

Tirumala Engineering College

Part I: ADMINISTRATIVE MANUAL Governing Policy



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 Tirumala Milk Products, PVT. Ltd, registered under Venkata Ramana Charitable Trust, to impart and foster Quality Technical Education. TEC is a non-minority, self-financed institute and is affiliated to JNTUK, Kakinada.

2.GoverningBody:

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

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 in table 2.1. The Governing Body members of this college are the supreme administrative body and it is continued as per norms fixed by AICTE, New Delhi, Affiliating University and state Govt. of Andhra Pradesh.

The Governing Council approves the mission and strategic vision of the institution, long term Academic plans and annual budgets in accordance to meeting the interests of the stakeholders.

Major Responsibilities and functions of the Governing Council:

(a) Subject to the existing provision in the bylaws of respective college and rules laid down by the state government and the instructions given by AICTE, the governing body of the above colleges shall have power to:

- ✓ Taking all policy decisions and overall management of instructions
- ✓ Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
- ✓ Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- ✓ Reviewing institution progress and giving guidance for achieving goals and targets
- ✓ Developing strategies for creating the ambience for the excellence.
- ✓ The Governing body take the decisions regarding the intake and addition or discontinuation of any program accordingly recommending by the principal to take formal steps with the affiliating body to put this into action.
- ✓ Extension, renovation or procurement plans recommended by central planning and budgeting committee.
- ✓ Approve the budget and recommended necessary corrections.
- ✓ Nominate and committee other central committees for smooth discharge of responsibilities.

- ✓ To oversee proper utilization of fund and submission of regular reimbursement claims.
 - ✓ To perform all other functions related to the fulfillment of the objectives of the college.
 - ✓ Instructions are imparted accordance with norms and standards prescribed by Government as well as Affiliating University.
 - ✓ To ensure approval of appointment of staff by way of selection committee of the institute in accordance with the norms prescribed by AICTE and affiliating University.
- (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.

Constitution of Governing Body

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

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

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

Passing any resolution, the quorum members should present of the Governing Body.

<i>The only person who is educated is the one who has learned how to learn and change.</i>
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3. Vision of the Institute:

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 of the Institute:

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 adopting 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. Quality Policy of the Institute:

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 the students and leading to degree in engineering by establishing state-of-the-art laboratories and modernizing them continually, upgrading the knowledge and skills of its staff periodically and developing strong linkages with industry. The quality policy is communicated and understood by all stake holders within the institute and is reviewed for continuing suitability.

