAPTER VI: Duties and Responsibilities of Principal		
36	CHAPTER VII: Duties and Responsibilities of Head of the	21	
37	Department CHAPTER VIII: Duties and Responsibilities of Training and Placement Officer	22	
38	CHAPTER IX: Duties and responsibilities of Teaching Faculty		
39	CHAPTER X: The Duties and Responsibilities of the Teaching Faculty 23-24		
40	Chapter XI:Duties and Responsibilities of Class Inchrage	25	
41	CHAPTER XII: Laboratory		
42	CHAPTER XIII: Duties and Responsibilities of Subject Teacher for Laboratory	26	
43	CHAPTER XIV: TEST / EXAM		
44	CHAPTER XV: Duties and Responsibilities of Mentor		
45	CHAPTER XVI Duties and Responsibilities of Maintenance Incharge	27-28	
46	CHAPTER XVII: Student - Faculty Report	28	
47	CHAPTER XVIII: Library Maintenance	29-34	
48	PART IV: SYSTEMS	35	
49	CHAPTER XIX: Various Committees		
50	Discipline – cum- Grievance Redressal Committee (DGRC)		
51	NSS Unit	36-37	
52	Research and Development Committee		
53	Anti-Ragging Committee		
54	Women's Development Cell	37	
55	Constitution of the Women's Development Cell	1	
56	Canteen Committee, student welfare committee	38-39	
57	Sports and Game & SC,ST committee		
58	College Academic Committee	40-41	

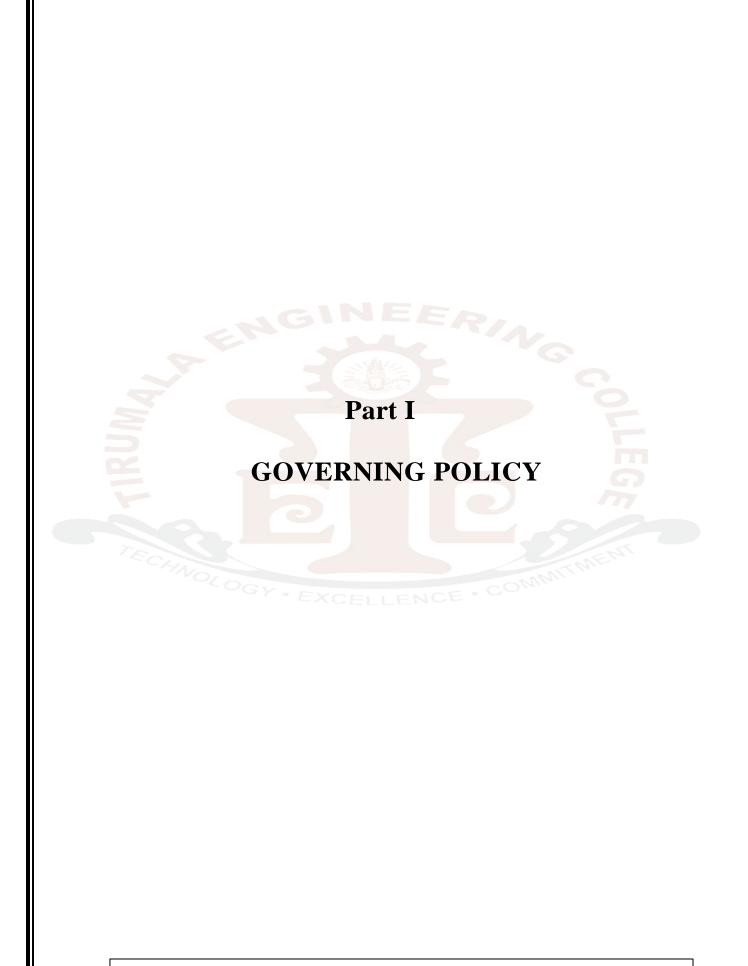
The function of education is to teach one to think intensively and to think critically.

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

.No	Content	Page Number
59	Training & placement, Discipline, Anti-ragging, Exam committee	42-43
60	CHAPTER XX: Entrepreneurship Development Cell, Alumni, Department Academic committee	44-45
61	Transport committee, Library committee	46
62	Social Media committee	47
63	IQAC	48
64	TEC Helping Hands	49
65	Finance committee, Consultancy Rules and Regulations	50-51
66	Quality Improvement Program (QIP)	52
67	TIME TABLES AND SCHEDULES COMMITTEE	53
68	CHAPTER XX: ENTREPRENEURSHIP DEVELOPMENT CELL	F.4
69	Composition of EDC, FEEDBACK SYSTEM, Corrective Mechanism	54
70	Best Practice in the Institution	55-57
71	PART V: FINANCIAL POLICY	58
72	 1.Financial Powers, 2. Traveling, Conveyance and Telephone Expenses, 3.Sports and Games, 4.Staff Loan / Salary Advance, 5. Budget, 6.Purchase, 7.Stores 8. Pay and Allowances, 9. Student Fees, 	59-62 62
	10. Audit, 11. Scholarships	02
74	PART VI: FACILITIES AND AMENITIES	63
75	CHAPTER XXI: Facilities And Amenities	
76	Professional Bodies, Forums, Mediclaim Policy, Dispensary,	64-65
77	Welfare Measures, Gymnasium, Organic Farming	
78	PART VII: PERFORMANCE BASED INCENTIVES	66
79	CHAPTER XXII: Performance Based Incentives	68-70
80	PART VIII: TRAVELING ALLOWANCES	71
81	CHAPTER XXIII: Travelling Allowances	72-74
82	PART IX: PAY SCALES	75
83	CHAPTER XXIV: Pay Scales	76
84	Salary & Disbursement, Scales of Pay, Pay, Allowances & Increments	
85	Advance Increments, Financial Powers	77
86	Traveling, Conveyance and Telephone Expenses, Budget, Purchase	78

87	Pay and Allowances, Student Fees, Computerization	
88	Audit, Scholarships	79-80
89	PART X: ASSESSMENT AND VARIOUS AWARDS FOR STUDENTS	80.
90	Internal Assessment, Tests and Examinations, Feedback System	82-93
91	PART XI: STUDENT DEVELOPMENT PROGRAM	
92	CHAPTER XXIV: Student Development Program	94
93	Student counseling Scheme, Incentives and Rewards	95
94	Co-curricular Calendar, Industrial Tours, Attendance	-
95	Academic Requirements, Award of Class	96-99
96	PART XII: VARIOUS CLUBS	100
97	Grevience cell, womens Grevience cell, Anti sexual harassment cell	101
98	Women Empowerment Cell, Equality Opportunity Cell (EOC)	102
99	Objectives of Academic planning and monitoring cell(APMC), Research and Development Cell	103
100	Literary And Speaking Club, Arts & Crafts Club	104
101	Cultural and Dance Club, Dramatic Club	105
102	Music Club	106
103	NSS Unit, Health Club, Language Club	107
104	Social Awareness Club, Cultural Club, OBC CELL	108
105	Minority cell, Internal complaint committee	109
106	Technical Club	110

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



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:**

- Subject to the existing provision in the bylaws of respective college and rules laid down by (a) 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 therecommendations 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/ordiplomas.
- 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 OFGOVERNING BODY

Constitution of Governing Body of Private Management C		
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 thecollege	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 anintegrated industry-institute interaction.

6. Quality Policy

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 theknowledge and skills of its staff periodically and developing strong linkages with industry.

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

7. Organization Chart

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

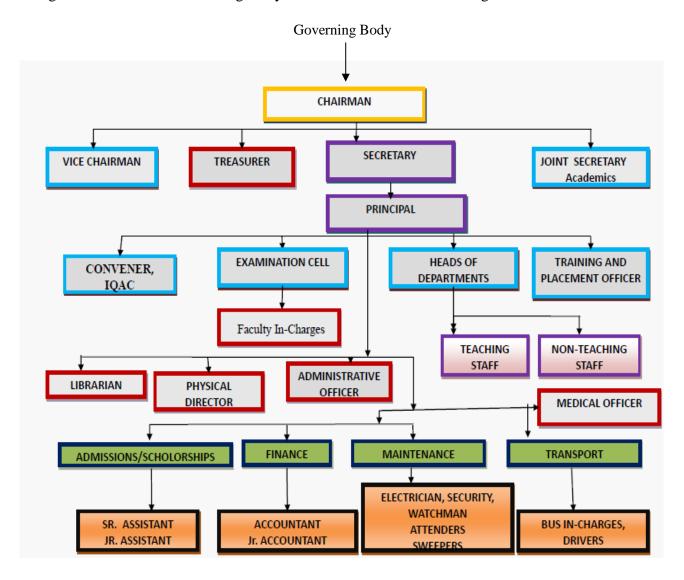
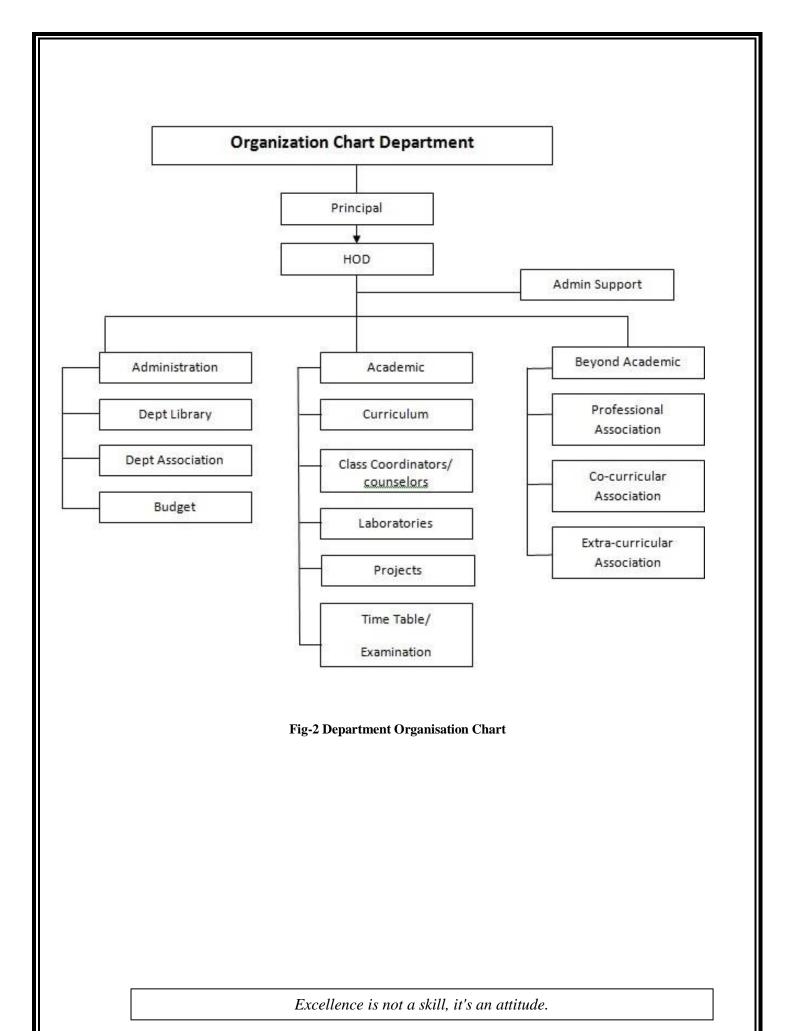
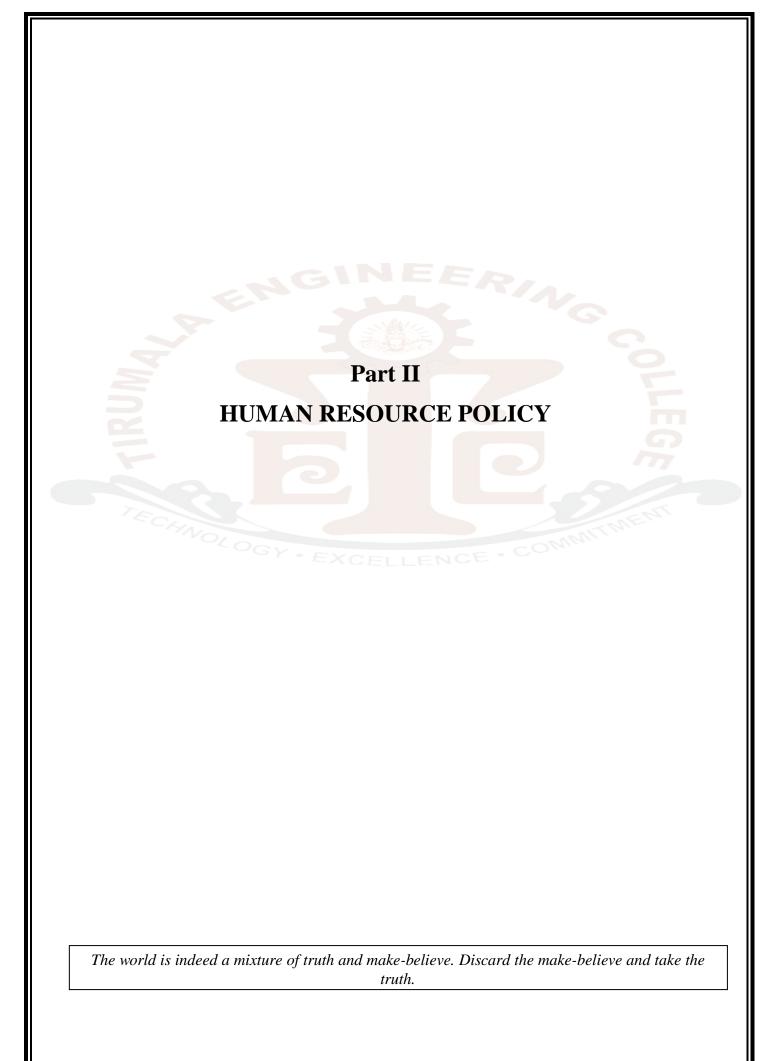


Fig-1 Institution Organisation Chart

Change is the end result of all true learning.

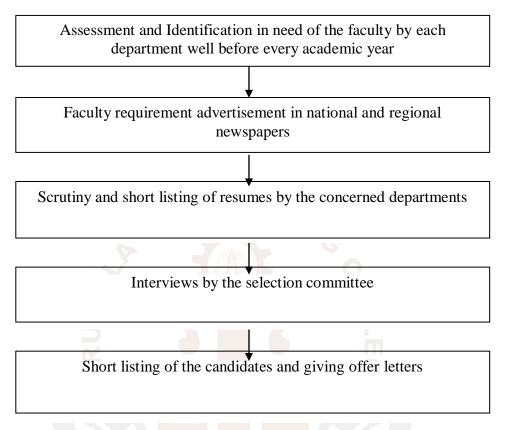




CHAPTER I – RECRUITMENT PROCEDURE

The institution follows the JNTUK and AICTE guidelines in the selection of facultymembers 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. Latecoming 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.

Education is the key to unlock the golden door of freedom.

- 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, IDcard, 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 inlieu 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. Incase, 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 / unlawfulactivity 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 thevarious 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 goingto 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 laiddown 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, theage 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 anymonth 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 expiryof 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 casualleave 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. Teacherscan 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 everycompleted 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.

