HUMAN RESOURCES POLICY HAND BOOK

~

2025-26

SRINIVASA

INSTITUTE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

(Approved by AICTE, Permanently affiliated to JNTUK, Kakinada, ISO 9001: 2015 certified Institution)

(Accredited by NAAC with 'A' Grade; Recognised by UGC under sections 2(f) & 12(B))

NH-216, CHEYYERU(V), AMALAPURAM – 533222

www.sriniet.edu.in

Table Contents

1. ABOUT THE INSTITUTION

Preamble: The words such as "College", "Institution", "Organization" and "SIET" mean "**Srinivasa Institute of Engineering and Technology**" in this manual.

Srinivasa Institute of Engineering and Technology, promoted by **Sri Saraswathi Educational Society,** was started in the year 2009 with a vision for a knowledgeable society by empowering students who are technically well versed with innovative methods, emotionally mature, and to train them to face challenges of the quality-conscious and globalised world economy.

The College is situated at Cheyyeru village, Mummidivaram assembly constituency near Amalapuramin Dr.B.R. Ambedkar Konaseema District abutting NH-216, Amalapuram-Kakinada.

The Institute is established on a verdant 10.02 acres campus of pleasant ambiance provided by coconut groves around it,conducive to academic pursuit. The college has abuilt up area of 20,000 Sq.m. Since its inception in 2009, the college has made rapid strides and development, not only in terms of augmentation in staff and student intake, but also in updating the infrastructure in the campus to cater to the increasing and changing needs of a modern technical institute.

The Institute is approved by AICTE, New Delhi and permanently affiliated to JNTUK Kakinada, recognized by APSHE, ISO 9001:2015 Certified, accredited by NAAC 'A' grade. The UGC has granted Autonomous status and recognized the institute under u/s 2(f) & 12(B) of the UGC act 1956.

ARIAL VIEW OF COLLEGE BUILDINGS

2. INFRASTRUCTURE & FACILITIES

- The college has multi-storied buildings for classrooms, staff rooms, laboratories, library and seminar halls.
- Well qualified, experienced and efficient teaching faculty to teach effectively and motivate the students to face the challenges in their academics and career.
- The college stands for discipline, dedicated teaching and committed management.
- Well equipped laboratories with state of art advanced equipment.
- Department-wise Seminar halls to excel in academic activities.
- E-class rooms equipped with LCD Projector, smart board etc.
- Departmental Libraries with sufficient number of books to serve the need of its students.
- Department wise Professional Societies for improvement of overall academic personality.
- Computer center with latest version of computers and consisting of several higher end servers offering various development platforms.
- There are more than 500 computing systems with latest configuration supported by necessary accessories and are connected by LAN with UPS support.
- All the software packages that are needed for the students not only the syllabus point of view but also for their overall development of computer skills are available in labs
- The Institute has a common computer center, English Communication Lab, Skill development Laboratories, Central Library with more than 35,000+ volumes, Digital Library, NPTEL lectures and videos for various subjects.

AMENITIES

To offer perfect ambiance for academic pursuits, the college is equipped with all the required facilities such as:

→ Four Generators for backup power supply of 125 KVA, 75 KVA, 62.5 KVA & 40 KVA
→ High speed internet of 100 MBPS with I-net and 500 MBPS with BSNL
→ All departments are interconnected by LAN.
→ Digital Library providing access to national and international journals.
→ Language Lab with K-VAN Software
→ Air-conditioned Computer Centers.
→ Air-conditioned Seminar Halls.
→ Canteen with 150 seating capacity
→ Waiting halls for Boys & Girls separately
→ Departmental stores
→ Reprographic facility.
→ Gym / Indoor games/ sports
→ RO water plant
→ Health center
→ Transport facility

3. VISION & MISSION

VISION

To develop the institution into a world class destination for technological education and research.