6. Strategy:

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

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

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

7. Institutional Level Organization Chart

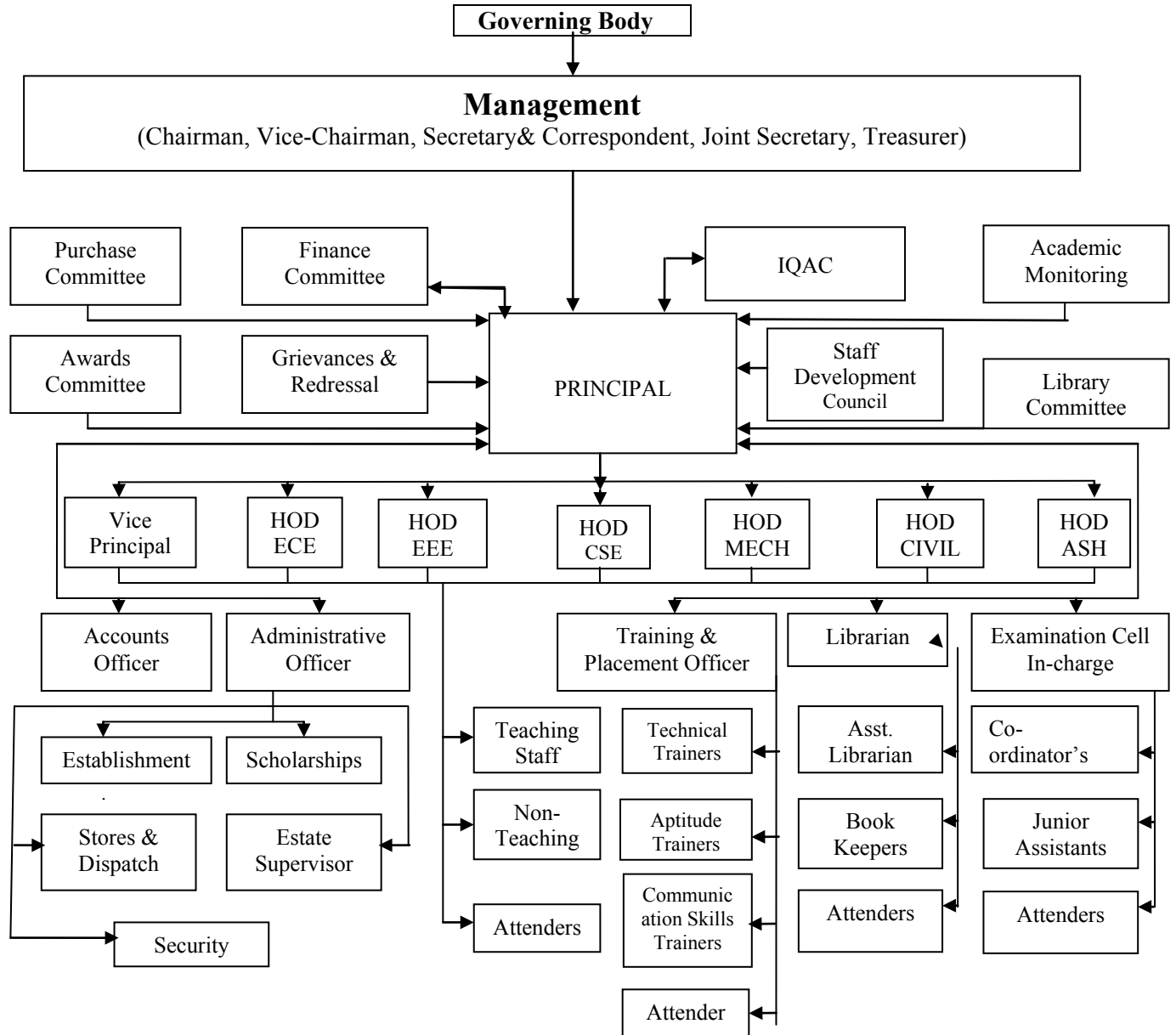


Fig-1 Organization Chart

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



Department Level Organization Chart

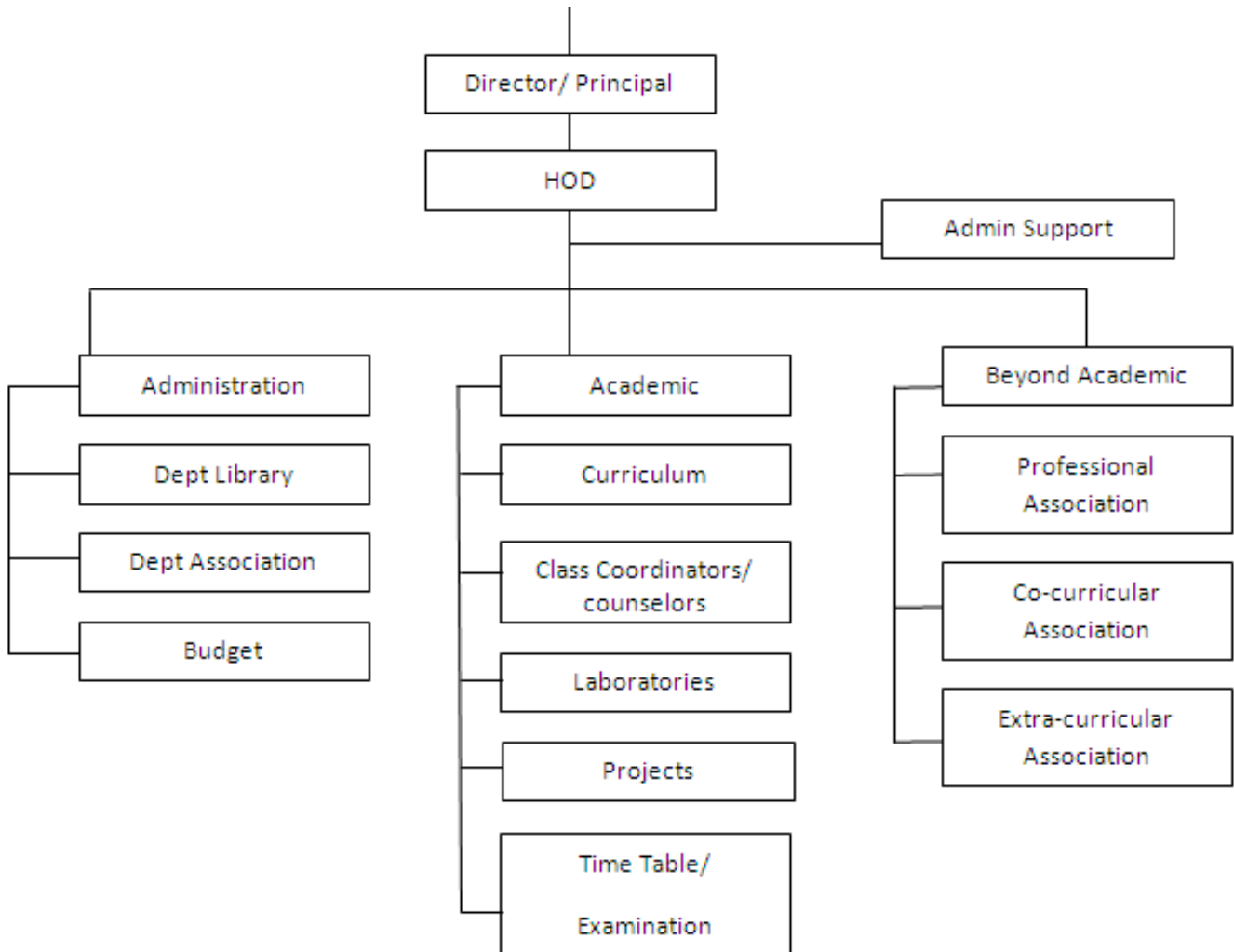
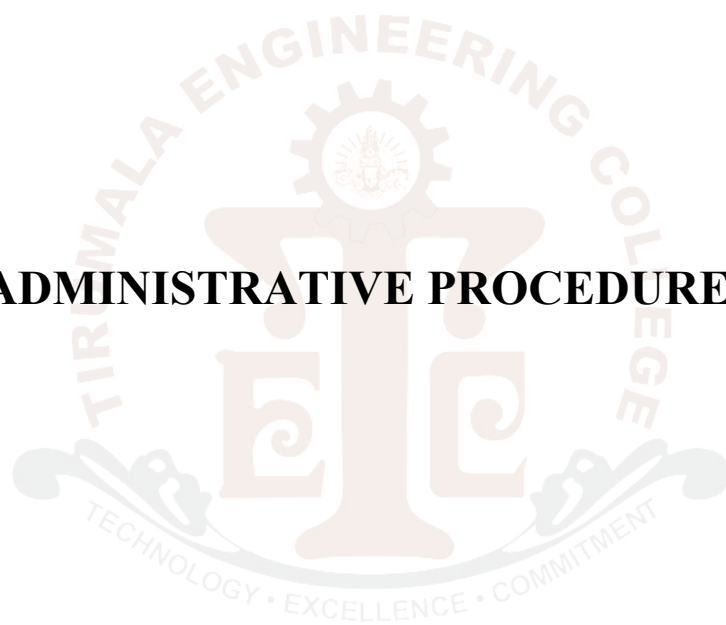


Fig-2 Department Chart

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

Part II: ADMINISTRATIVE PROCEDURES

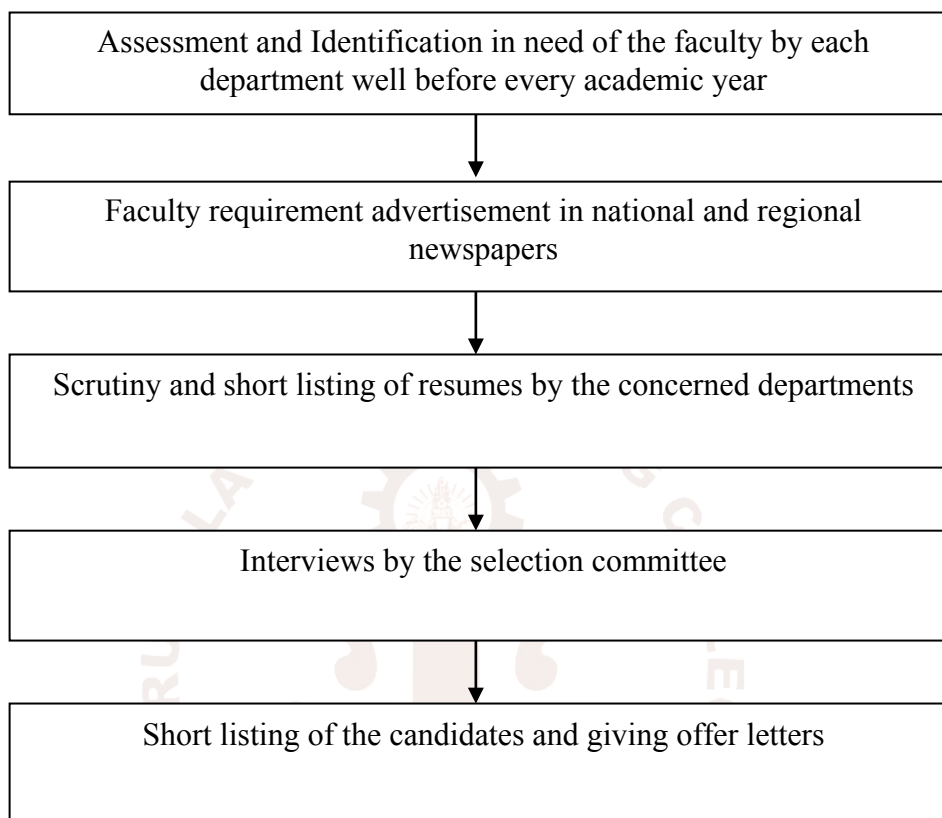


CHAPTER I

1.1 RECRUITMENT PROCEDURE:

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

Faculty Recruitment procedure:



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

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

CHAPTER II

SERVICE RECORDS

2.1 Service Book:

- 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.

2.2 Service Rules:

- All the employees of the college are subjected to the general disciplinary and conduct rules of the college.
- Staff should sign in the attendance register every day 15 minutes before the commencement of regular class hours, and at the end of the working hours unless they are on-duty or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.
- Staff attendance should also be monitored through biometric system.
- All the employees of the college are required to be present in the college throughout the working hours of the college on all working days.
- For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- An employee of the college shall devote his/her whole time to the service of the college and not to engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the principal.