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 Medical Leave

Teaching and Non-Teaching staff can avail medical leave in case of emergency based on their health condition and necessity.

3.10 Fraternity Leave

To look after their life partner/ spouse at the time of delivery, Male faculty are provided with Fraternity Leave based on the condition and necessity.

3.11 Long Leave

Faculty those have personal family constraints can avail long leave on request. Once the situations come to normal scenario they should report back to the services.

3.12 Research Leave

In view of enhancing their qualification and promoting towards research, faculty will be provided Research leave based on the concern course curriculum.

3.13 Vacation Leave

Teaching and Non –Teaching staff can avail vacation leave in summer based on their experience.

3.14 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 asmembers.

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 procurementFinancial 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 alltimes 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 workingduring which he/she must be present at the place of his/her work. Noemployee shall be absent from duty without prior permission. Even duringleave 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 orthe Principal directly and if he/she happens to be a HOD, shall inform theaddress at which he/she would be available during the period of his/herabsence 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 anypolitical movement or activity.
- ➤ 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.

The Success point of all achievement is desire.

- 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 thedefamatory 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 beyonda 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.

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.

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

- ➤ 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 indulgein 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 orany 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.
- Enter into any monetary transactions with any student or parent.
- Equal 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.

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

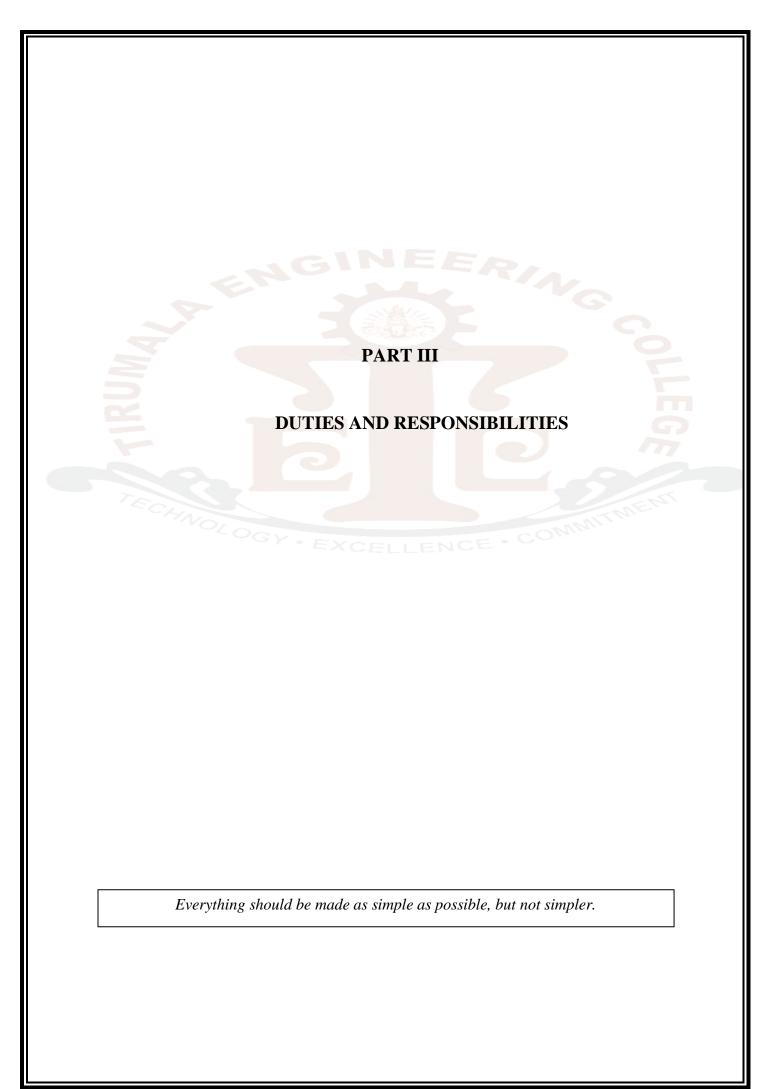
4.5 Disciplinary Action

- ➤ 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
- 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.

The great aim of education is not knowledge but action.



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 wholetime 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 andthe relevant service entries shall be attested by the competent authority.
- The power to add, delete or amend these rules shall rest with the ExecutiveBody 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-teachingstaff for long and short term requirements.
- (c) Work to develop the institute in all areas for an all-round growth of theinstitute.
- (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 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.

CHAPTER VIII: Duties and Responsibilities of Training and Placement Officer

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 orextracurricular 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 areover.
- 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 yearuniversity 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.,
- The faculty members register must be regularly updated and put up for inspection by the HOD/Principal as the case may be.

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

- 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 tothe 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.
- For 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.
- ➤ The faculty member should use power point presentations from digital libraryat 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.

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

In Laboratory

- (a) Allow the students inside the lab only on submission of the required records writtenup to date and with proper observation book.
- (b) The lab observations/records must be corrected then and there or at least by nextclass.
- (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 bycalling 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 assessmentplan.

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 everystudent.
- At periodic intervals, teacher should ensure that the records are maintainedneatly 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.

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.

Efforts and courage are not enough without purpose and direction.

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 safeupkeep.

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.

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

CHAPTER XVIII: LIBRARY MAINTENANCE

1. Introduction

TEC Library was established in 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, 200 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 access, DELNET, IEEE, J-GATE, N-DIGITAL& 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. Library Working Hours:

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

: 9.00 am to 1.00 pm (on all Sundays)

	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	9.0 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

5.Loan of Documents: Period of issue of documents is as follows:

- (a) Books for 15days
- (b) Reference books, Periodicals including back volumes, video cassettes, software, magnetic tapes, etc (overnight only)
- (c)Secretdocuments and Mirage Documents (circulation restricted)

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. Inter Library Loan (ILL): (presently not implemented) Documents not available at TEC can be obtained from other libraries on ILL and vice-versa. The ILL system is under consideration for implementation.

8.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

9.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 slipgiven 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 staffand students if necessary. The issue and return can be done by using barcode sensors also.

No:	TECLIBRARY	
ACC No:	REG.	
	Branch:	
Title:		
Author:		
Issue Date:	Due date:	
Signature with Name:		

Fig I Format for Issue slip

10. Xeroxing

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

11. Text Book Lending Services:

A unique system of lending one book for one subject to students as per the prescribed syllabus of JNTU for each subject for that academic session (year- wise in case of 1st year and semester- wise from 2nd year onwards) can be lent to each and every student. These books have to be returned after completing the year/semester. Like- wise next semester/year books are issued

12. Library Committee

The library Committee is appointed by the Principal for efficient administration of thelibrary. The committee comprises of Principal as Chairman, librarian as convenor and asenior faculty nominated by the Principal and members nominated from allDepartments. 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.

13. Computerization:

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.

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

14. 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

into ten sections. At each stage of divisions, a given number is subdivided decimally. TEC

Library is also currently implementing the DDC21 edition and under the process of classification.

This type of classification, namely Dewey decimal classification, is presently accepted in most of the libraries in the world.

15. Library Records

Library should maintain the following records:

- (a) **Accession Register**: All the documents other than periodicals are enteredalong 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 theentrance 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.

16. 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 avoidany mismatch. The report should be submitted to the Secretary through the Principal.

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

17. 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 fewreference documents.
- (c) Newly arrived books, periodicals etc., are displayed in the library for aperiod of one week.
- (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 suitablyany or all rules herein mentioned.

General Instructions

- (a) Silence is to be strictly observed
- (b) Users are requested to avoid talking or discussing with others that willdisturb other readers.
- (c) Reading halls are meant for individual study only.
- (d) Care must be taken to see that the library walls, furniture and readingmaterials 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. Pagesmust 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.

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

- (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.

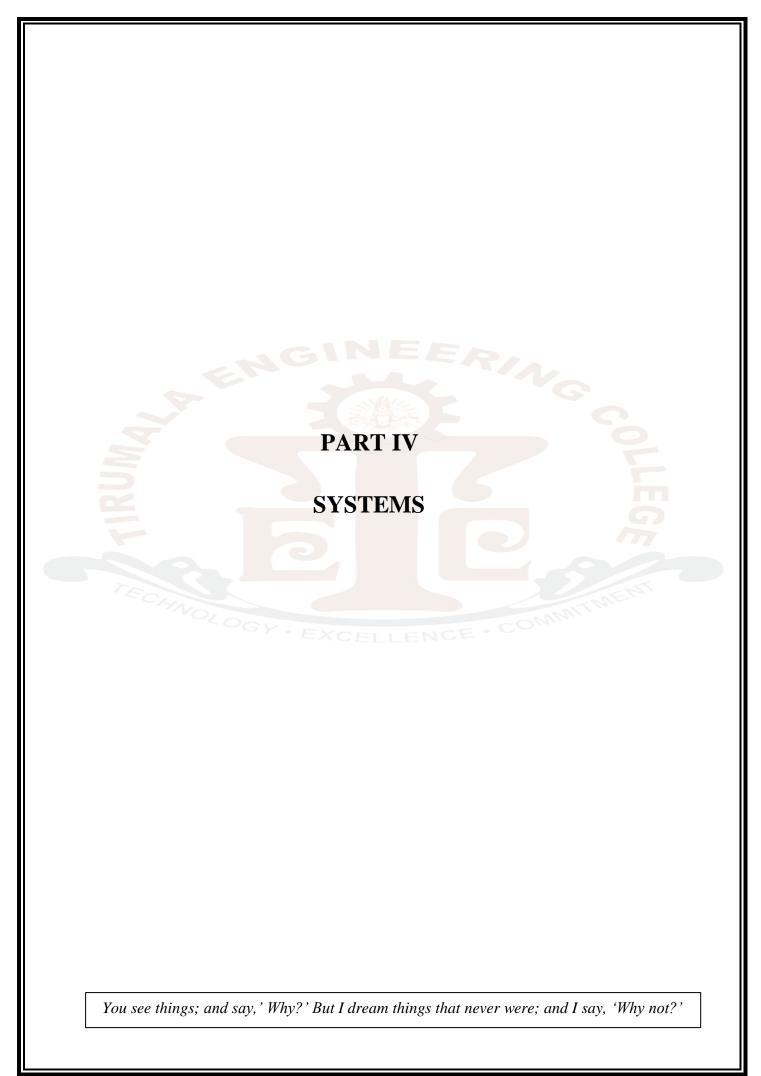
Do's:

- 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 thecheck point.
- Contact the staff on duty/section staff for any queries.
- ➤ Keep the library premises tidy.

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 rememberthe document misplaced is document lost)
- Giving borrowers cards to others.
- Entry without proper dress code. EXCELLENCE COMM
- Taking the outside material to the library.

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



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:

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 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.

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

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 collegecampus.
- 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 discrimination, and initiate action against particular grievances in respect of unfair treatment due to gender bias.

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

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 hygieneand 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
- (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

Student Welfare committee

The student welfare committee aims at achieving numerous objectives for Improving the academic process.

- ➤ The Student Welfare Committee helps the students understand their unique personal abilities and tendencies through interviews and assessment tests.
- ➤ t also helps students with psychological issues achieve reconciliation with the self and the others.

- In Co-operation with the Student Assessment Review Committee and the Faculty Administration, the Student Welfare Committee fosters the gifted and below-average students as well as students with special needs and helps solve their academic. social and psychological problems.
- It supervises student admissions and transfer in the faculty.
- ➤ It helps overcome educational difficulties in languages and suggest appropriate solutions.
- ➤ It helps develop the students "interactive skills" such as translation, communication and teaching skills.
- Maintaining a strong relationship among the students and his/her colleagues on the one hand, and among the students and the faculty, staff, and administrative members on the others.
- ➤ Boost the students' individuality, and self- dependence through giving them the freedom to choose, maintain and organize their activities of interest.
- First and foremost, to develop the student-teacher relationship bond.
- ➤ Listening to their problems and understanding what is required for their development in any manner.
- ➤ Assisting the students in their learning process
- > This includes not just academics but also the practical learning experience.
- > Addressing and solving their varies issues.
- Addressing the feedbacks of students regarding different areas of curriculum and resolving the issues with no or little others from the students.
- Flourishing relationship with parents and organizing meeting for them.
- ➤ Addressing the issues from guardians and resolving then to whatever the needs are.
- > Organizing special coaching for slow learners.
- ➤ Not every child understands in the same manner, the committee therefore ensures that those who could not understand the topics shall be taught in a friendlier manner, separately.
- ➤ Conducting periodic meetings to talk over student welfare. By organizing activities and facilitating student interests.
- > Organizes co-curricular activities for personality development.
- ➤ Managing the needs for extracurricular activities
- ➤ It looks after activities like music, sports, etc. for students.

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

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.

- > To develop skills and fitness specific to a particular sport.
- ➤ To Work effectively within a group toward common goals.
- ➤ To Develop the capacity to make reasoned decisions about sport issues. To gain knowledge and appreciation for various leisure time activities, particularly those in the area of sports.
- To develop worthwhile and enjoyable skills for meaningful leisure time activities.
- > To provide reasonable leadership.
- > To participate in activities which are helpful in one's physical growth and development.
- > To make aware of the importance or benefits of physical activities in day to day life.
- To encourage the regular physical activities for a positive health lifestyle.
- ➤ To develop moral values through sports and games.
- To motivate the students the mass participation in sports/games
- To enable the students, change then attitudes towards Ilk (positive thinking, healthy criticism etc.).
- > To promote, encourage and support such activities among the members as are conductive to the growth
 - of social, cultural and intellectual environment.
- ➤ To make available to students' opportunities for the instruction and participation in a wide range of recreational and competitive programs which can develop sound lifelong leisure values and skills.

ST/SC Committee

- > To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
- > To ensure provisions of an environment where all such students feel safe and secure.
- ➤ To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
- To provide the mechanism to redress the grievance of SC/ST students, if any
- > To ensure protection and reservation as provided in the constitution of India.
- > To arrange for special opportunities to enhance the carrier growth
- To aware the SC/ST students regarding various scholarships program of State Govt. and UGC.
- > To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

COLLEGE ACADEMIC COMMITTEE

OBJECTIVES

- ✓ To consider & follow the recommendations of the apex body AICTE and the affiliating university JNTUK, regarding the courses of study, syllabi of programmes, examinations and project modifications if any.
- ✓ To keep liaison with the apex body AICTE and affiliating university JNTUK, regarding its recognition and qualifying examinations for admissions.
- ✓ To prepare the academic calendar and ensure the adherence to the dates mentioned in the academic calendar for conducting various activities by each department.
- ✓ To monitor and compile the data relating to student attendance and submit the report for detention on account of shortage of attendance.
- ✓ To compile the report on examination practices in the college, oversee the internal examinations/malpractices in examinations /evaluation/recording etc.,
- ✓ To prepare the report on academic performance of students for placing before the Governing Body and encourage the students with Academic awards and scholarships.
- ✓ To plan and arrange for expert lectures, exhibitions, seminars and all other academic matters
- ✓ The progress of the syllabus coverage of each class.
- ✓ To frame regulations to conduct examinations and initiate measures for improving the quality of teaching and learning student's evaluation.
- ✓ To encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
- ✓ To promote innovations in teaching learning
- ✓ To Facilitate supervision of the functioning of computing and IT infrastructure, central library and other learning resources of the college.
- ✓ To Facilitate promotion of research culture in the college through collaboration and corroboration among faculty.
- ✓ To Encourage collaboration with other academic institutes and industry.
- ✓ To create a conducive environment for development of entrepreneurship.
- ✓ To Ensure discipline among students.
- ✓ To Facilitate and supervising the co-curricular activities of the students.