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

- 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 maybe.
- The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his / her official duties satisfactorily etc., giving 3 months notice or 3 months' salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination. In all such cases the A.P. State Govt. rules in force shall be applicable.
- No application of an employee seeking employment elsewhere shall be forwarded during the first year of service. On completion of first year of service not more than two applications per academic year shall be forwarded for outside jobs.
- An employee shall have to give three months' notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management / Director / Principal or date of his / her relief whichever is earlier.

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

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

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

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

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

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.

1. Teaching Staff who completed probation: 3 months notice or 3 months' salary in lieu of such notice.
2. Supporting Staff who completed probation: 1 month notice or 1 month salary and 3
3. Teaching staff who are working on adhoc basis (on temporary service) salary lies of such notice.
4. In case, applications are submitted through the Institution who got selected in govt. sectors or to pursue 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 program in the college.

2.3.2 Termination:

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

2.3.3 Orientation:

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

2.3.4 Promotions:

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

2.3.5 Retirements:

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

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

CHAPTER III LEAVE RULES

3.1 Leaverules:

- These rules are being followed since 2008 by ourInstitute.
- It came into effect from 01-09-2008 and shall be applicable to all the employees of thecollege.
- A leave account is maintained for each employee in an appropriateform.
- Leave cannot be claimed as a matter of right. The sanctioned authority has full discretion to refuse, or revoke leave of any kind when the exigencies of service demand.
- The sanctioning authority may recall an employee to duty before the expiry of his/herleave.
- Unauthorized absence from duty may be treated as misbehavior and disciplinary action may betaken.
- An employee on leave shall not take up any service or accept anemployment.
- Every application for leave on medical grounds shall be accompanied by a medical certificate given by a registered medicalpractitioner.
- An employee (declared as vacation staff) who leaves his place of duty during vacation is liable to berecalled.
- 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 sanctionleave.
- Second Saturday is a holiday if it is permitted by UniversityCurriculum.

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

3.2 Casual Leave:

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

3.3 Special Casual Leave:

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

3.4 Earned Leave:

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

3.5 Half-Pay Leave:

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

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

3.6 MaternityLeave:

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-OrdinaryLeave:

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 StudyLeave:

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

3.9 Delegation of financial powers :

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

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

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

Financial power of the Principal: **Rs.40,000/- for a single procurement**

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

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

"Successful entrepreneursare 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	-	Secretary
Convenor	-	Sr. Persons (Two faculty Members)
Members	-	Staff/student

4.2 Conduct Rules:

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

The Success point of all achievement is desire.

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

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

4.3 Do's

An employee at all times, shall

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

4.4 Don'ts

Knowingly or willfully neglect duties

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

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

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

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

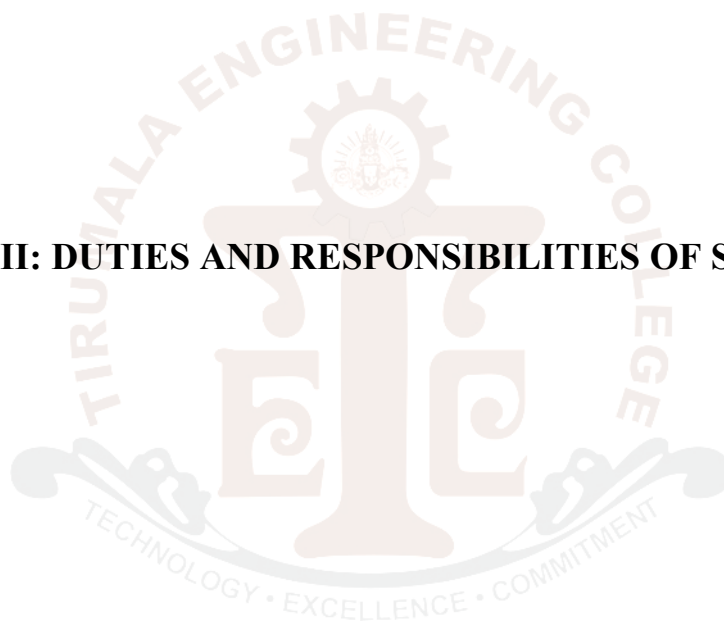
The great aim of education is not knowledge but action.

- Whenever the dismissal or discharge from service is proposed, the principal shall constitute a one man court of domestic enquiry to go into the details in the presence of the accused, giving fair opportunity to the accused to present his / her case, by observing the principle of natural justice.
- The principal shall report the proceedings periodically to the Chairman/Secretary & Correspondent.



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

PART III: DUTIES AND RESPONSIBILITIES OF STAFF



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.
- The staff members 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.

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

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

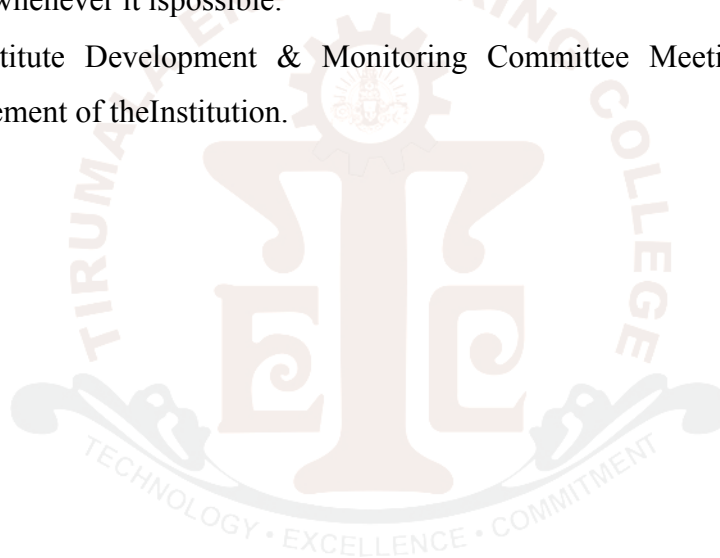
Coming together is a beginning; keeping together is progress; working together is success.

CHAPTER VI

Duties and Responsibilities of Principal

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

- ✓ Report to the Chairman of the Governing Body.
- ✓ For human resource planning for teaching and non-teaching staff for long and short term requirements.
- ✓ To develop the institute in all areas for an all-round growth of the institute.
- ✓ To Advise the HODs and faculty in various academic and administrative matters.
- ✓ To Optimize the resources available in academic, administration, finance, etc.
- ✓ To Implement integrated and uniform systems in academic, administration, finance, etc. where and whenever it is possible.
- ✓ To Conduct Institute Development & Monitoring Committee Meetings to ensure Quality Management of the Institution.



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

CHAPTER VII

Duties and Responsibilities of Head of the Department.

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

The Head of the Department is:

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

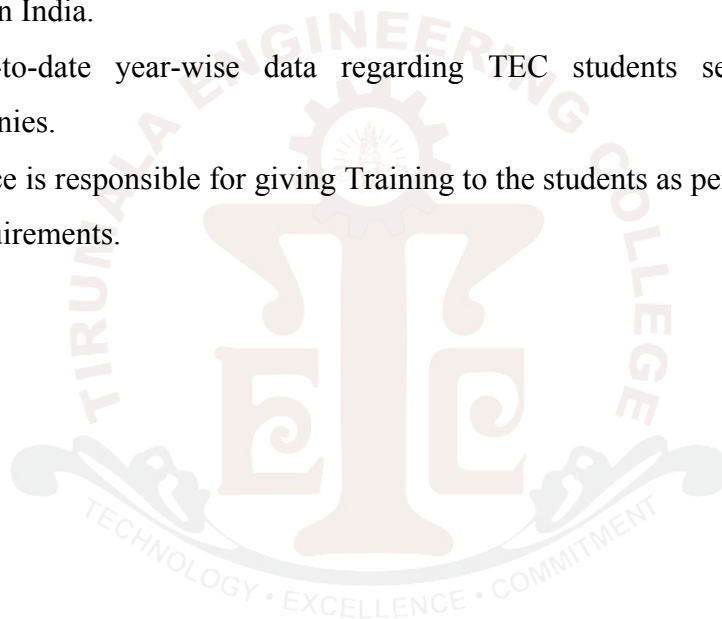
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CHAPTER VIII

Duties and Responsibilities of Training and Placement Officer

The training and placement officer takes the following responsibilities are:

- (a) Collection of data in the prescribed proforma during III Year II Semester from TEC Students of all the disciplines and collect one-page biodata for each student.
- (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.
- (f) Placement office is responsible for giving Training to the students as per standards of the companies requirements.



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

CHAPTER IX

DEPARTMENT

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

TIME TABLES AND SCHEDULES:

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

- Finalize the number of sections branchwise.
- Finalize 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 Courses.
- Finalize 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 finalize their time tables under the guidance of main time table in charge.

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

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.

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 lessonplan.
- The faculty member should get the lesson plan and course file – approved by the HOD and Principal. The course file consists of preface, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.,

- The faculty members register must be regularly updated and put up for inspection by the HOD/Principal as the case maybe.
- 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 humor in the lecture, to break the monotony.
- The faculty member should practice/rehearse the lecture well before going to the class.
- The faculty member should make use of OHP, Models etc., as teaching aids.
- The faculty member should encourage students asking doubts / questions.
- The faculty member should get the feedback from students and act / adjust the teaching appropriately.
- The faculty member should take care of academically backwards students and pay special attention to their needs in special classes.
- In problem oriented subject, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least a week in advance of actual class.
- The faculty member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, the details academically backward students, and their objectionable behavior etc.
- The faculty member should always aim for 100% pass results in his / her subjects and work accordingly.
- The faculty member should regularly visit library and read the latest journals / magazines in his / her specialization and keep oneself abreast of latest advancements.

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

- The faculty member should use power point presentations from digital library at least twice a semester.
- The faculty member should make himself/ herself available for doubt clearance.
- The faculty member should motivate the students and bring out the creativity / originality from the students.

In Laboratory:

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

Student – Faculty Rapport:

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

DUTIES AND RESPONSIBILITIES OF CLASS TUTOR:

The class tutor should:

- 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.
- Meet the parents of students, especially defaulters.
- Manage the production and dissemination of reports to students, parents, college management, Accreditation Committees AICTE and other governing bodies from time to time.
- Make sure that students of the department are regularly attending class and coming to the college in time in proper dress code.
- Make sure that the academic targets in terms of university results and the placement targets in terms of number of students placed are met.
- Monitor the semester progress regularly based on approved semester and an assessment plan

You are things; and say 'why?' But I dream things that never were; and I say; 'why not?'

CHAPTER XI

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.

Duties and Responsibilities of Subject Teacher for Laboratory:

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

EXAM REFORMS

- Each faculty can set 3 sets of question papers of their subject along with scheme of evaluation and submit to the HOD for approval.
- During invigilation, the faculty member should continuously move around. She/he should not sit in a place for a prolonged time. She/he should monitor closely so that nobody does any malpractice in the exam/test.
- Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the University Representative / Chief Superintendent. (the class coordinator and the HOD concerned in the case of cycle test / Model Examination).
- The test papers must be corrected within three days from the date of examination and marks to be submitted to the HOD for forwarding to Exam Section In-charge / Principal with remarks.
- The faculty members should be very fair and impartial in awarding of internal marks to the students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.
- The faculty should note the marks of every question on the front sheet of answer booklet.

Efforts and courage are not enough without purpose and direction.

CHAPTER XIII

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 in the pink sheets and GCAP**, the information 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 behavior should definitely be brought to the notice of the parents and college authorities.

CHAPTER XIV

Duties and Responsibilities of Maintenance In-charge

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

MAINTENANCE:

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

HYGIENE:

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

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

SECURITY:

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

CHAPTER XV

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 and if it does not bring any change, the student must be directed to meet the class coordinator, HOD.
- The faculty member should act with the students tactfully and should take 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:

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

Be the beacon of light in someone's darkness.

CHAPTER XVI

LIBRARY

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.

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)

Item	Book Issue Hours	Book Return Hours
Documents other than Reference Books	09.00 AM to 4.30 PM	9.00 AM to 4.30 PM
Reference Books (overnight issue)	4.00 PM to 5.00 PM	9.00 AM

1. Eligibility:

The following persons are eligible for making use of the Library.

- Members of the Staff of TEC
- Students of TEC
- Other persons admitted with the special permission of the Principal/ Chairman, Library Committee.

2. Book Issuing Norms:

Undergraduate Students	4 Books for 15 Days
Staff	8 Books for session

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

3. 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 (overnightonly)
- (c) Secret documents and Mirage Documents (circulation restricted)

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

4. 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.

5. 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 forimplementation.

6. Acquisition of Documents:

Documents can be acquired into GRET Library through:

- (a) Readers can suggest documents etc., for addition to the Library, through the suggestion book kept at theLibrary.
- (b) An annual book exhibition is held in Library to enable readers to suggest the documents required bythem.
- (c) LibraryCommittee

7. Book Issue/ Return Procedure:

For issue of book, the users are given an issue slip consisting of details to be filled by the user which contains Book Accession No, Title, Author, Issue date and signature with name of the user. After filling the issue slip, the user has to hand over the slip to the library staff that in turn, will check the entries and verify with book to be issued. The staff will then put the due date stamp on the due date slip of the book and the same date is stamped on the issue slip given by the user. The issue slip is then kept in increasing order of registration number in their respective department branch-wise, on returning the book; the issue slip is located and retuned to the user by canceling the book. The colorof the issue slip is periodically changed between staff andstudents.

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

No:	TECLIBRARY	
ACC No:	REG. NO:	
	Branch :	
Title:		
Author:		
IssueDate:	Duedate:	
Signature with Name :		

Fig I Format for Issue slip

8. Xeroxing :

Xeroxing facilities are available at the Library, from 9.00 AM to 4.30 PM (on all working days) on payment basic.

9. 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 1styear and semester-wise from 2ndyear 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

10. Library Committee :

A Library Committee is appointed by the Principal for efficient administration of the Library. The committee comprises of the Chairman, a senior faculty nominated by the Principal and members nominated from all Departments. Other members of the Committee include two students and a member management to act as liaison.

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.

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

- (d) The Committee will periodically review the functioning of Library and make recommendations for improvements, as considered necessary.
- (e) The committee should meet at least once in a month and more often, if necessary.
- (f) The Committee shall arrange for display of the information about new acquisition on the notice boards as also through LAN on monthly basis or earlier, if required.

11. Computerization:

The Library was computerized way back in 2013 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.

12. Classification of Books:

The books are classified according to DDC21 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.

13. Library Records:

Library should maintain the following records:

- (a) **Accession Register:** All the documents other than periodicals are entered along with their accession numbers. Essentially it 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.