TRAINING AND PLACEMENT COMMITTIES

- Enriching the skills of the students to meet the industries' recruitment process.
- Locating employment opportunities available across the industry for the students.
- Establishing a relationship with the corporate leaders and present brief profile of the college and invite them to conduct campus recruitment for final year engineering graduates.
- Assisting students in developing technical knowledge, quantitative and verbal aptitude, and also arranging industry interaction programs either through outsourcing or by in-house faculty.
- Looking for the industries those support the college in terms of providing technical support, lab establishments, and internships for PG & UG students; and enter MoU with them.
- Motivating students aspire for higher studies and guide them to take up competitive exams such as GATE, CAT, GRE and so on.
- Conducting seminars on various opportunities available for higher education or research field in India and abroad.
- Gathering constant feedback from the companies about alumni working with them and analysing it for bettering the present training methods or curriculum.
- Moulding the personality of the students holistically by imparting training on personality development.

DISCIPLINE AND ANTI-RAGGING COMMITTEE

OBJECTIVES

- ❖ To maintain the overall discipline on the college campus.
- To make the identity card compulsory for every student while on the campus.
- ❖ To aware the students about the rules of discipline committee of the college and the punitive action to be taken for indiscipline.
- To look after any misconduct happen in the college campus and report to the Principal.
- ❖ To make the rules and regulations as per the disciplinary requirement.
- ❖ To make the student aware about the discipline.
- ❖ To make the student follow the disciplinary rules.
- ❖ To take disciplinary action against any of the misconduct.
- To coordinate with legal cell of People's Group in case of any major indisciplinary activity
- ❖ To maintain the activities of college joint venture in regards to disciplinary act.
- To uplift the student's potential and to develop them as a balanced citizen in the society.

- ❖ The institute is driven with a passion and mission for imparting peaceful, safe and friendly environment.
- ❖ To scrutinize and prevent any indisciplinary activities (lack of attendance, unpunctuality, misbehaving with staff, patients or colleague, damage to hospital and college property) and riots.
- ❖ To provide a medium through which the committee can monitor and control the discipline of its students
- ❖ To build self-esteem & dignity among junior boys and girls students.
- ❖ Class wise Mentoring Cells, Anti ragging Sub committees (involving faculty, non teaching staff and students) and Anti Ragging Squads shall be formed in due course to distribute the responsibilities.
- ❖ To offer services such as counseling, legal aid in case of atrocities against women.
- ❖ To creates awareness regarding women rights. To address complaints about ragging as per the Govt. and University procedures.
- ❖ To avoid and prohibit sexual harassment at workplace
- ❖ To ensure overall disciplined environment in the College.
- ❖ To initiate timely action against erring students.
- ❖ To sensitize students about the evils of ragging and its prevention in the College. Campus by organizing talks/ programs etc.

EXAMINATION COMMITTEE

OBJECTIVES

- To evaluate the students performance by the conduction of examinations.
- Bringing more transparence in the examination and evaluation system.
- To bring reputation to the organization.
- To produce knowledgeable engineers to the society.
- To bring eminent personalities to the college for evaluating the knowledge of the students.
- To generate revenue to the institution.
- To disseminate the information related to stakeholders.
- Helping the society for evaluating the stakeholders by conducting various competitive examinations.

Exam cell /Activities

- 1) Conduction of internal, external theory examinations and practical examinations.
- 2) Conduction of spot valuation work.
- 3) Preparation of promoted list.
- 4) Distribution of marks memos.
- 5) Maintaining the stock required for the conduction of examinations.
- 6) Conduction of various competitive examinations.
- 7) Preparing the remuneration bills to distribute the honorarium to the duty staff.

- 8) Collecting the feedback from the stake holders.
- 9) Developing the Result Analysis reports for analyzing performance of students.
- 10) Collecting the fees related to the examinations.

ENTREPRENEURSHIP DEVELOPMENT CELL

OBJECTIVES

- 1.) Organizing Entrepreneurship Awareness Camps, Entrepreneurship Development Programmers.
- 2.) Organizing Guests Lecture, TV & Radio Talks, and Seminars etc.
- 3.) Arranging visits to industries for prospective entrepreneurs.
- 4.) Conducting survey for Industries.
- 5.) Guiding and assisting students on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support systems and information on various technologies.
- 6.) Extending necessary guidance to the trainees in obtaining approval and execution of their projects.
- 7.) Conducting skill development training programmers leading to self/wage employment.
- 8.) Providing testing, calibration, quality assurance, design, tool room, pilot plant and other facilities for Entrepreneurs besides expertise in Intellectual Property rights, Patents search, etc.
- 9.) Providing Student Work Force to Industries and Institutions.
- 10.) Providing students the professional and Industry exposure.

ALUMNI COMMITTEE

OBJECTIVES

- To promote a lifelong relation and to act as a forum for the exchange of information among its members.
- To organize and establish scholarship funds to help the needy and deserving students.
- To exchange professional knowledge, organize technical conferences, seminars workshops & training courses.
- To provide career development and guidance.
- To maintain and update the data base of all the alumni of the college and to interact with them
- To utilize the rich experiences of old students of the college for the benefit and progress of the present students
- To provide guidance to the present students in their endeavour for better employment and higher studies.
- To promote the campus placements through the old students working in reputed industries in India and abroad
- To get the valuable advices of the Alumni in the overall development of the college
- To arrange seminars, debates, workshops and also to arrange cultural and social welfare programs
- To provide financial assistance to the needed alumni members pursuing higher studies based on merit and means.

- To arrange donations to the poor students either by way of cash or kind for their education purpose
- To maintain libraries, reading rooms, lecture halls, training centres etc. useful to the members of the Association.
- To arrange teaching and training classes to the students studying in the college and also to the members to upgrade technical and general skills.
- To gather and maintain database of employment information and to assist the members in securing suitable jobs
- To maintain website, publish periodical magazines or bulletins with valuable information useful to the members and students.
- To involve the members in the overall development of the college and the Society

DEPARTMENT ACADEMIC COMMITTEE

OBJECTIVES

- ◆To Decide the course structure, detailed syllabus, value added course, professional and open electives, mandatory courses and MOOC courses offered by the department.
- ◆To Assign teaching duties to the faculty and to make the facilities available for quality of teaching.
- Allocation of faculty mentors to the new batch of students admitted.
- ◆To Review the cases of slow / weak students and decide appropriate action in advance in coordination with faculty mentors.
- Monitoring continuously by the student's performance and take necessary actions.
- Guide faculty members towards ensuing continuous evaluation.
- ◆To Ensure discipline among students.
- For Facilitating and supervising the co-curricular and extracurricular activities of the students.
- ◆To Decide award of medals and prizes wherever available based on departmental merit or activities.

Functions

- ♦ Curriculum implementation
- ♦ Ensuring the attainment of cos
- Ensuring the attainment of pos
- ◆ Curriculum monitoring
- ♦ Student feedback
- ♦ Results analysis
- ♦ Record maintenance
- ♦ Assignments preparation
- ♦ Assignment evaluation for consistency and coverage
- ♦ Student's performance monitoring
- ◆ Student counseling, Conducting parent-teacher meetings

TRANSPORTATION COMMITTEE

OBJECTIVES

- ♣ To co-ordinate the Educational Trips and field visits conducted by different Departments / Associations.
- ♣ To provide College Bus to students, teachers and the Departments after proper assessment of the requisition and ensure optimum use of bus facility.
- ♣ To maintain the records of the Study Visits/ Educational Trips conducted and submit the same to the IQAC Committee.
- **♣** To review the operation of vehicles in all routes.
- ♣ To review the maintenance of transport vehicles and works related to RTO office.
- To take necessary measures to prevent un-authorized boarders.
- **♣** To regulates drivers in different bus routes.
- ♣ To monitor discipline among the students inside the bus and also monitor the crowd in each bus.
- ♣ To coordinate various bus routes regularly with the assistance of route-in-charges.
- ♣ To supervise and manage the daily transport operations and provide required instructions to the route-incharges.
- ♣ To inspect the condition of the buses and report for necessary action on a continuous basis.

LIBRARY COMMITTEE

OBJECTIVES

- ◆ Facilitating communication with and obtaining feedback from the university community on library collections, programs, services, infrastructure, and communication mechanisms.
- ◆ To provide a forum for discussing University library and its community's needs and expectations for information.
- ♦ To act as advocates for the Library in university-wide decision-making groups.
- To advise the library on policy matters concerning services, resources and facilities.
- ♦ To provide an opportunity to raise and discuss initiatives in the provision of library and information services.
- To facilitate communication between the Library and the community it serves.
- ◆ To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
- ◆ To provide for proper documentation services and updating the Library collection.
 To work towards modernization and improvement of Library and documentation Services.
- To formulate policies and procedures for efficient use of Library resources.
- ♦ To review Library readership dept-wise
- ◆ To adopt measures to enhance readership

- To prepare budget and proposals for the development of the Library.
- To recommend to the authorities the fees and other charges for the use of the Library.
- ◆ To seek feedback on Library functions from readers.
- ◆ To submit the annual report on the functioning of the library
- ♦ To take measures to increase the membership of the Library beyond the boundaries of the College.

Social Media committee (SMC)

The Social Media communications Committee is responsible for using social media as means as connect and engage members, grow the membership base, increase non-dues revenue, and position PHRA(The Pittsburgh Human Recourses Association) as the "go to" HR resource in the Pittsburgh region. The social Media committee is responsible for managing a form where members can regularly connect and interact on Social networks, ultimately raising the profile of PHRA through the use of social media to market events and membership.

Objectives:

Continue to research and review other associations use of Social Media.

- a. Types —Facebook, Twitter, Linked-In, YouTube, Google+, internal communities, etc.
- Uses —marketing, member engagement, event follow- up, education. non-dues revenue generation, etc.
- c. Polices/procedures —open or closed groups, legal issues, accountability with staff/volunteers. etc.
- d. Best practices and lessons learned.
- e. Other items as identified by the committee.
- f. Evaluate PHRA's current use of social media and member participation / interest in social media.
- g. Maintain a strategy (to include vision, goals and objectives) for PHRA's use of social media and implement that strategy.
- h. Provide high quality articles for the Perspectives newsletter to educate members on and promote member use of PHRA's social media platforms.
- i. Work closely with all committees to keep abreast of upcoming P1-RA events, programs. member benefits and emerging trends, and leverage social media to communicate these activities.
- j. Proactively engage members in the use of social media by posting regular discussion topics.
- k. Respond to comments and inquiries posted on PHRA social media sites to the best of your ability. If it is a complaint or negative feedback it must be passed onto PHRA staff prior to a response being made.
- I. Proactively engage HR professionals outside of the membership.

Everything is possible ... You just need a continuous effort.

IOAC

IQAC is a significant administrative body that is responsible for at quality matters. It is the prime responsibility of IQAC to imitate plan and supervise varies activities that are necessary to increase the quality of the education imparted in an institution or college.

- The institution has active quality advisory (QAC) and internal Quality Assurance cell(IQAC) to frame the policy for the academic and administrative growth of the institution,
- ➤ .IQAC is playing a major role in designing and maintaining quality assurance within academic systems.
- ➤ IQAC monitors the proper implementation and analysis of overall academic and administrative performance of the college activities.
- The cell supports the teaching and learning goals articulated in the institution's strategic plan.
- As the institution has growth and stature, it has evolved certain quality assurance measures keeping in mind the academic and administrative requirements.
- ➤ In this regard, a manual on teaching and working has been prepared by professor—in-charge, IQAC.
- ➤ IQAC ensures maximum utilization of in fractural facilities and the available ICT resources.
- ➤ Based on academic audit, a comprehensive review of student's performance is made by IQAC.
- ➤ Regular meeting of IQAC and QAC are conducted to discuss various measures related to quality enhancement in which the recommendations made by Planning and Evaluation Board, Board of studies, Academic Council, Governing Body are discussed and analyzed for further improvement.
- As per the suggestion of IQAC, a feedback analysis committee is formed to review the online and offline feedback received from the students.
- ➤ Appraisal report of teaching/ and non-teaching staff is received in the form of CR and after evaluation by the Head of the Institution is forwarded to the higher authorities.
- ➤ IQAC ensures the proper implementation of academic calendar.
- > Attendance registers and daily teaching dairies are duly maintained and checked.
- ➤ IQAC reviews the feedback received from the parent-teacher meetings.
- > Introduction of new courses including Postgraduate and Add-on courses
- > Introduction of UGC community college scheme.
- > Automation of library and its facilities
- > Strengthening of library.
- > Improvement in students supports systems
- > Organizing seminars, conferences and workshops at different levels.
- > Extension and up gradation of classroom and Laboratories.
- ➤ Inculcate ICI based teaching-learning process.
- > IQAC has played an important role to implement NAAC peer team recommendations.
- > The IQAC monitors the well-being of the college in all respects.

TEC Helping Hands

- ➤ To provide better education & health care for poor, underprivileged &orphaned children including creating a favorable environment for them.
- ➤ To organize health-camps at various locations for poor. disadvantaged & neglected communities.
- To assist on the rescue & relieve for targeted communities affected by a natural calamity.
- To allocate various facilities & conveniences for the rural communities.
- ➤ To assist in eliminating pollution & environmental deterioration and building up an ecological balance with clean & green environment.
- ➤ To run various programs on personal development & grooming for the students residing in rural areas. To organize blood donations programs and eye check-up camps for the people from backward villages.
- > To promote awareness programs on Child / women's Health and Nutrition, equality, development, violence against women's in urban slums and backward villages.
- To support underprivileged children for their education and medical emergencies.
- > To help the visually challenged by arranging then scribes and also help them by conducting study hours.
- To organize varies activities for old age people and homeless/helpless children.
- > To organize cultural events for the homeless and differently abled children there by providing a stage to showcase their talent.
- To work for the up liftmen of society and ecumenically weaker sections of the society.
- To conduct training program on various aspects such as health, education, social aspects.
- To provide and distribute school uniform and other school / study materials to poor school going children.
- > To provide and to distribute blankets, woolen clothing, clothing, medicines etc. to the needy poor women and children.
- To make arrangements for the free computer training for the needy and poor persons.
- ➤ To provide special job-oriented training and other assistance to girls, women, widows and poor to start their livelihood.
- To spread awareness toward the organ donation, to save the lives of Human being.
- > To Raise students' awareness about their social responsibility.

The Iwo most powerful warriors are patience and time.

Finance committee

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- ➤ Budget estimates relating to the grant re received/receivable from Central/State Government. and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- Audited accounts for the above.
- > Ensuring the financial elements of the organization is in accordance with its vision, mission, and strategic plan.
- ➤ To recommend fixation/revision 01 fees and other charges payable by the students to the college Governing Council.
- > See that expenses incurred have budgetary provision recommend for approval finance
- ➤ Check that necessary formalities have been observed in incurring expenses.
- > Check process bills placed for payment.
- > Consider Proposal tint enhancement of wage allowance or engagement of temporary staff.
- Examine and scrutinize that annual budget of the institute prepared by the HOD's/Section In- charges and make suggestions and recommendations to the governing Body.