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

- (d) **Visitor Register:** Any person entering the Library has to enter his/ her details, along with time of entry and signature on the visitor register kept at the entrance of the Library in order to identify the number of users of Library for statistics purpose.
- (e) **Suggestions and Requisitions Register:** A separate register for suggestions and requisitions are kept in the library for users and visitors to express their ideas for improvement of documents in the library
- (f) **Thumb Impression:** Before entering the library both the students and staff are supported to give their thumb impression to consider it as a proof of their attendance to library.

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

15. GENERAL LIBRARY RULES (Appendix I):

- (a) Before entering the library, readers are requested to deposit their belonging in the rack that is placed near the entrance of the library.
- (b) The library has open access to documents and closed access to a few referenced documents.
- (c) Newly arrived books, periodicals etc., are displayed in the library for a period 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 belonging to the library.
- (f) The library staff at the counter are 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/Chairman, 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 /Chairman, Library Committee will have powers to cancel in full or in part or to modify suitably any or all rules herein mentioned.

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



PART IV: PERFORMANCE BASED INCENTIVES

CHAPTER XVIII

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 fasttrack 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 Principals as its members. After receiving approval) for the committee, action would be taken immediately or as appropriate. -lowever 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

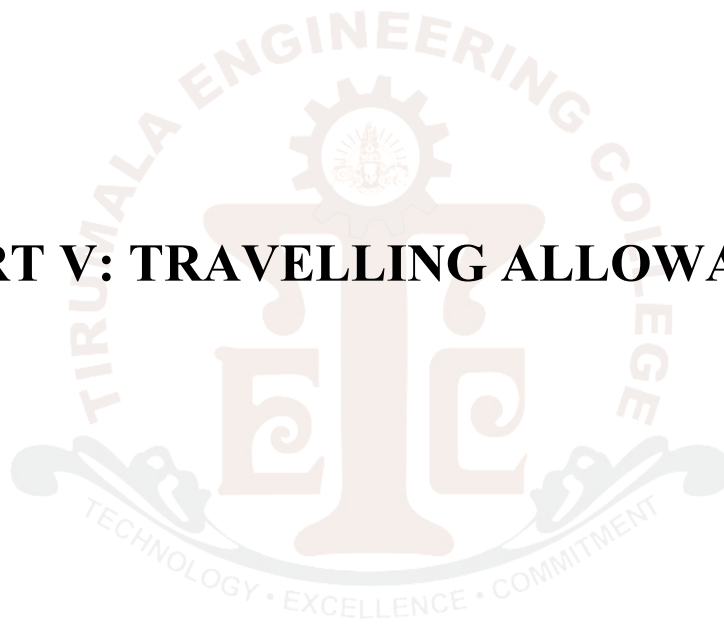
Performance Criteria	Incentives
<p>1.Achievement of annual semester results as per the goals set in the beginning of the Academic year / Semester and agreed by the authorities.</p> <p>2.Incentive for paper presentation on behalf of Tirumala Engineering College at National or International level Conference / seminar within in India.</p> <p>3. Incentive for faculty who attend workshops / short term courses</p> <p>4.Incentive for Research Patents Incentive for research paper publications</p> <p>5. Research Projects</p>	<p>1. A maximum of two annual increments for the faculty who get both feedback and result greater than 90% for the technical subjects.</p> <p>2. Traveling Allowance (T.A): It is limited to II class sleeper / equivalent by shortest route on production of original tickets for the faculty member. on duty leave will also be given during the period of conference or seminar and we also reimburse the registration fees to the faculty.</p> <p>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).</p> <p>4. For each patent - 15,000/- Cash Incentive. For each paper-5000 cash incentive</p> <p>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 their recommendations of a committee.</p>

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

6. Consultancies	6. Faculty members who take up consultancy would be permitted to take certain amount of consultancy charges earned by him/her on conclusion of project and as approved by the concerned Director, subject to a ceiling of 20,000/-. Amounts in excess of this will require the approval of the Chairman.
7. Best teacher award(Annual)	7. It is proposed to constitute a Best Teacher Award to the top three teachers every year and it would be presented on September 5th, on Teachers Day Celebrations. The award will consist of a cash award of 2,500/- besides a citation.
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 th .
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.
10. Employee Referrals	10. 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.

PART V: TRAVELLING ALLOWANCES



CHAPTER XIX

TRAVELLING ALLOWANCES

- All teaching and non teaching staff members are provided with free transport facility.
- On tour is 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	Executive Class	AC First Class	AC First Class
Rs.8,000	AC Chair Car	AC2-tier	AC2-tier
Rs.16,400 and	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 visit when journeys performed in own car/taxi	Actual

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.

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

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.

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

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

7. TRANSPORT COMMITTEE

1. Main Functions:

- Transport Committee is responsible for the safe and efficient operation of TEC transport system. In that
 - (a) To promote usage of TEC buses rather than individual vehicles by students.
 - (b) To ensure timely issues of bus passes.
 - (c) To monitor that unauthorized students for that timing slot do not cause inconvenience to the genuine passengers.
 - (d) To monitor that bus staffs 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:

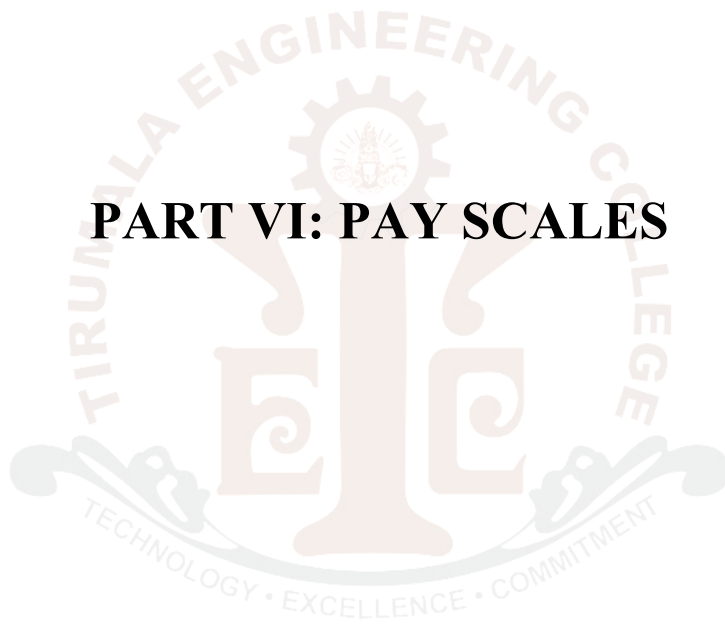
Transport Committee shall be comprised of:

- a. Chairman
- b. Principal
- c. Bus In charge
- d. Two faculty members one male and one female, who use transport
- e. Six student members representing the male and female student bus users of B Tech



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

PART VI: PAY SCALES



CHAPTER XX 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 adapted 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 otherwise stated in the appointment order, an employee on appointment shall be eligible to draw/pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
- All services in a post on time scale of pay shall count for eligibility for increment.
- Leave granted shall be counted as service for the purpose of eligibility for increment. But, leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.

The 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 Executive Body shall have the authority to withhold an increment for a

certain period not exceeding one year as a disciplinary measure for sufficient and 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 secretary shall be authority to sanction normal increment in case of those staff on regular scales of pay and whose personal files did not contain adverse remarks since the date of sanction of last increment. In all other cases, the Executive Body shall be the competent authority to sanction normal increments.

Advance Increments:

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

Financial Powers:

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

- (a) Authorizes purchase of consumables for laboratories over and above the powers of the Head of the Departments.
- (b) Permits reimbursement of traveling and other expenses for official purposes within the permitted limit to be decided by the PRINCIPAL.
- (c) Sponsors faculty / staff for any academic and co- curricular activities as per norms.
- (d) Authorizes 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.