Consultancy Rules and Regulations

A consultant must fulfill the following eligibility criteria for undertaking consultancy project in the respective category.

For Category I: Full time regular faculty, Core Research Scientists, Engineers of Departments / Centers," Schools, etc. and any other Professionally & Technically well qualified employee of the university may take up the consultancy work in this category. However, the Principal Consultant in this category shall be a regular Faculty member of the university. Merely possessing academic qualification and designation at university level will not entitle a consultant(s) for the consultancy project in this category. In addition to the academic qualifications in the relevant field, the consultant(s) must possess expertise and proved credentials (in terms of published research work / R&D experience / relevant certification recognized by Govt. of India / practical experience in relevant field, etc.) in the area of the consultancy work.

For Category II: Full time regular faculty, Core Research Scientists, Engineers of Departments / Centers / Schools, etc. However, the Principal Consultant in this category also shall be a regular Faculty member of the university. The consultant(s) must possess the practical experience of handling and operating the testing equipment. The Principal Consultant must have the capability to interpret the results obtained through testing.

For Category III: Full time regular faculty, core research scientists, Engineers of departments/ centers/schools etc and any other professionally/technically well qualified employee of the university are eligible to take up this category of consultancy work either as a Principal Consultant / consultants(s).

- The serviced of permanent employees of the college will be utilized for the execution of the consultancy projects provided it does not affect at any cost their primary functions and responsibilities to the University.
- Consultancy assignments must not have any adverse impact on the ongoing academic. research. official and administrative activities. Further, such assignments need to he carefully scheduled in the light of ongoing. commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.
- The consultancy assignments under Category-I are of highly specialized nature and must be handled with utmost sincerity. The assignments under this category may have far reaching impact on academia as well as society. Thus, any compromise in the execution of these assignments may tarnish the image of University. Keeping this in view, it is mandatory to ensure that the concerned consultant possess proper academic qualifications and well-established credentials in the area of consultancy
- The consultant must undertake any consultancy assignment under Category II only after ensuring that the machine/equipment used for testing is duly calibrated and provide accurate results against a reference / standard. It is understood that the testing equipment will be used only by the consultant(s) and not by the client.
- The consultant must undertake any consultancy assignment under Category III only after ensuring that all the Computational facilities / Software / Hardware, technical and physical infrastructure, etc. are in proper working conditions as these are to be used by the client(s). For any damage, the cost may be recovered by the consultant from the client
- Merely possessing any position/designation/supervisory role at university level will not entitle a consultancy for the consultancy project.
- The total annual income of an individual consultant form the consultancy work shall not exceeded his/her gross salary for 6 months in a financial year.
- The time spent on consultancy and related assignments shall be limited to the non-working days holidays. However, an individual consultant/ staff members shall not undertake consultancy work more than 60 days in a calendar year.
- No ceiling limit has been prescribed for undertaking consultancy projects provided consultancy work does not interfere with the normal teaching / research / official work in the University and other duties of the consultant(s) and the associated staff
- The consultant(s) will have the right to publish the work carried out by him/her out of the consultancy work under Category I only after taking prior permission of the client.

A man who dares to waste one hour of time has not discovered the value of time.

- No retiring employee of the college will be allowed to submit a fresh consultancy project proposal as a consultant, if the duration of the project is beyond his/her date of retirement. However, in exceptional circumstances, a retired employee may continue to work as consultant with the approval of the management, if he/she continues to serve the college in some other capacity
- Normally the agreed charges of the consultancy project are to be deposited by the client, in full, before the consultancy work commences. However, this stipulation is negotiable. In cases where the consultancy work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance while submitting the proposal before screening committee.

Quality Improvement Program (QIP)

- ➤ Securing commitments from faculty to implement the continuous quality improvement mechanism. particularly at individual course module.
- ➤ Obtaining resources and support to institute outcomes-based teaching and learning.
- ➤ Phenomena where nonlinearities are central to the understanding are seldom
- > taught in university courses due to their specialized and technical nature.
- > The proposed QIP would cover a novel set of topics which are a good mix of
- ➤ both applied & basic aspects.
- > The central objective of the course is to teach a set of specialized topics that has application across various Engineering and Science disciplines to a broad
- > audience of both Engineers/Scientists.
- Main objective of the course will not only be to enhance the knowledge of
- > scientists and engineers about the fundamentals and latest developments in nonlinear science and engineering but also to motivate them to take up research and teaching in this rapidly growing field of science and engineering.
- ➤ Providing opportunities to teachers of the degree-level engineering institutions to improve their qualifications by offering admissions to M.Tech. and PhD programme.
- ➤ Organizing Short Term Courses at the QIP Centers for serving teachers in various emerging areas of technology and research.
- Curriculum Development Cell activities which helps to improve the classroom teaching and learning.

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

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. Now, it is the time for GRE tians also to follow suit.

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

- (a) To develop entrepreneurial awareness & ability in students.
- (b) To create a forum for potential entrepreneurs in the campus.
- (c) To develop an interface between Academy and Industry.

The first duty is to educate the people

Composition of EDC

EDC shall have a Principal, coordinator and members from each department.

Plan of Action:

EDC is proposed to have the following action plan:

- (a) To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programs 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.
- (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.

FEEDBACK SYSTEM

- (a) Organization 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) (Appendix.I)
- (ii) Faculty (Appendix.II)
- (iii) Parents (HOD of Individual Dept) (Appendix.III)
- (iv) Employers (Training &Placements Section) (Appendix.IV)
- (v) Alumni (Alumni Association) (Appendix.V)

2. Periodicity

The Periodicity is chosen to form a valuable and appropriate input

- a. Student: Twice in a academic session once after a month of Subject coverage and Second after the subject completion.
- b. Faculty: Twice a year in the month of May and November.
- c. Parent: Once on Institute Parent interaction Day and as and when a parent visits the institution.
- d. Employer: Once a year at least.
- e. Alumni: Once on Alumni Day i.e. on 15th August of each year.

3. Corrective Mechanism

- a. The feedbacks have to he analyzed 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 Dean Training and Placements.

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 & 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 convenes 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 conducive environment for the conduct 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 to understand various engineering concepts. To accomplish this, they need to be creative and innovative in their need to be creative and innovative in their approach to teaching/learning activities and should possess holistic idea about the subjects what they taught, which requires some level of research competencies in the teaching faculty members.

The Practice:

The Research and development inspire 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 5min before the ending of day national anthem "JANAGANAMANA" will be played.

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

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.

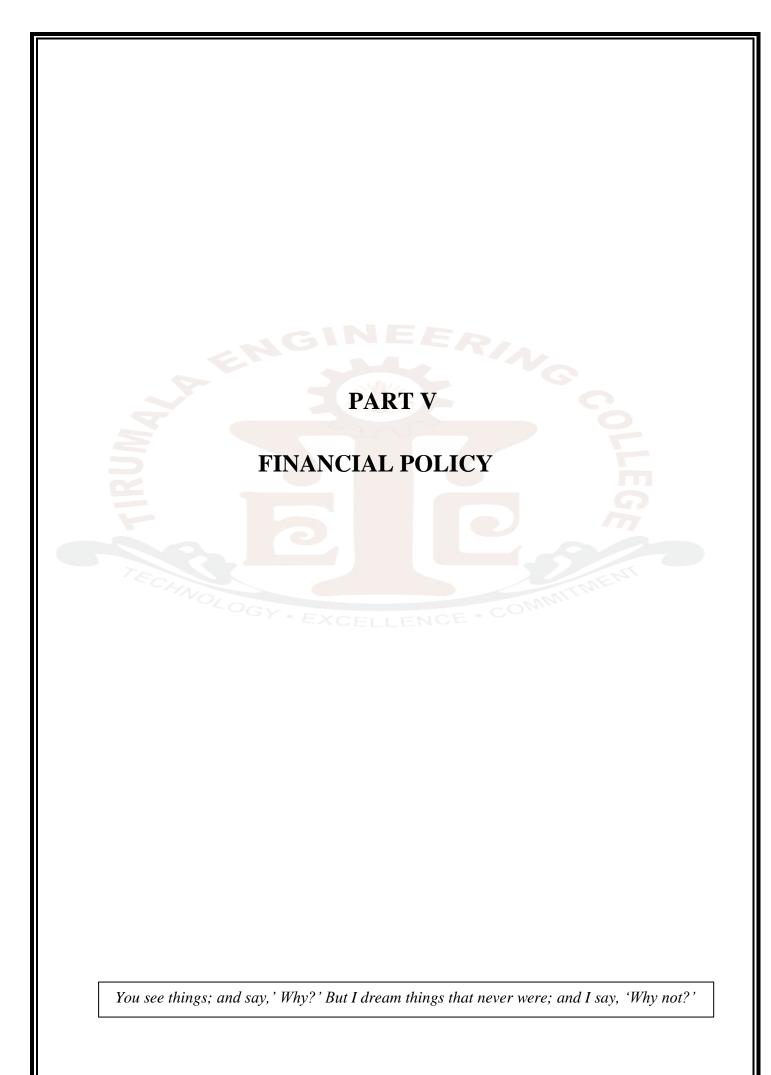
Best Practice IX:

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

Other Best Practices Include...

- Celebration of August 15th and Jan-26th without fail.
- Prohibition of cell phones in the campus.
- Discouraging two wheelers in the campus for students.
- Motivation towards Sports Games for all.
- Induction programme by 'Art of living' every year.
- Campus is under electronic surveillance.
- Utilization of Non-Conventional Energy Sources (Solar) for total campus.
- Inculcating Communication in English in the campus.
- Encouraging faculty, technicians, and students through various awards.
- Organic vegetation in campus.
- Attaining of Ragging-Free Campus though counseling
- Effective counseling Mentoring system for every student.
- Encouragement towards academics. Regular yoga meditation classes.
- Encouragement towards co-curricular extra-curricular activities.
- Regular Parent-Teacher Meet.
- Frequent interaction by industrial expert.
- Thought provoking quotes in the campus.
- Recreation Classes Faculty Development Programmes.
- Industry Institution Interaction
- Student Targeted Learning
- Monthly Performance Report

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



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.

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 pernorms.
- (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.

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

2. Traveling, Conveyance and Telephone Expenses

- (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 bepaid.
- (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.

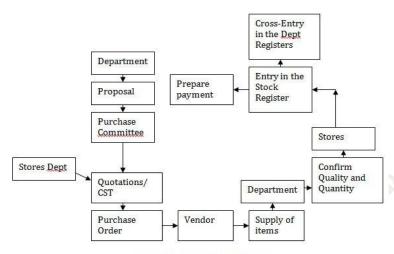


Fig 6.1 Purchase Procedure

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 leavesapplied 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

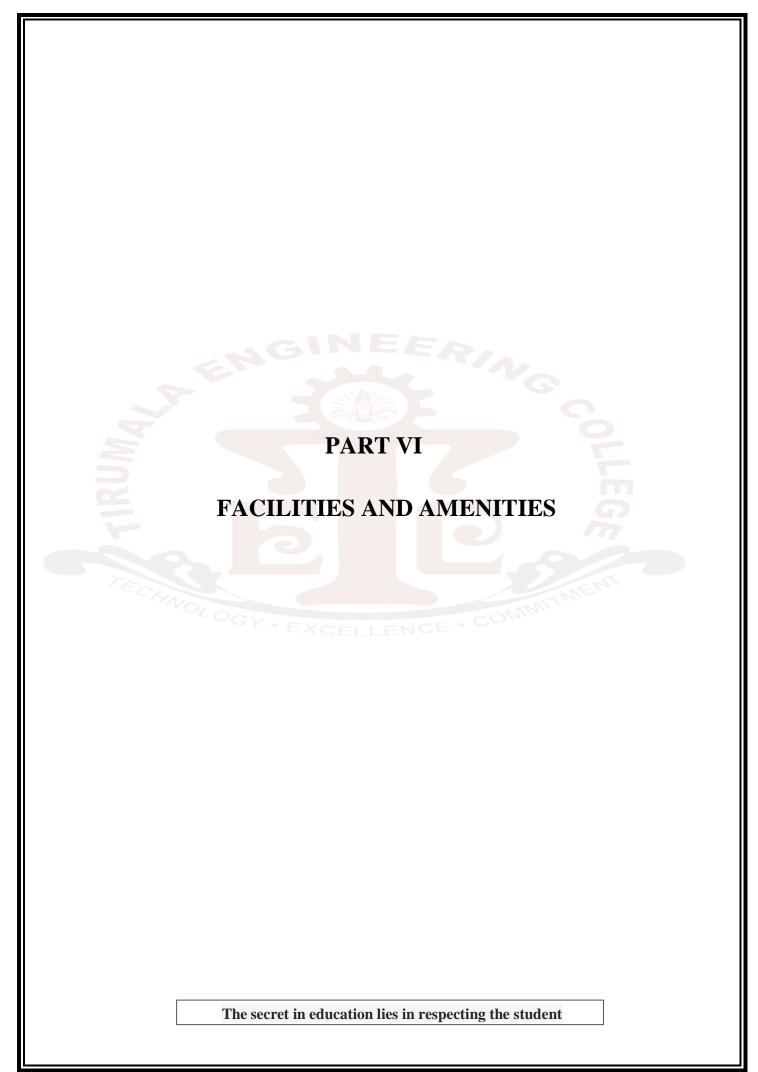
Records of TEC are to be submitted in time to office so that the college accounts are audited by a chartered accountant. The audited reports to be placed before the Governing Body for its approval.

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.



CHAPTER XXI: FACILITIES AND AMENITIES

Chapter &Forums:

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 Forums. Departments conduct seminars, lectures by experts, group discussions, arrange education tours and so on.

Gymnasium facility:

In this hectic life time, it is suggested to look after one's health. In view of this, Gymnasium facility with high-quality equipment has been arranged in the campus. Staff and students can utilize this facility.

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.

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.

Medi claim 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:

Qualified Doctors 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.