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

- (a) Principal on production of the relevant bills should reimburse the expenses for vehicle / Phone. Dean, 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 anyreason.
- (b) The faculty / staff sponsored for any outstation programs 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.
- (c) 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 analyze their requirements taking into account the syllabus, technology, up gradation, 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 format given in Annexure-A and B. 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 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.

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

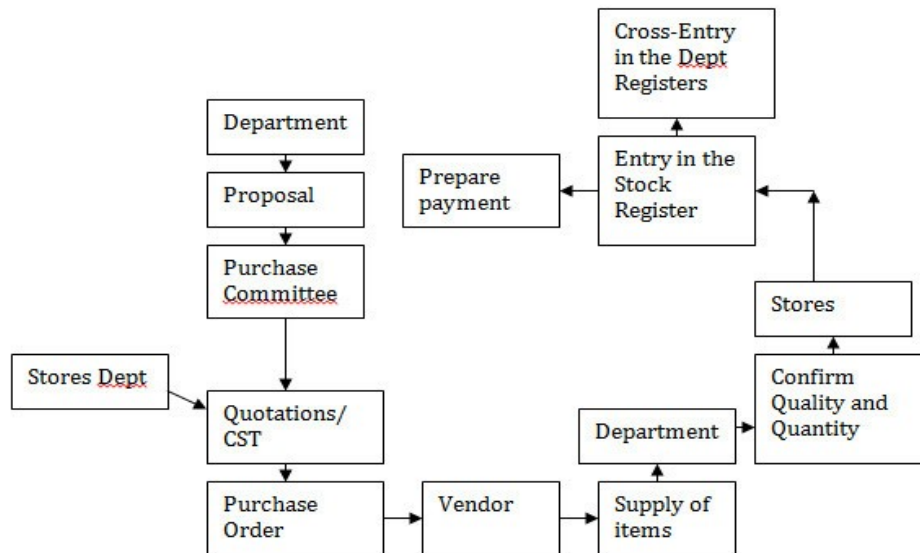


Fig 6.1 Purchase Procedure

(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.

(b) Instances of poor quality / difference in quantity should be brought to the notice of the Stores Department for taking corrective measures and review the concerned vendors.

(c) The Stores In charge 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.

(d) The purchases can be made in case of emergency and by cash on the unit cost of the item to avoid undue delay.

Stores :

(e) The enquiries are to be invited by the Stores / HOD as per the format from suppliers asking them to send their lowest quotation.

(f) The Purchase Committee shall forward the quotations received to Stores / HOD for compilation & preparation of comparative statement.

(g) The Purchase Committee will decide upon the vendor and purchase order is issued by Secretariat.

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

(i) The materials accepted to be entered in Stores Procurement Register.

(j) The stores will issue the item on receipt of requisition from the concerned department.

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

(k) The departments are expected to maintain the following for each laboratory:

- (i) Asset Register (for non-consumable item)
- (ii) Consumable Stock Register (item wise folio, details of receipts and issue, balance)
- (iii) Relevant registers as prescribed from time to time.

Inventory:

- ✓ Stores In-charge is responsible for maintaining the following master registers:
 - (a) Master stock Register
 - (b) Master consumable Register
 - (c) Master Furniture and Fittings Register
- ✓ These registers are maintained chronologically, with item details, Bill details, Cost, department Lab/subsection to whom the item issued, along with the contra entry of labs, corresponding Lab Stock Register entry details and the signature of Lab In-charge with date. The departmental Lab/subsection should maintain
 - (a) Lab/subsection stock register (for non-recurring items)
 - (b) Lab/subsection consumable register (for recurring items)
- ✓ Inventory audit should be done at least once in a year in summer vacation and items beyond economical repairs should be recommended for write off. After due sanction from PRINCIPAL, the registers are to be updated.
- ✓ Percentage inventory check need to be done whenever there is a change in responsibilities.
- ✓ Surprise check for certain attractive items need to be done once a year at least as designed by principal.

Finance and Audit: Finance Officer is responsible for all cash and bank transactions. He has to maintain the following documents

- (a) Day Book – Manual & Computerized
- (b) Reconciliations details at least once in two months with all the banks with which accounts are operated.
- (c) Tuition Fee Registers batch-wise
- (d) Pay Bill Registers
- (e) Fixed Deposit Registers
- (f) Fee Receipt Books
- (g) Purchase Register-Computerized

Life is lived on its own; other's shoulders are used only at the time of funeral.

Pay and Allowances:

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

Student Fees:

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

Computerization:

Every office transaction is to be computerized.

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:**Scholarships and who is Responsible:**

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.

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.

2. Augmentation of Income and Cost Control:

The Institutional Development and Planning Committee will review once in a month the financial aspects viz. the collection of fees dues, expenditure incurred, i.e., the budget allocation, utilization of funds allocated and also to suggest steps to curtail / reduce the wasteful expenditure, if any and for speedy collection of fees pending. In a top- down approach, these action plans are discussed for implementation at Departmental levels through Departmental Development and Planning Committees.

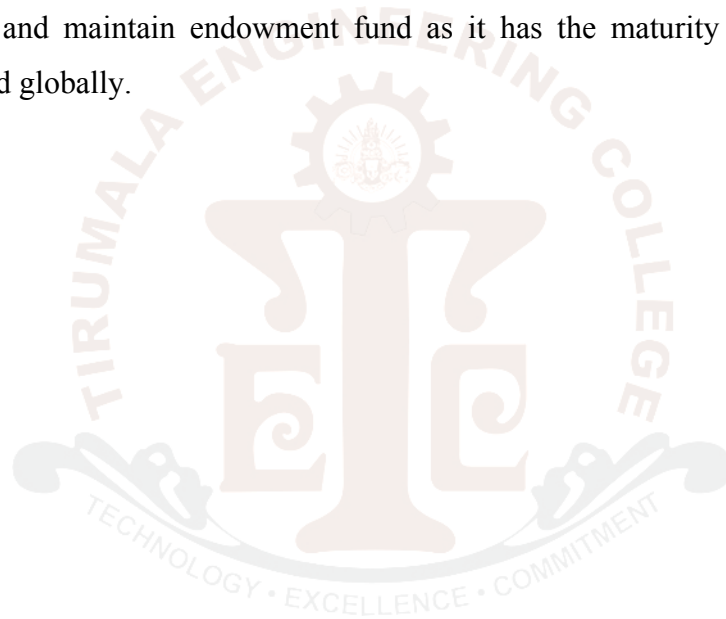
Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude.

3. Banking:

The students remit fees at the beginning of the academic year at the Bank / College mostly by draft or through bank by direct remittance of cash into TEC Principal's account. Bankers to the college are willing to provide ATM / Debit cards to all the account holders. This will facilitate the students from upcountry, to pay the fees without any hassle if they open their accounts at their place and pay the fees through debit cards. This will also avoid risk of holding accumulated cash with the Trust / college.

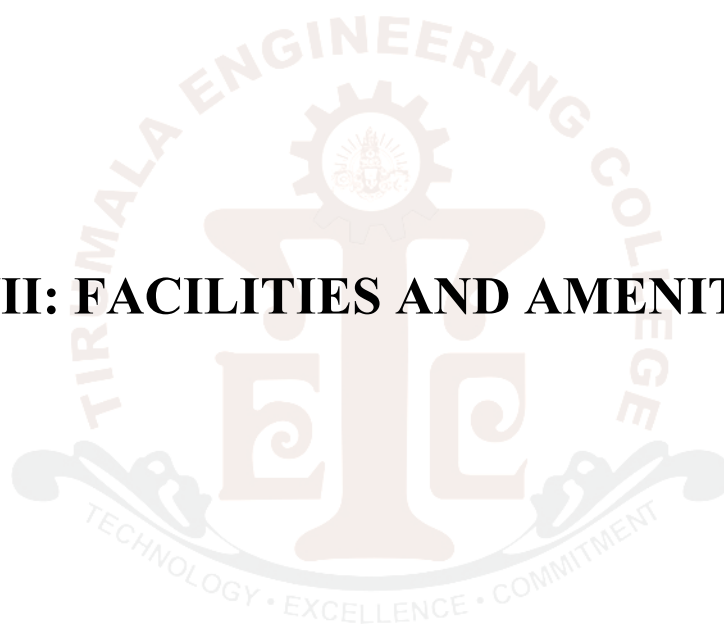
4. Endowments:

TEC should create and maintain endowment fund as it has the maturity and backed by its alumnus positioned globally.



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

PART VII: FACILITIES AND AMENITIES



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.

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.

Mediclaim Policy:

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

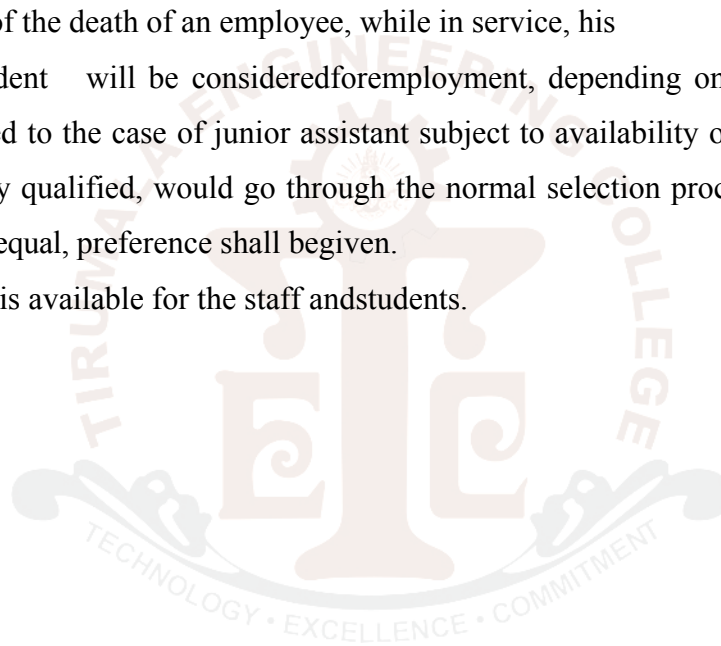
Dispensary:

A full time qualified Doctor is 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.

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

WELFARE MEASURES:

- Provision of a separate lunch room for the benefit of lady / gents staff members and girlstudents.
- 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.
- Medical unit is available for the staff and students.



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



PART VIII: VARIOUS CELLS & CLUBS

CHAPTER XXIII

VARIOUS COMMITTEE

GrievanceCell:

- 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 berecommend 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.

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

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 (whether at undergraduate, postgraduates PhD or other levels) and /or to monitor the implementation of such programs/schemes.
- 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
- 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 generalknowledge 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 teachingthem aboutsocial, 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 andindependent research.
- 'To enhance the students' linguistic and writing skills.
- To revise and restore the art of reading withpassion, 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 knowledgefelt by everyone.

The future of the world is in my classroom today.

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 more 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 critical thinking 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 the 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.

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

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 assure their 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.

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.

Be the beacon of light in someone's darkness.

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.

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

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.,
- 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 counselling 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 communications systems engineering.
- To explore the potential of strategies that integrates research and deliver research activity for real world learning.
- To encourage a culture of creativity, innovation taking in learning through research.

- To support opportunities for inter discipline 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.

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

CHAPTER XXIII VARIES COMMITTEES

Anti-ragging

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

- Creating awareness to the senior students by placing Anti-ragging posters in all visible areas.
- The faculty members are asked to see that there is no ragging atmosphere in the college.
- Motivating 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 fresher's: 9:50 – 3:40 (It is followed till fresher's day party)

Timing for the seniors: 9:00 – 4:30

Women's Development Cell

The cell addresses 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 interact with governmental and 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 which 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.

TEC executes the following steps in this regard:

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

Gymnasium:

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

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

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) Chairman
- (b) Principal
- (c) Canteen In charge
- (d) Five student members representing the male and female student canteen users of B Tech

Student Welfarecommittee

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

- The Student Welfare Committee helps the students understand their unique personal abilities and tendencies through interviews and assessment tests.
- It also helpsstudents 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.

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

- 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 them 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.

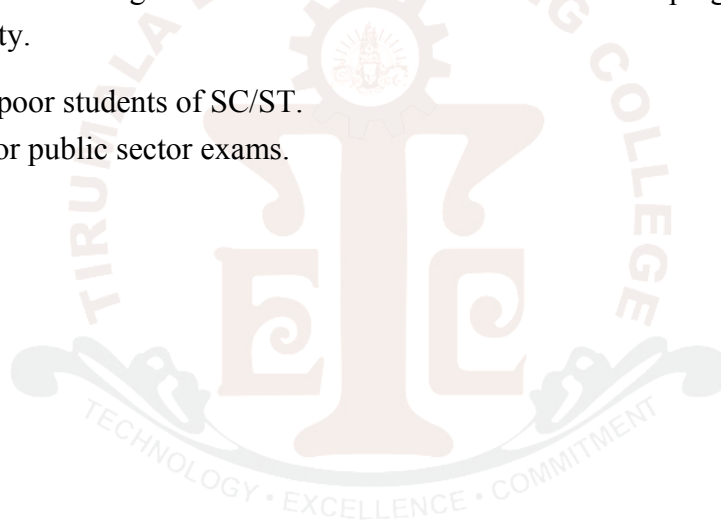
Sports And Games Committee

- 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 their attitudes towards Ilk (positive thinking, healthy criticism etc.).
- To promote, encourage and support such activities among the members as are conducive 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

The committees look into the following activities:

- Coordinating & resolving the problems of SC/ST students.
- To facilitate the financial scholarships of SC/ST students.
- Educate the students about schemes introduced by Central Govt. & State Govt.
- Improving the career opportunities.
- Preparing reports to the Central Govt. & State Govt. committees whenever required.
- Providing books through SC/ST Book bank of the institution. Helping for the SC/ST/ hostels in the town/City.
- Helping to poor students of SC/ST.
- Coaching for public sector exams.



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.
- b. 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.
 - Evaluate PHRA's current use of social media and member participation / interest in social media.
 - Maintain a strategy (to include vision, goals and objectives) for PHRA's use of social media and implement that strategy.
 - Provide high quality articles for the Perspectives newsletter to educate members on and promote member use of PHRA's social media platforms.
 - 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.
 - Proactively engage members in the use of social media by posting regular discussion topics.
 - 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.
 - Proactively engage HR professionals outside of the membership.

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

IQAC

IQAC is a significant administrative body that is responsible for all quality matters. It is the prime responsibility of IQAC to initiate plan and supervise various 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 infrastructural facilities and the available ICT resources.
- Based on academic audit, a comprehensive review of student's performance is made by IQAC.
- IQAC ensures the proper implementation of academic calendar.
- 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.

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

- 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.

The Iwo most powerful warriors are patience and time.