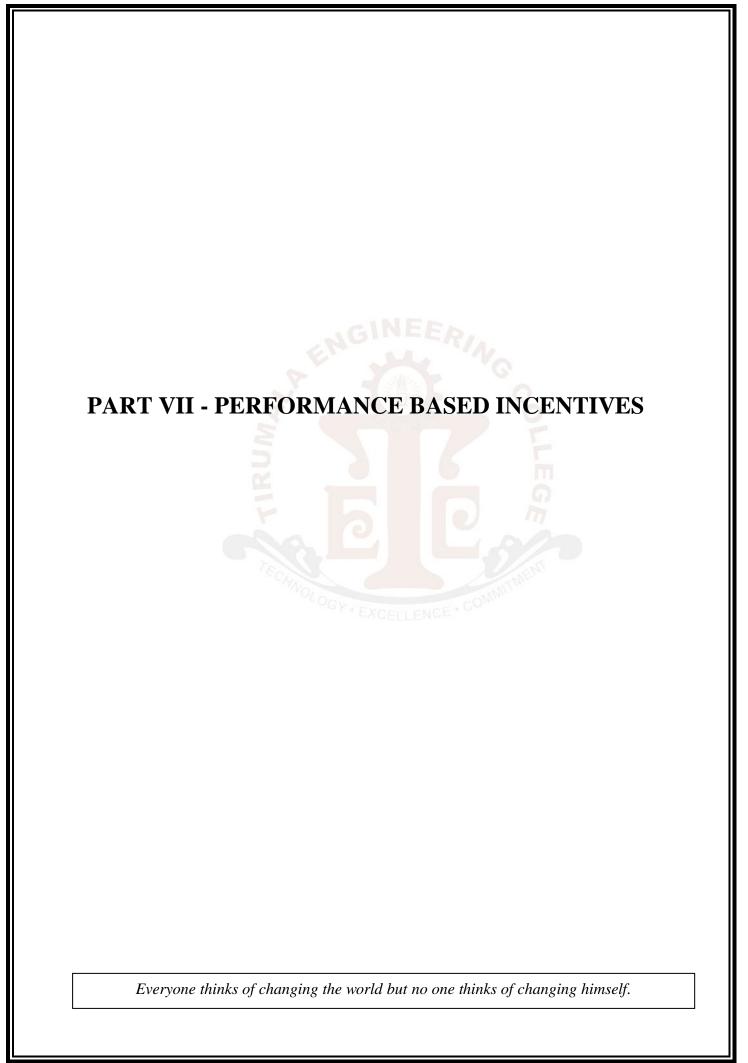
WELFARE MEASURES:

- ➤ 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 dependent 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

- > Emergency steps.
- Medical unit is available for the staff and students.
- ➤ Group Insurance for both staff & students.
- > Transport facilities at a nominal fee for all the students.
- ➤ Co-operative hostel facility for students.
- > Co-operative stores in the campus.
- > Fire extinguishers
- > Ramp facility for the disabled
- ➤ Lift facility for the senior citizen and disabled.
- ➤ Solar Vehicle

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



CHAPTER XXII: PERFORMANCE BASED INCENTIVES

- Better Work Better 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

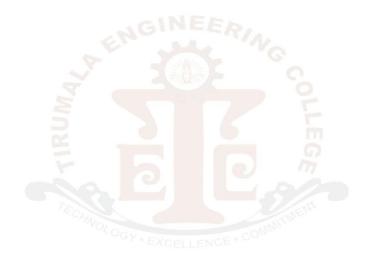
Performance Criteria	Incentives
 Achievement of annual semester results as per the goals set in the beginning of the Academic year / Semester and agreed by the authorities Incentive for paper presentation on behalf of Tirumala Engineering College at National or International level Conference / seminar within in India 	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
3. Incentive for faculty who attend workshops / short term courses	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. Incentive for Research PatentsIncentive for research paper publications5. Research Projects	 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

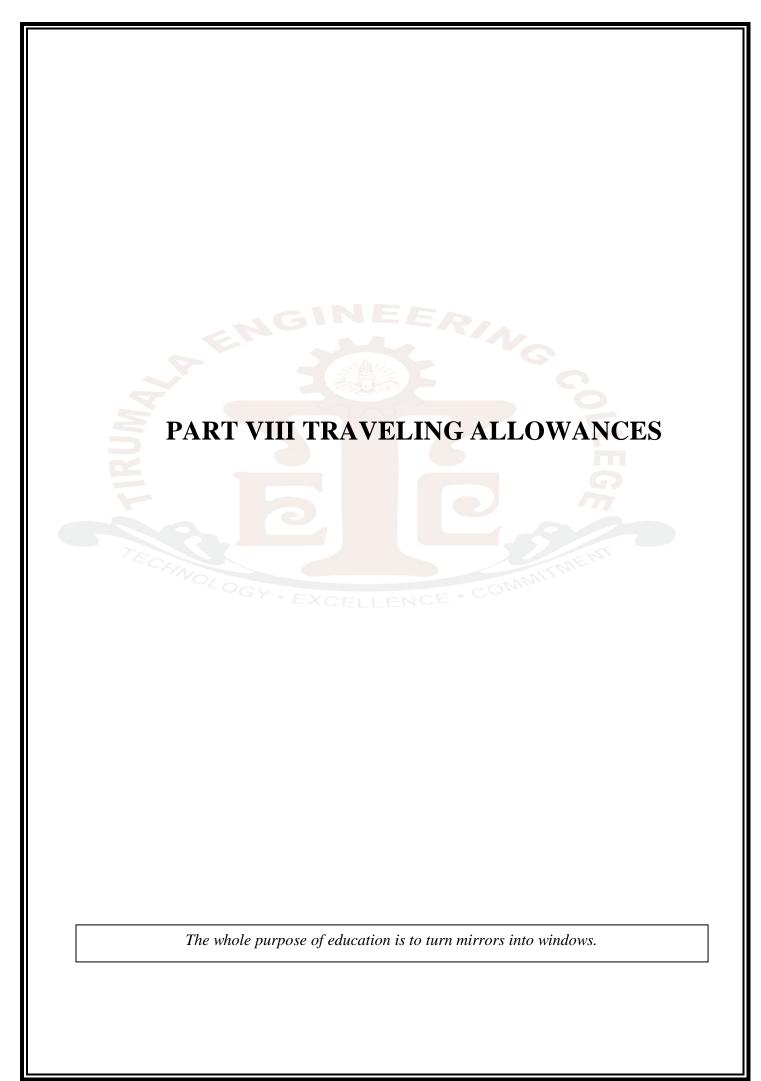
1	6. Consultancies	6. Faculty members who take up consultancy
		would be permitted to take certain amount of
		consultancy charges earned by him/her on
		conclusion of project and as approved by the
		concerned Director, subject to a ceiling of
		20,000/ amounts in excess of this will require
		the approval of the Chairman.
,	7. Best teacher award (Annual)	7. It is proposed to constitute a Best Teacher
	7. Best teacher award (Annual)	Award to the top three teachers every year and
		it would be presented on September 5th, on
		Teachers Day Celebrations. The award will
		consist of
		a cash award of 2,500/- besides a citation.
		L
1	8. Best Mentor/Counselor Award (Annual)	8. Teacher identified as best mentor/counselor
		would be awarded cash award of 2,000/- and a citation. This would be presented on September
		5.
9	9. Other awards/ rewards (Annual)	9. There may be certain occasions where an
		individual faculty member has shown an
		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.
- 1		

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

10. Emplovee 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 butbelow Rs. 24999	Economy (Tourist) Class
Non-entitled Faculty	1. Faculty members Pay Rs.12,300 and above but below Rs. 16,399.	Economy (Tourist) Class*
members	. Faculty members Pay Rs.8,000and 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 transportsystem. 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.

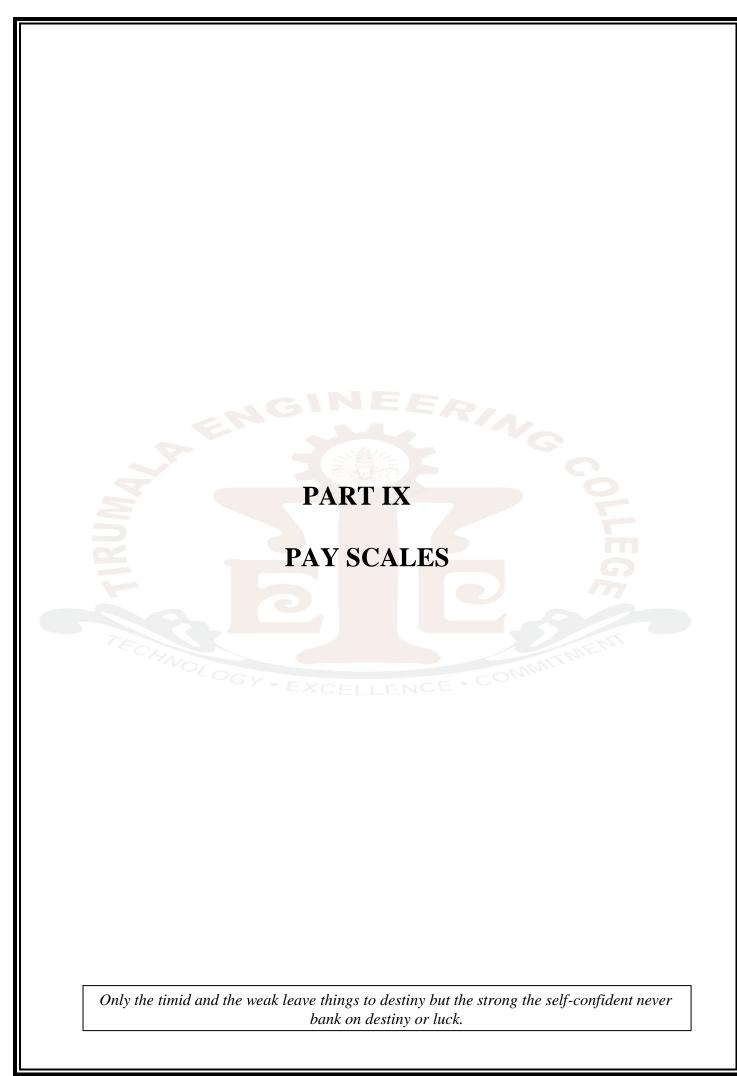
2. Composition

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.



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 ispostponed 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 on leave on loss of pay, if it is for more than seven 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.

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, youmay learn something new.

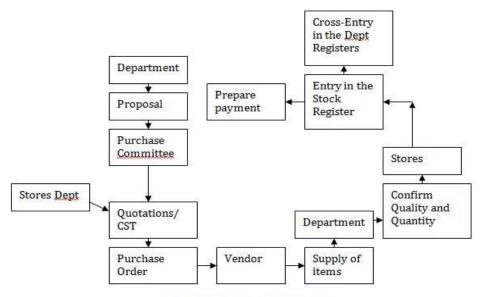


Fig 6.1 Purchase Procedure

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 15days' time. Fine is levied on defaulters.

Computerization

Every office transaction is to be computerized.

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.

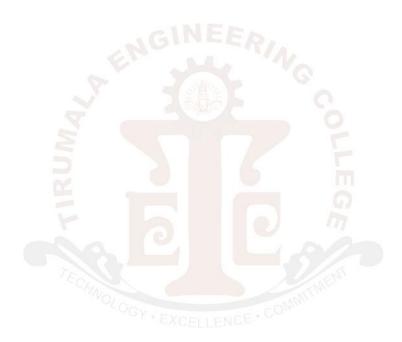
1. Scholarships

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.

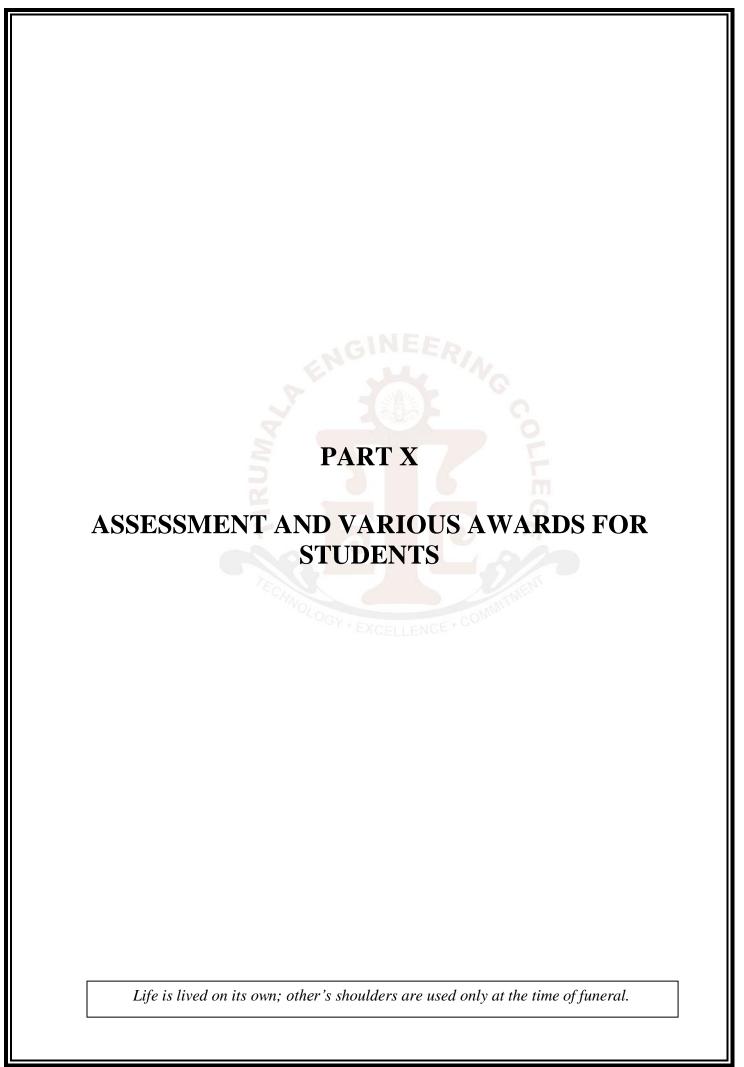
Everyone thinks of changing the world but no one thinks of changing himself.

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.



ASSESSMENT AND VARIOUS AWARDS

Internal Assessment Distribution and Weightage of Marks for R16 Regulation

- ➤ The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory subject and 75 marks for practical subject. The project work shall be evaluated for 200 marks.
- For theory subjects the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End Examinations.
- For theory subjects, during the semester there shall be 2 tests. The weightage of Internal marks for 30 consists of Descriptive 15, Assignment 05 (Theory, Design, Analysis, Simulation, Algorithms, Drawing, etc. as the case may be and for Physics Virtual Labs to be consider as Assignments) Objective -10 (Conducted at College level with 20 Multiple choice question with a weightage of ½ Mark each). The objective examination is for 20 minutes duration. The subjective examination is for 90 minutes duration conducted for 15 marks. Each subjective type test question paper shall contain **3 questions** and all questions need to be answered. The Objective examination conducted for 10 marks and subjective examination conducted for 15 marks are to be added to the assignment marks of 5 for finalizing internal marks for 30.
- ➤ Internal Marks can be calculated with 80% weightage for best of the two Mids and 20% weightage for other Mid Exam As the syllabus is framed for 6 units, the 1st mid examination (both Objective and Subjective) is conducted in 1-3 units and second test in 4-6 units of each subject in a semester.
- The end semester examination is conducted covering the topics of all Units for 70 marks. End Exam Paper: Part-A 1st Question is mandatory covering all the syllabus which contains seven 2 marks questions for 14 marks with atleast 2 marks of question for each of the six units and in Part-B 4 Questions out of 6 Questions are tobe answered with each carrying 14 marks. Part-A & Part-B put together gives for 70 marks.
- For practical subjects there shall be continuous evaluation during the semester for 25 internal marks and 50 end examination marks. The internal 25 marks shall be awarded as follows: day to day work 10 marks, Record-5 marks and the remaining 10 marksto be awarded by conducting an internal laboratory test. The end examination shall beconducted by the teacher concerned and external examiner.
- For the subject having design and / or drawing, (such as Engineering Graphics, Engineering Drawing, Machine Drawing) and estimation, the distribution shall be 30marks for internal evaluation (20 marks for day to day work, and 10 marks for internal tests) and 70 marks for end examination. There shall be two internal tests in aSemester and the Marks for 10 can be calculated with 80% weightage for best of the two tests and 20% weightage for other test and these are to be added to the marks obtained in day to day work.
- For the seminar, Each student has to be evaluated based on the presentation of any latest topic with report of 10-15 pages and a ppt of min 10 slides. The student shall collect the information on a specialized topic and prepare a technical report, showing his understanding over the topic, and submit to the department, which shall be evaluated by the Departmental committee consisting of Head of the department, seminar supervisor and a senior faculty member. The seminar report shall be evaluated for 50 marks. There shall be no external examination for seminar.

- ➤ Out of a total of 200 marks for the project work, 60 marks shall be for Internal Evaluation and 140 marks for the End Semester Examination. The End Semester Examination (Viva Voce) shall be conducted by the committee. The committee consists of an external examiner, Head of the Department and Supervisor of the Project. The evaluation of project work shall be conducted at the end of the IV year. The Internal Evaluation shall be on the basis of two seminars given by each student on the topic of his project and evaluated by an internal committee.
- Laboratory marks and the internal marks awarded by the College are not final. The marks are subject to scrutiny and scaling by the University wherever felt desirable. The internal and laboratory marks awarded by the College will be referred to a Committee. The Committee shall arrive at a scaling factor and the marks will be scaled as per the scaling factor. The recommendations of the Committee are final andbinding. The laboratory records and internal test papers shall be preserved in the respective departments as per the University norms and shall be produced to the Committees of the University as and when they ask for.

Internal Assessment Distribution and Weightage of Marks for R19 Regulation

- ➤ The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory subject and 50 marks forpractical subject. The project work shall be evaluated for 200 marks.
- ➤ For theory subjects the distribution shall be 25 marks for InternalEvaluation and 75 marks for the End Examinations.
- For theory subjects, during a semester, there shall be two mid-term examinations. Each mid-term examination consists of one objective paper, one descriptive paper and one assignment. The objective paper (Online Examination) and the descriptive paper shall be for 10 marks each with a total duration of 1 hour 50 minutes (20 minutes for objective and 90 minutes for descriptive paper). The objective paper is set with 20 multiple choice questions, **Online Examination by the University,** for a total of 10 marks. The descriptive paper shall contain 3 full questions, the student has to answer all questions. While the first midterm examination shall be conducted on 50% of the syllabus, the second mid-term examination shall be conducted on the remaining 50% of the syllabus. Five marks are allocated for assignments (as specified by the subject teacher concerned). The first assignment should be submitted before the conduct of the first mid-term examination, and the second assignment should be submitted before the conduct of the second mid-term examination. The total marks secured by the student in each mid-term examination are evaluated for 25 marks.
- ➤ Internal Marks can be calculated with 80% weightage for better of the two Mids and 20% weightage for other Mid Exam. As the syllabus is framed for 5 units, the 1st mid examination (Objective, Subjective and assignment) is conducted in 1, 2 & Half of -3 units and second test in remaining half of 3 unit,4&5 units of each subject in a semester.

Example: Final internal Marks = (Best Mid marks $\times 0.8$ + other Mid marks $\times 0.2$)

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

- The semester end examinations will be conducted for 75 marks consists of five questions carrying 15 marks each. Each of these questions is from one unit and may contain sub-questions. For each question there will be an "either" "or" choice, which means that there will be two questions from each unit and the student should answer either of the two questions.
- ➤ For practical subjects there shall be continuous evaluation during the semester for 20 internal marks and 30 end examination marks. The internal 20 marks shall be awarded as follows: day to day work 5 marks, Record-5 marks and the remaining 10 marks to be awarded by conducting an internal laboratory test. The end examination shall be conducted by theteacher concerned and external examiner.
- ➤ For the subject having design and / or drawing, (such as Engineering Graphics, Engineering Drawing, Machine Drawing) and estimation, the distribution shall be 25 marks for internal evaluation (15 marks for day to day work, and 10 marks for internal tests) and 75 marks for end examination. There shall be two internal tests in a Semester and the Marks for 10 can be calculated with 80% weightage for better of the two tests and 20% weightage for other test and these are to be added to the marks obtained in day to day work.
- ➤ Out of a total of 200 marks for the project work, 60 marks shall be for Internal Evaluation and 140 marks for the End Semester Examination. The End Semester Examination (Viva Voce) shall be conducted by the committee. The committee consists of an external examiner, Head of the Department and Supervisor of the Project. The evaluation of project work shall be conducted at the end of the IV year. The Internal Evaluation shall be on the basis of two seminars given by each student on the topic of his project and evaluated by an internal committee.
- ➤ Laboratory marks and the internal marks awarded by the College are not final. The marks are subject to scrutiny and scaling by the University wherever felt desirable. The internal and laboratory marks awarded by the College will be referred to a Committee. The Committee shall arrive at a scaling factor and the marks will be scaled as per the scaling factor. The recommendations of the Committee are final and binding. The laboratory records and internal test papers shall be preserved in the respective departments as per the University norms and shall be produced to the Committees of the University as and when they ask for.
- Audit Course/Non-Credit Course (AC/NC): There shall be AC/NC courses with zero credits. There shall be **no external** examination. However, attendance in the audit course shall be considered while calculating aggregate attendance and student shall be declared to have passed the mandatory course only when he/she secures 40% or more in the internal/mid examinations. In case, the student fails, a reexamination shall be conducted for failed candidates every six months/semester at a mutually convenient date of college/student satisfying the conditions mentioned in item 1 & 2 of the regulations.
- ➤ Mandatory Course (M.C): There shall be M.C with zero credits. There shall be no external examination. However, attendance in the mandatory course of minimum attendance (75%) in that particular subject.

- ➤ Engineering Exploration Project is offered to the First year students of all engineering disciplines. The motivation of including this in the curriculum is to make the students practice creative problem solving method Design Thinking which fosters collaboration and solve problems in human-centered ways. It enables the students to exercise and identify design opportunities through various phases with the help of hands-on activities. Obtaining a best solution for an identified problem involves a non-linear, iterative process which seeks to understand users, challenge assumptions, redefine problems and create innovative solutions to prototype and test. The students are encouraged to explore real-world problems and expected to take charge of their own learning, work together in teams towards the problem.
- The evaluation of the Engineering Exploration Project involves in writing their observations in Activity Cards at the end of each task given in syllabus and submitting a final report along with working proto type. It shall be evaluated for 50 marks as an external. The committee consists of an external examiner, Head of the Department and a supervisor/mentor. There shall be no internal marks.
- ➤ Procedure for Conduct and Evaluation of MOOC: There shall be a Discipline Centric Elective Course through Massive Open Online Course (MOOC) as Program Elective course. The student shall register for thecourse (Minimum of 12 weeks) offered by SWAYAM/NPTEL/JNTUKMOOCS through online with the approval of Head of the Department. The Head of the Department shall appoint one mentor for each of the MOOC subjects offered. The student needs to register the course in the SWAYAM/NPTEL portal in the previous semester. During the course, the mentor monitors the student's assignment submission given bySWAYAM/NPTEL at the end of every week. The student needs to submit all the assignments given and needs to take final exam at the proctor center. The student needs to earn a certificate by passing the exam. The student will be awarded the credits given in curriculum only bysubmission of the certificate.
- ➤ For JNTUK MOOCS course, the mentor appointed shall conduct the mid semester examinations as per 3(iii). Further, the University shall conduct the external examination for the MOOC subject in line with other regular subjects based on the syllabi of the respective subject provided in the curriculum. A MOOC course may be studied either in online or in conventional manner.
- ➤ In case if the student does not pass in SWAYAM/NPTEL, the alternative subject maybe taken from JNTUK MOOCS and has to pass the course as per 3(iii)
- ➤ Induction program is mandatory for all first year UG students and shall beconducted as per Semester -0 course structure.
- ➤ Mini Project/Internship guidelines: There shall be an Industrial Oriented Mini Project/Summer Internship, in collaboration with an industry of their specialization. Students will register for this immediately after III year II semester examinations and pursue it during summer vacation. Industrial Oriented Mini Project/Summer Internship shall be submitted in a technical report form and presented before the committee in IV year I semester. It shall be evaluated for 50 external marks. The committee consists of an external examiner, Head of the Department, supervisor of the Industrial Oriented mini

project/Summer Internship and a senior faculty member of the department. There shall be no internal marks for Industrial Oriented Mini Project/Summer Internship.

➤ UG project work shall be carried out in two stages: Project Stage – I during IV Year I Semester, Project Stage – II during IV Year II Semester. Each stage will be evaluated for 100 marks. Student has to submit project work report at the end of each semester. First report includes project work carried out in IV Year I semester and second report includes project work carried out in IV Year I & II Semesters. External evaluation for both project stages shall be completed before the commencement of end Theory examinations.

Internal Assessment Distribution and Weightage of Marks for R20 Regulation

- Paper setting and evaluation of the answer scripts shall be done as per the procedures laid down by the University Examination section from time to time.
- For non-credit mandatory courses, like Environmental Sciences, Universal Human Values, Ethics, Indian Constitution, Essence of Indian Traditional Knowledge, the student has to secure 40% of the marks allotted in the internal evaluation for passing the course. No marks or letter grade shall be allotted for all mandatory non-credit courses.
- A student is deemed to have satisfied the minimum academic requirements if he has earned the creditsallotted to each theory/practical design/drawing subject/ project etc by securing not less than 35% of marks in the end semester exam and minimum 40% of marks in the sum total of the internal marks andend semester examination marks together.
- ➤ Distribution and Weightage of marks: The assessment of the student's performance in each course will be based on Continuous Internal Evaluation (CIE) and Semester-End Examination (SEE). The performance of a student in each semester shall be evaluated subject—wise with a maximum of 100 marks for theory subject and 50 marks for practical subject. For theory subjects the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End Examinations.

S. No	Components	Inter	Ext	Total
		nal	ern	
			al	
1	Theory	30	70	100
2	Engineering Graphics/Design/Drawing	30	70	100
3	Practical	15	35	50
4	Mini Project/Internship/Industrial Training/ SkillDevelopment programmes / Research Project	-	50	50
5	Project Work	60	140	200

(i) Continuous Internal Theory Evaluation:

- (a) For theory subjects, during a semester, there shall be two mid-term examinations. Each mid-term examination consists of (i) one online objective examination (ii) one descriptive examination and
- (ii) one assignment. The online examination (objective) shall be 10 marks and descriptive examination shall be for 15 marks with a total duration of 1 hour 50 minutes (20 minutes for objective and 90 minutes for descriptive paper).

- (a) The first online examination (objective) is set with 20 multiple choice questions for 10 marks (20 questions x ½ marks) from first two and half units (50% of the syllabus) and it is conducted by **University Examination Section.** The descriptive examination is set with 3 full questions for 5 marks each from first two and half units (50% of the syllabus), the student has to answer all questions. In the similar lines, the second online and descriptive examinations shall be conducted on the rest of the syllabus.
- (b) The assignment is given by the concerned class teacher for five marks from first two and half units (50% of the syllabus). The second assignment shall be given from rest of the syllabus. The first assignment should be submitted before the conduct of the first mid-term examination, and the second assignment should be submitted before the conduct of the second mid-term examination.
- (c) The total marks secured by the student in each mid-term examination are evaluated for 30 marks. The first mid marks (Mid-1) consisting of marks of online objective examination, descriptive examination and assignment shall be submitted to the University examination section within one week after completion of first mid examination.
- (d) The mid marks submitted to the University examination section shall be displayed in the concerned college notice boards for the benefit of the students.
- (e) If any discrepancy found in the submitted Mid-1 marks, it shall be brought to the notice of university examination section within one week from the submission.
- (f) Second mid marks (Mid-2) consisting of marks of online objective examination, descriptive examination and assignment shall also be submitted to University examination section within one week after completion of second mid examination and it shall be displayed in the notice boards. If any discrepancy found in the submitted mid-2 marks, it shall be brought to the notice of university examination section within one week from the submission.
- (g) Internal marks can be calculated with 80% weightage for better of the two mids and 20% Weightage for another mid exam.

Example:

Mid-1 marks = Marks secured in (online examination-1+descriptive examination-1+one assignment-1)

Mid-2 marks = Marks secured in (online examination-2+descriptive examination-2+one assignment-2)

Final internal Marks = (Best of (Mid-1/Mid-2) marks x 0.8 + Least of (Mid-1/Mid-2) marks x 0.2)

(h) With the above criteria, university examination section will send mid marks of all subjects in consolidated form to all the concerned colleges and same shall be displayed in the concerned college notice boards. If any discrepancy found, it shall be brought to the notice of university examination section through proper channel within one week with all proofs. Discrepancies brought after the given deadline will not be entertained under any circumstances.

(iii) Semester End Theory Examinations Evaluation:

(a) The semester end examinations will be conducted university examination section for 70 marks consists of five questions carrying 14 marks each. Each of these questions is from one unit and may contain sub-questions. For each question there will be an "either" "or" choice, which means that there will be two questions from each unit and the student should answer either of the two questions.

- (b) For practical subjects there shall be continuous evaluation during the semester for 15 internal marks and 35 end examination marks. The internal 15 marks shall be awarded as follows: day to day work 5 marks, Record-5 marks and the remaining 5 marks to be awarded by conducting an internal laboratory test. The end examination shall be conducted by the teacher concerned and external examiner appointed by controller of examinations, JNTUK.
- **Note:** Laboratory marks and the internal marks awarded by the College are not final. The marks are subject to scrutiny and scaling by the University wherever felt desirable. The internal and laboratory marks awarded by the College will be referred to a Committee. The Committee shall arrive at a scaling factor and the marks will be scaled as per the scaling factor. The recommendations of the Committee are final and binding. All the laboratory records and internal test papers shall be preserved in respective departments as per University norms and shall be produced to the Committees of University as and when they ask for.
- (c) For the subject having design and / or drawing (such as Engineering Graphics, Engineering Drawing, Machine Drawing) and estimation, the distribution shall be 30 marks for internal evaluation (15 marks for continuous Assessment (day-to-day work) and 15 marks for internal tests) and 70 marks for end examination. There shall be two internal tests in a Semester for 15 marks each and final marks can be calculated with 80% weightage for better of the two tests and 20% weightage for other test and these are to be added to the marks obtained in day-to-day work.
- (d) Evaluation of the summer internships: It shall be completed in collaboration with local industries, Govt. Organizations, construction agencies, Industries, Hydel and thermal power projects and also in software MNCs in the area of concerned specialization of the UG programme. Students shall pursue this internship during summer vacation just before its offeringas per course structure. The minimum duration of this course shall be at least 6 weeks. The student shall register for the internship as per course structure after commencement of academic year. A supervisor/mentor/advisor has to be allotted to guide the students for taking up the summer internship. The supervisor shall monitor the attendance of the students while taking up the internship.