- 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.

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 chargespayable 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.

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

- 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. and any other Technically well qualified employee of the university are eligible to take up this category of consultancy work. 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 be 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 from the consultancy work shall not exceed 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.
- 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.

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

**PART IX: ASSESSMENT AND VARIOUS AWARDS
FOR STUDENTS**

CHAPTER XVI

ASSESSMENT AND VARIOUS AWARDS

Internal Assessment Distribution and Weightage of Marks

- The performance of a student in each semester / I year is evaluated subject wise with a maximum of 100 for theory and 75 marks for practical subject. In addition, Industry oriented mini-project, seminar and project work is evaluated for 50, 50 and 200 marks respectively.
- For theory subjects the distribution is 20 marks for Internal Evaluation and 80 marks for the end-examination.
- For theory subjects, during the semester there shall be 4 tests, which include, 2 subjective type tests each for duration of 20 minutes and 2 subjective type tests each for duration of 90 minutes. One objective type test and one subjective type test are to be conducted in 5-8 units of each semester. The best 3 tests will be considered for awarding 20 sectional marks.
- For the 1st year class which shall be on yearly basics, there shall be 6 tests which include 3 objective type tests and 3 subjective type tests with the same duration and weight age for each test as mentioned above. However, the performance in the best 4 tests will be considered for awarding 20 sectional marks. The distribution of syllabus for the conduct of objective and subjective type tests in the first year shall be as follows:
 - Units - one Objective type and one subjective type test
 - 3-8 Units - one Objective type and one subjective type test
 - 6-8 Units - one Objective type and one subjective type test
- Each objective test question paper contains 20 objective type questions for 20 marks. Each subjective type test question paper contains 5 questions out of which any 3 questions need to be answered. The subjective type question paper should also be for 20 marks. Through the test pattern is different, all the tests (objective and subjective type tests) have equal weightage.
- For practical subjects there is a continuous evaluation during the semester for 25 sectional marks and 50 end examination marks. Of the 25 marks for internal, 15 marks are awarded for day-to-day work and 10 marks to be awarded by conducting an internal laboratory test. The end examination is conducted by the teacher concerned and another member of the staff of the same department.

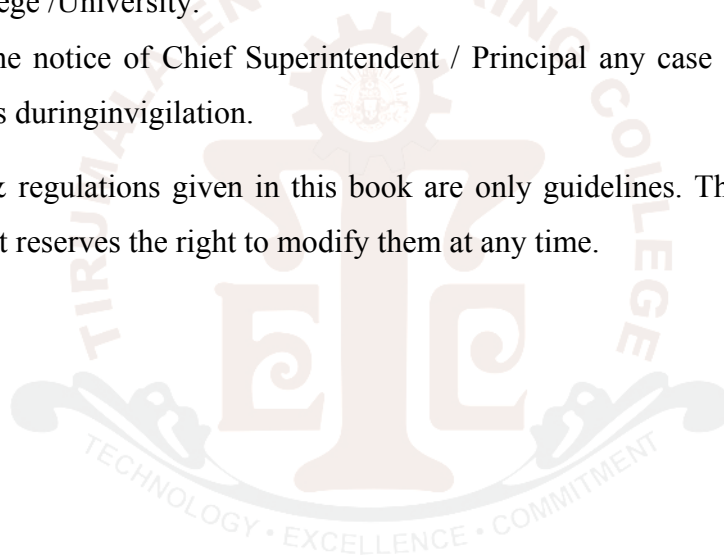
Success is simple. Do what's right, the right way, at the right time.

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

Tests and Examinations

- 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.



*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 XXIII

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 GREtians also to followsuit.

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

- (a) To develop entrepreneurial awareness & ability instudents.
- (b) To create a forum for potential entrepreneurs in thecampus.
- (c) To develop an interface between Academy andIndustry.

Composition ofEDC

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 Technologystudents.
- (b) To conduct research work and survey for identifying entrepreneurial opportunities (Particularly in Science and Technology areas and servicesector).
- (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 prospectiveentrepreneurs.
- (e) To conduct competitions among students in developing projectproposals.
- (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 correctivemechanisms.

(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 atleast.
- e. Alumni :Once on Alumni Day i.e. on 15th August of each year.

3. Corrective Mechanism

- a. The feedbacks have to be 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.

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

CHAPTER XXIV

STUDENT DEVELOPMENT PROGRAM

Student counseling Scheme

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

Incentives and Rewards

The following incentive and rewards are awarded to the students:

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

Co-curricular Calendar

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

Industrial Tours

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

Attendance:

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

- A student shall be eligible to appear for University examinations if he/she acquires a minimum of 75% of attendance in aggregate of all the subjects.
- Condonation of shortage of attendance in aggregate upto 10% (65% and above 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 / 1 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/ 1 year are not eligible to take their end examination of that class and their registration shall stand cancelled.
- A stipulated fee shall be payable towards condonation of shortage of attendance.
- The teachers shall periodically warn/caution the students who do not attend classes regularly.

Academic Requirements:

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

Award of Class:

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

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

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.

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

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.

Best Practice VII:

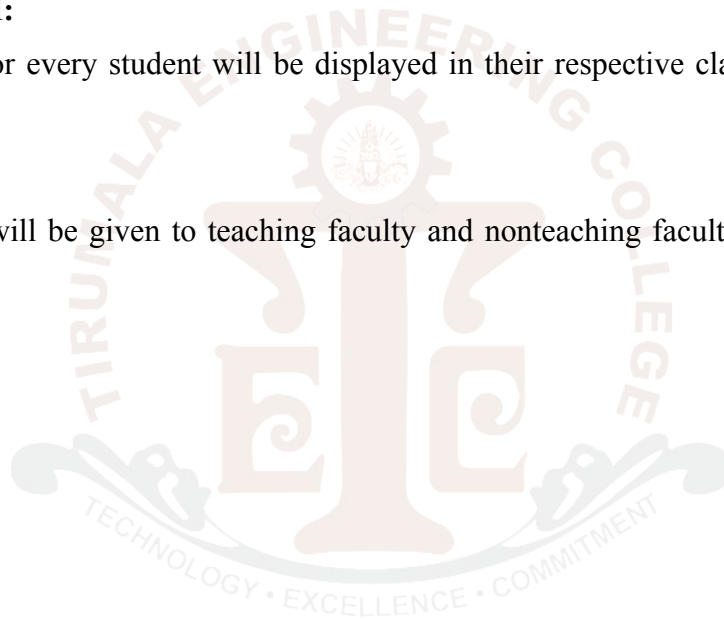
We believe service motto with regard to this we continuously support the poor and merit students for financial assistance.

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.



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

INSTITUTE DIARY

- Record of all events, achievements, personnel movement and all other development activities of the Institute are chronologically recorded as part of history record. Each department should submit the diary of events in the prescribed format TEC/F100 on 8th of each month for the preceding month.



TEC/F100TEC/

Date:/19/G/01/2012-13

DIARY OF EVENTS

Department:
Academic Year: 2012-13

Month:

1. StaffJoined:
2. StaffLeft:
3. Seminars/Courses/WorkshopsAttended:
4. Seminars/Courses/WorkshopsConducted:
5. GuestLectures:
6. Visitors:
7. StudentsVisit:
8. Co-curricular Activities (withincollege):
9. Co-curricular Activities (outsidecollege):
10. Extra-curricular Activities (withincollege):
11. Extra-curricular Activities (outsidecollege):
12. NSS:
13. Any otherinformation:

AQ

HOD

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