Attendance requirements are as per the norms of the University. After successful completion, students shall submit a summer internship technical report to the concerned department and appear for an oral presentation before the departmental committee consists of an external examiner appointed by the University; Head of the Department, supervisor of the internship and a senior faculty member of the department. A certificate from industry/skill development center shall be included in the report.

The report and the oral presentation shall carry 40% and 60% weightages respectively. It shall be evaluated for 50 external marks at the end of the semester. There shall be no internal marks for Summer Internship. A student shall secure minimum 40% of marks for successful completion. In case, if a student fails, he/she shall reappearas and when semester supplementary examinations are conducted by the University

e) The job-oriented skill courses may be registered at the college or at any accredited external agency. A student shall submit a record/report on the on the list skills learned. If the student completes job-oriented skill course at external agency, a certificate from the agency shall be included in the report. The course will be evaluated at the end of the

semester for 50 marks (record: 15 marks and viva-voce: 35 marks) along with laboratory end examinations in the presence of external (appointed by the university) and internal examiner (course instructor or mentor). There are no internal marks for the job-oriented skill courses.

f)Mandatory Course (M.C): Environmental Sciences, Universal Human Values, Ethics, Indian Constitution, Essence of Indian Traditional Knowledge etc non-credit (zero credits) mandatory courses. Environmental Sciences shall be offered compulsorily as mandatory course for all branches. A minimum of 75% attendance is mandatory in these subjects. There shall be an external examination for 70 marks and it shall be conducted by the college internally. Two internal examinations shall be conducted for 30 marks and a student has to secure at least 40% of the marks for passing the course. There is no online internal exam for mandatory courses. No marks or letter grade shall be printed in the transcripts for all mandatory non-credit courses, but only Completed (Y)/Not-completed (N) will be specified.

- g) **Procedure for Conduct and Evaluation of MOOC:** There shall be a Discipline Centric ElectiveCourse through Massive Open Online Course (MOOC) as Program Elective course. The student shall register for the course (Minimum of 12 weeks) offered by SWAYAM/NPTEL through online with the approval of Head of the Department. The Head of the Department shall appoint one mentor for each of the MOOC subjects offered. The student needs to register the course in the SWAYAM/NPTEL portal. During the course, the mentor monitors the student's assignment submissions given by SWAYAM/NPTEL. The student needs to submit all the assignments given and needs to take final exam at the proctor center. The student needs to earn a certificate by passing the exam. The student will be awarded the credits given in curriculum only by submission of the certificate. In case if student does not pass subjects registered through SWAYAM/NPTEL, the same or alternative equivalent subject may be registered again through SWAYAM/NPTEL in thenext semester with the recommendation of HOD and shall be passed.
- (e) *Major Project* (Project Project work, seminar and internship in industry):

In the final semester, the student should mandatorily register and undergo internship and in parallel he/she should work on a project with well-defined objectives. At the end of the semester the candidate shall submit an internship completion certificate and a project report. A student shall also be permitted to submit project report on the work carried out during the internship. The project report shall be evaluated with an external examiner.

Evaluation: The total marks for project work 200 marks and distribution shall be 60 marks for internal and 140 marks for external evaluation. The supervisor assesses the student for 30 marks (Report: 15 marks, Seminar: 15 marks). At the end of the semester, all projects shall be showcased at the department for the benefit of all students and staff and the same is to be evaluated by the departmental Project Review Committee consisting of supervisor, a senior faculty and HOD for 30 marks. The external evaluation of Project Work is a Viva-Voce Examination conducted in the presence of internal examiner and external examiner appointed by the University and is evaluated for 140 marks.

- **1.** Integrated theory lab:
- a. The integrated course is in the ratio of 2:1 (total credit: 3).
- b. Attendance shall be counted for both in theory as well as lab (75:25 ratio). Minimum attendanceshall be required individually in theory and lab as per university norms

- c. Student has to attend the internal examination and external examination conducted by the college and University as per the regulations.
- d. Student has to pass individually both the external examinations (Theory for 100 marks and Lab for 50 marks) conducted by the University as per the regulations.
- e. If the student fails in either theory or laboratory, the final result is FAIL only.
- f. The student has to pass separately both in the external theory examination and external labexamination as per the University regulations.
- g. Recounting of Marks in the End Semester Examination: A student can request for recounting of his/her answer book on payment of a prescribed fee as per university norms.
- h. Re-evaluation or Revaluation by Challenge of the End Semester Examination: A student can request for Revaluation or Revaluation by Challenge of his/her answer book on payment of a prescribed fee as per university norms.
- i. Supplementary Examinations: A student who has failed to secure the required credits can appear for a supplementary examination, as per the schedule announced by the University.
- j. Malpractices in Examinations: Disciplinary action shall be taken in case of malpractices during Mid/End examinations as per the rules framed by the University.

Promotion Rules

The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in <u>item no.8 for</u> promotion to higher classes

- A student shall be promoted from first year to second year if he fulfills the minimum attendance requirement as per University norm.
- A student will be promoted from II to III year if he fulfills the academic requirement of 40% of creditsup to either II year I-Semester or II year II-Semester from all the examinations, whether ornot the candidate takes the examinations and secures prescribed minimum attendance in II year II semester.
- a) A student shall be promoted from III year to IV year if he fulfills the academic requirements of 40% of the credits up to either III year I semester or III year II semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in III year II semester.

Course Pattern

- a) The entire course of study is for four academic years; all years are on semester pattern.
- b) A student eligible to appear for the end semester examination in a subject, but absent from it or has failed in the end semester examination, may write the exam in that subject when conducted next.
- c) When a student is detained for lack of credits/shortage of attendance, he may be re-admitted into the same semester/year in which he has been detained. However, the academic regulations under which he was first admitted shall continue to be applicable to him.

Earning of Credit:

A student shall be considered to have completed a course successfully and earned the credits if he/she secures an acceptable letter grade in the range A+ to E as given below. Letter grade 'F' in any course implies failure of the student in that course and no credits earned. Absent is also treated as no credits earned. For project same % percentages will be followed for grading.

Marks Range Theory(Max – 100)	Marks Range Lab(Max – 50)	Level	Letter Grade	Grade Point
≥90	≥ 45	Outstan ding	A+	10
≥80 to <89	≥40 to <44	Excelle nt	A	9
≥70 to <79	≥35 to <39	Very Good	В	8
≥60 to <69	\geq 30 to <34	Good	С	7
≥50 to <59	≥25 to <29	Fair	D	6
≥40 to <49	≥20 to <24	Satisfac tory	Е	5
<40	<20	Fail	F	0
-		Absent	AB	0

2. Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

(i) $SGPA(S_k)$ of k^{th} semester (1 to 8) is ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the total number of credits of all the courses undergone/registered by a student, i.e.,

CGPA: The CGPA is calculated in the same manner taking into account all the 'm' courses/subjects registered by student over all the semesters of a Programme i.e., in all eight semesters

$$SGPA(S_k) = \frac{\sum_{i=1}^{n} (C_i \times G_i)}{i^{th} \sum_{i=1}^{n} C_i} c_i$$

Where S_i is SGPA of the i^{th} semester and C_i is total number of credits in that semester.

- (ii) SGPA and CGPA shall be rounded off to 2 decimal points and reported in transcripts.
- (iii) While computing the SGPA/CGPA, the subjects in which the student is awarded Zero grade pointswill also be included.
- (iv) Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.

- (v) Letter Grade: It is an index of the performance of students in a said course. Grades are denoted byletters A+, A, B, C, D, E, F and AB.
- (vi) As per AICTE regulations, conversion of CGPA into equivalent percentage as follows:

Equivalent Percentage = $(CGPA - 0.75) \times 10$

(vii) Illustration of Computation of SGPA and CGPA

Illustration for **SGPA**: Let us assume there are 6 subjects in a semester. The grades obtained as follows:

Course	Cr	Grad	Gr	S _i = Credit Point
	edi	e	ad	(Credit x Grade)
	t	Obtai	e	
		ned	po	
			int	
Subject 1	3	В	8	3 X 8 = 24
Subject 2	4	С	7	4 X 7 = 28
Subject 3	3	D	6	3 X 6 = 18
Subject 4	3	A+	1	3 X 10 = 30
			0	
Subject 5	3	Е	5	3 X 5 = 15
Subject 6	4	D	6	4 X 6 = 24
	20			139

Thus, **SGPA** =139/20 =6.95=6.9 (approx.)

Illustration for CGPA:

Semester 1	Semester 2	Semester 3	Semester 4
Credits: 20	Credits: 22	Credits: 25	Credits: 26
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0
Semester 5	Semester 6	Semester 7	Semester 8
Credits: 26	Credits: 25	Credits: 21	Credits: 23
SGPA: 6.3	SGPA: 8.0	SGPA: 6.4	SGPA: 7.5

Thus,

$$CGPA = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0 + 21 \times 6.4 + 23 \times 7.5}{188} = \frac{1276.3}{188} = \frac{6.78}{188}$$

3. Award of Class

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

Class Awarded	CGPA to be secured	Remarks
First Class with Distinction	≥ 7.75 (Without any supplementary appearance)	From the CGPA
First Class	≥ 6.75	secured from
Second Class	≥ 5.75 to < 6.75	160 Credits
Pass Class	≥ 5.00 to < 5.75	

Tests and Examinations

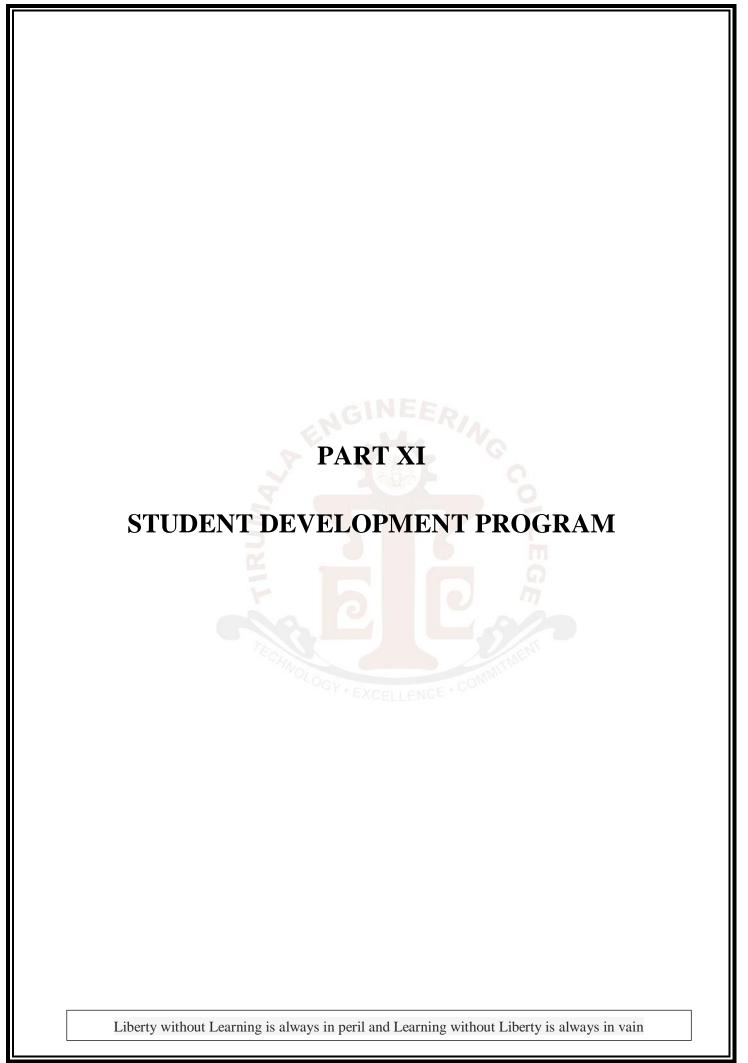
- Prepare the question papers for each test in the pattern of University question papers. We have a practice of setting the mid examination by the HOD himself in 3 different sets and co-ordinate with Examination cell directly.
- Report for invigilation duty at least 20 minutes before the start of examinations /tests.
- Conduct the examinations / tests in a disciplined manner as per the guidelines given by the college /University.
- > Bring to the notice of Chief Superintendent / Principal any 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.

Awards: To encourage and appreciate the efforts of the students in academics, the best performer will be awarded with monetary prize, memento and certificate on the eve of Annual Day.

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 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:

- ightharpoonup Students securing $\stackrel{\text{st}}{1}$ $\stackrel{\text{nd}}{2}$ and 3^{rd} 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/sheacquires 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

Minimum Academic Requirements (R16 regulation)

The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in item no.4.

- 5.1 A student is deemed to have satisfied the minimum academic requirements if he has earned the credits allotted to each theory/practical design/drawing subject/project and secures not less than 35% of marks in the end semester exam, and minimum 40% of marks in the sum total of the internal marks and end semester examination marks.
- 5.2 A student shall be promoted from first year to second year if he fulfills the minimum attendance requirement.
- 5.3 A student will be promoted from II year to III year if he fulfills the academic requirement of 40% of the credits up to either II year I semester or II year II semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in II year II semester.
- 5.4 A student shall be promoted from III year to IV year if he fulfils the academic requirements of 40% of the credits up to either III year I semester or III year II semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in III year II semester.
- 5.5 A student shall register and put up minimum attendance in all 180 credits and earn all 180 credits.

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	CGPA to be secured	
First class	\geq 7.75 with no subjects	
with		
Distinctio		From the
n		CGPA
First class	\geq 6.75 with subjects	secured from
	failures	180 Credits.
Second class	\geq 5.75 to < 6.75	
Pass class	≥ 4.75 to < 5.75	

Academic Requirements (R19 regulation)

The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in item no.4.

- 5.1 A student is deemed to have satisfied the minimum academic requirements if he has earned the credits allotted to each theory/practical design/drawing subject/ project by securing not less than 35% of marks in the end semester exam, and minimum 40% of marks in the sum total of the internal marks and end semester examination marks.
- 5.2 A student shall be promoted from first year to second year if he fulfills the minimum attendance requirement.
- 5.3 A student will be promoted from II year to III year if he fulfills the academic requirement of 40% of the credits up to either II year I semester or II year IIsemester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in II year II semester.
- 5.4 A student shall be promoted from III year to IV year if he fulfils the academic requirements of 40% of the credits up to either III year I semester or III year II semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in III year II semester.
- 5.5 A student shall register and put up minimum attendance in all 160 credits and earn all 160 credits.

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	CGPA to be secured	
First class	≥ 7.75	
with		
Distinctio		From the
n		CGPA
First class	≥ 6.75	secured from 160 Credits.
Second class	\geq 5.75 to $<$ 6.75	100 Cicuits.
Pass class	\geq 4.75 to < 5.75	

Academic Requirements (R20 regulation)

A student will be declared eligible for the award of B. Tech. Degree if he fulfills the following academic regulations:

- i) A student shall be declared eligible for award of the B. Tech Degree, if he pursues a course of study in not less than four and not more than eight academic years.
- ii) After eight academic years from the year of their admission, he/she shall forfeit their seat in B. Tech course and their admission stands cancelled.
- iii) The student shall register for 160 credits and must secure all the 160 credits.
- iv) All students shall register for NCC/NSS activities and will be required to participate in an activity specified by NSS officer during second and third semesters. Grade shall be awarded as Satisfactory or Unsatisfactory in the mark sheet on the basis of participation, attendance, performance and behavior. If a student gets an unsatisfactory Grade, he/she shall repeat the above activity in the subsequent years, in order to complete the degree requirements.
- v) Courses like Environmental Sciences, Universal Human Values, Ethics, Indian Constitution, Essence of Indian Traditional Knowledge etc., shall be included in the curriculum as non-credit mandatory courses. Environmental Sciences is to be offered compulsorily as mandatory course for all branches. A student has to secure 40% of the marks allotted in the internal evaluation for passing the course. No marks or letter grade shall be allotted for all mandatory non-credit courses.
- vi) Credit Definition:
- 1 Hour Lecture (L) per week 1 Credit
- 1 Hour Tutorial (T) per week 1 Credit
- 1 Hour Practical (P) per week 0.5 Credit
- 2 Hours Practical (Lab) per week 1 Credit
- (b) Award of B. Tech. (Honor)/B. Tech. (Minor): B. Tech. with Honors or a B. Tech. with a Minor will

be awarded if the student earns 20 additional credits are acquired as per the regulations/guidelines.

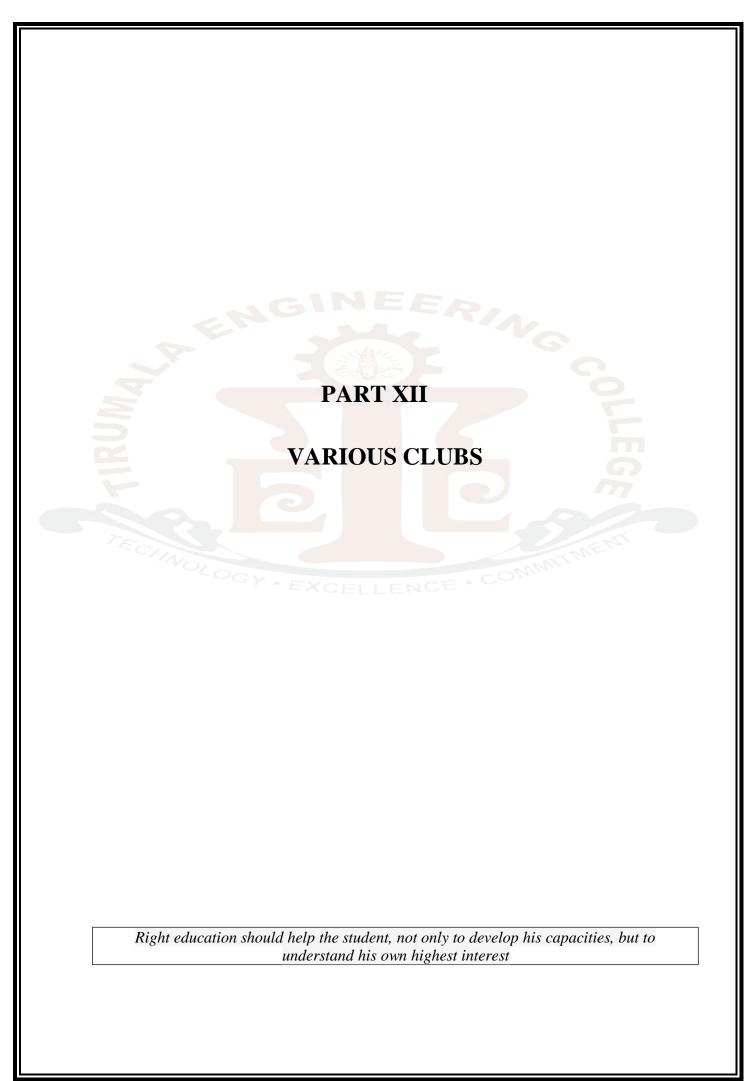
The regulations/guidelines are separately provided. Registering for Honors/Minor is optional.

Award of Class

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

Class Awarded	CGPA to be secured	
First class	≥ 7.75	
with	(Without any	
Distinctio	supplementary	From the CGPA secured from 160 Credits.
n	appearance)	
First class	≥ 6.75	
Second class	\geq 5.75 to < 6.75	
Pass class	\geq 5.00 to $<$ 5.75	

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



Grievance Cell:

- ➤ 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.

Women's Grievances Cell:

- To identify the needs of the girl student and lady faculty.
- To provide favorable environment for all girl students and lady faculty.
- To provide suitable medication facilities to the girl students and lady faculty.
- > To educate girl students towards proper dressing and proper behavior in the college.
- Respond to the girl student Problems and solve them.

Anti Sexual Harassment Cell:

- > To develop guidelines and norms for a policy against sexual harassment.
- > To develop principles and procedures for combating sexual harassment.
- To work out details for the implementation of the policy.
- To prepare a detailed plan for actions, both short and long term.
- > To collaborate with the women's study cell and to organize gender sensitization awareness program in the campus.
- ➤ To follow the complaint's procedure as per the Supreme Court direction in cap complaints registered against any of the employee or student.
- ➤ Where the committee finds an employee/student (faculty, staff (section 1V-2 a, b) or research staff) of the institute involved in sexual harassment of the complaint, it can be recommend to disciplinary action in the form of Warning.
- Written apology.

- > Bond of good behavior.
- Adverse remarks in the performance assessment.
- ➤ Debarring from teaching duties or duties as a guide or examiner or as a resources person.
- > Denial of membership of statutory bodies.
- > The anti-sexual harassment committee is intended to put forward steps to prevent sexual harassment of any kind in the college.
- > The committee shall take into cognizance all the tenets of the relevant Law enforcing
- > Authorities in the matter and see to it that no student or staff member of either sex gets
- > Sexual harassed.

Women Empowerment Cell:

- To improve the quality of life of women through transfer of knowledge and technology and to make the women empowered economically, socially, culturally and politically in order to make the fullest use of their potential to the growth of the nation.
- To make students aware of Gender Equity.
- To encourage greater participation and to develop responsible and value-oriented leadership in Female students.
- Arranging lectures of highly qualified and successful Women.
- > Providing basic amenities for hygiene.
- To create awareness of the Women's Right and to empower Women.
- ➤ To enhance the self-esteem and self-confidence of women students, faculty and staff in the college.
- To promote intellectual and cultural activities for overall personality development of student.
- To develop critical thinking ability of women students such that it enhances decision- making ability.
 - To enable women to make informed choices in areas like education, employment and health especially reproductive health.

Equality Opportunity Cell (EOC):

To work our suitable programs/Schemes, including remedial course for improving the academic performance of students from SC, ST, OBC. Women and persons with disabilities (weather at undergraduate, postgraduates PhD or other levels) and /or to monitor the implementation of such programs/schemes.

The capacity to learn is a gift* the ability to learn is a skill; the willingness to learn is a choice.

- ➤ To coordinate with government and other funding agencies (including Public Sector Undertakings/Public Sector Banks) with a view to mobilize financial and other resources required for educational empowerment of the students from marginalized sections.
- To disseminate the information and act as a counseling-cum-guidance center for students belonging to the marginalized sections, especially with regard to academic, financial and social matters.
- ➤ To help and develop a cordial inter-personal relationship among students and between teachers and the students from marginalized sections for academic interactions and extracurricular activities; by sensitizing the teaching and other staff.
- To assist in smooth and efficient running of a Resource Centre which specializes in addressing the needs of PwD in all categories including visual, hearing orthopedic and neurological disabilities.
- To promote a social and psychological environment to rise awareness on sexual harassment

Objectives of Academic planning and monitoring cell(APMC):

- > Suggestions to the Board of Studies (BOS) of JNTU for any changes in syllabi
- ➤ Planning and conduction workshops / seminars / conferences/ refresher courses
- ➤ Identifying the subjects for conducting
- > Staff/ students seminars
- ➤ Elective subjects to be offered by the department LENGE CO
- Finalization of final-year projects
- > Department workload and time-tables
- ➤ Monitoring the standard of mid-term exam question papers
- ➤ University Exam result analysis (subject-wise)

Research and Development Cell:

- 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 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.:

Literary And Speaking Club:

- ➤ To develop wiled-Ileac& confidence and would help to enhance the general knowledge base.
- ➤ To benefit students in the disciplines of writing and speaking by conducting events that is both instructional and enjoyable.
- > To sharpening the skills of logical thinking.
- > To develop excellent communication skills and teaches students to think spontaneously.
- To analyze issues and come up with solutions.
- > To Helps to prepare students to work in a global community by teaching them about social, political and moral issues.
- ➤ Build confidence to be at ease not only professionally but also socially.
- > To increase daily awareness and helps boost positive habits like reading and independent research.
- ➤ 'To enhance the students' linguistic and writing skills.
- ➤ To revise and restore the art of reading with passion, give wings to our imagination.
- > To tap effective communication talent among students.
- > To act as a positive catalyst for upgrading and honing our skills.
- ➤ To prove we are not only good managers but also innovative initiators.
- > To lit up light of enlightenment in every one's mind to make the essence of knowledge felt by everyone.

Arts & Crafts Club:

- ➤ To give exposure to students about Fine Arts and Commercial Arts so that they are encouraged to take it up as a career.
- To develop Inventive, explorative and creative faculties of the students.
- > To provide opportunities to pass the leisure time mort effectively.
- > To develop co-operative spirit in group learning.
- > To explore the students aware of the beauty of God's creation around us.
- ➤ To provide opportunities & encouragement through their art work.
- To provide opportunities & encouragement to express oneself freely.
- To develop a deep and lasting enjoyment of art that carry over into life.
- > To accept and respect the work of others.
- ➤ To encourage students to express their thoughts, feelings & creativity through the various visual art forms.
- > To provide opportunities for development of awareness about folk arts, local specific arts and other cultural components leading to an appreciation of national heritage.

- > To assist learners to use artistic and aesthetic sensibility in day-to-day life situation.
- ➤ To use resourcefully locally available material to make different products (objects) with the help of the community.
- To refine the sense of appreciation of the beauty of nature through the basic elements of art forms.

Cultural and Dance Club:

- To promote exposure and to increase the awareness of the students towards the finer arts of the world.
- To act as a forum to improve one's communication skills, expressivity and criticalthinking power.
- > To develop a multifaceted physicality through training in dance techniques.
- To apply a variety of value systems aesthetics. and approaches to performing.
- To learn the vocabulary and practice methods of respectful critique and evaluation.
- To integrate an understanding of cultural context into creative and scholarly research.
- > To nurture inclusive community through dance.
- > To make the students competitive at district as well as state level so that they, may display their skills on bigger platforms.
- ➤ To attain fame for the college for its active participation in cultural activities.
- > To develop the overall personality of students together with some special traits which may be helpful for their life.
- To frequently organizing co-curricular activities so that the hidden talents of the students can be identified and thereafter polishing their talents.
- > To motivate students to participate more and more in cultural activities which would help them widen their horizon in life.
- > To encourage participation in dance events irrespective of the student's degree of talent.
- ➤ To provide an opportunity to better the dancer in students through constant engagement and also through workshops conducted by professionals.

Dramatic Club:

- > To strengthen communication and interpersonal skills.
- ➤ Helps further language development.
- ➤ To develop critical thinking, promote literacy skills, and improve student learning outcomes overall.
- ➤ To engage productivity in the collaborative process.
- To build intellectual and aesthetic understanding of the craft and technique of theatre arts.
- To develop an appreciation of and respect for the various roles/aspects inherent within the theatrical process.
- To produce diverse productions that challenge students and engage the university community.
- ➤ Helps the Students to develop production skills.
- ➤ Helps the Students to develop ethics, values and responsibilities of an artist.

- ➤ To deliver audience-appropriate theatrical presentations.
- ➤ Helps the Students to learn comprehend and analyze historical movements in dramatic literature and practice.
- ➤ Helps the students will learn the importance of co-operation through collaboration.
- ➤ Helps the students will learn the importance of service to their community through the creative division of labor.
- ➤ Helps the students will work to create a supportive and respectful atmosphere for one another in all learning and working environments.

Music Club:

- ➤ To promote the highest levels of human aspiration and artistic integrity through the composition, documentation, and performance of music.
- To develop an analytical, creative, and intuitive understanding of music as a cultural language.
- To identify and encourage the Music Talent among the students.
- ➤ To encourage the club members for competitive participation in various music-based events conducted in the inside and outside the campus.
- ➤ To provide a professional education for music majors that develop, nurtures, and assurestheir competency in all aspects of the discipline.
- ➤ To encourage development of the creative, intuitive, and intellectual capabilities of students, faculty, and audience.
- > To gain familiarity with a range of different musical practices and traditions, including selected Western classical, American popular and non-Western practices.
- To learn to create (perform and compose) and analyze music.
- > To learn to think about cultural, historical, and cognitive dimensions of music.
- To develop the ability for sustained thinking in or about music.
- To create a musical community that is rich with cultural, social, and intellectual diversity made available to every child.
- To give students an intensive professional education with innovative discipline.
- To prepare each student with a solid foundation in music and inspire educational fortitude in liberal arts.

Education is not the filling of a Pail, but the lighting of a fire.

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 needful people through different ways like money donations, organizing blood donation camps, Swatch Bharat etc.,

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.
- 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.
- The aim of the club is to inculcate among students a fondness for language and enhance their literary skills.
- To encourage students become orators to display their intellectual and independent thinking skills and imbibe a sense of confidence.
- To promote communication skills of students and help in team work, ability to speak and emote 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, creativity and 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.
- 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.
- Motivating students to value environment.
- Organizing 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.

OBC CELL

- > To ensure reservation norms in the admission of students and in the appointments of teaching and non-teaching staff.
- To Maintain social relationship among the admitted students in the college and resolve issues, grievances, representations etc.,

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

- > Coordination of equal opportunity, welfare and other schemes including financial assistances from the government and UGC.
- To council and guide OBC students about various issues and help them to manage academic activities.
- To resolve problems related to OBC students.
- To ensure provisions for an environment where all such students feel safe and secure.
- > To provide prompt counseling for any emotional emergencies arising on account of any events at the campus.
- To educate and empower the students and staff of OBC categories in the college to make use of the facilities extended by the Govt. and other agencies for their educational & occupational career.

Minority cell

- To ensure equal opportunities for education of minorities.
- > To facilitate financial support to students from these communities from governmental agencies and other sources.
- > To make the minority students aware of the various scholarships schemes of the Central and State Governments.
- To encourage these students to enroll for courses, workshops, programs, etc. which the College offers students in an attempt to equip them with the skills needed for their careers.
- To provide prompt counseling for any emotional emergencies arising on account of any event on the College campus.
- > To provide these students with a grievance redressal mechanism in addition to the regular redressal mechanism.
- > To be aware of the minority students regarding various scholarships program of state and central Government.

Internal complaint committee

- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- > To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
- To create a secure physical and social environment to deter any act of sexual harassment.
- > To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To encourage participation of NGO's working in the area of women's development.

- > Prevent discrimination and sexual harassment, by promoting gender amity among students and employees.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the Management.

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.
- Toexplorethepotentialofstrategiesthatintegratesresearchandliveresearch activity for real world learning.
- To encourage a culture of creativity, innovation taking in learning through research.
- To support opportunities for inter discipline are research activity particularly at higher levels.
- 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.