MISSION

- ✓ *Impart high quality, industry relevant, career oriented, engineering education to rural students, to translate our vision into a reality.*

- ✓ *Provide the best of instructional and institutional infrastructure facilities.*

- ✓ *To have strategic linkages with industry and other institutions.*

- ✓ *To mould students to meet the challenges of life with ethics, courage and conviction*

CATCHPHRASE

- ✓ *Igniting the minds of GenX*

4. GOVERNING BODY

S.No.	Name of the Member	Brief Details	Position
1	Sri S.V.S.S.Ramachandra Raju	Retired Provident Fund Commissioner, Govt. of India. Founder of Sri Saraswathi Educational Society	Chairman
2	Sri D.V.N.S.Varma	Secretary, Sri Saraswathi Educational Society	Member
3	Sri D.V.R.P. Raju	Technical Export	Member
4	Sri M.V.S.S.Ramachandra Raju	Business	Member
5	Sri.A.V.Ramana Raju	Industrialist	Member (Industry)
6	Sri S.Vasudeva Rao	Chairman & Managing Director, Triton Buildings & Structures Pvt. Ltd., Hyd. Executive Director, Srinivasa Institute of Engineering and Technology.	Member (Industry)
7	Prof. G.S.N. Raju	Former Vice-Chancellor, Andhra University, Visakhapatnam. A.P Present Vice-Chancellor, Centurion University, Vizayanagaram, A.P.	Member (Educationist)
8	Dr. D.R. Prasada Raju	Former Scientist, Dept. of Science & Technology, Govt. of India, New Delhi	Member (Educationist)
9	Prof. V. Valli Kumari	Professor,Dept. of CSE, AU College of Engineering, Visakhapatnam	Member (Educationalist)
10	Sri V. Nageswara Rao	Principal, Dr. B R Ambedkar & GMR Polytechnic College, Rajahmundry	AP State Govt. Nominee
11	Dr. V. Ravindra	Professor, Civil Dept, JNTUK, Kakinada	University Nominee
12	Dr. B. Ratna Raju	Professor, ECE Dept. SIET	Faculty Nominee
13	Sri K.V.V. Bapiraju	Asso.Professor, EEE Dept. SIET	Faculty Nominee
14	Dr. K. Suresh Babu	Principal, SIET	Member Secretary

CHAIRMAN

Sri S.V.S.S. Ramachandra Raju, retiredProvident Fund Commissioner of Andhra Pradesh, has held senior positions in the Government and is known for his association with many educational institutions and philanthropic activities. He served as a Member of the Executive Council of Andhra University, Visakhapatnam and is on the Board of Directors of Raghu Engineering College. Sri Raju brings with him his vast administrative experience and vision in guiding institutions of higher learning.

SECRETARY & CORRESPONDENT

Sri D.V.N.S.Varma, a builder and promoter, is known for the landmark buildings he has constructed in Amalapuram. It is his vision to provide quality engineering education that has propelled him to establish SIET with the single-minded objective to nurture the abundant pool of talent available in this region. Under his pragmatic guidance and his relentless efforts the institute is achieving overall excellence.

DIRECTOR

Sri S. Vasudeva Rao, M.D-Triton Buildings and Structures, Vice Chairman- PIPPL An accomplished Senior Executive with Domestic and International experience and a decisive leader with proven success in new markets identification and strategic positioning for Structural Steel Products and manufacturing, Pre-Engineered Steel Buildings (PEBs), Steel Processing and Steel Processing machinery organizations.

A Post Graduate in Mechanical Engineering (M.Tech) from IIT Mumbai, with Good Academic Record and having 43 years of experience in Steel Processing, Steel structures, Pre-Engineered Buildings, Project Management and Engineering Industries.

PRINCIPAL

Dr. K. Suresh Babu has obtained B.E degree in Computer Science & Engineering from ANU, M.Tech from JNTUH. He was awarded Ph.D. by Aligarh Muslim University, Uttar Pradesh. is a distinguished academician and administrator with over 18 years of comprehensive experience in the fields of academia and industry. He has dedicated more than 14.5 years to teaching and held several leadership positions. Handled Major and Minor Research projects sponsored by UGC, AICTE and DST. He has published more than 23 research papers in reputed journals and presented 30 papers in national and international conferences in India and abroad. He holds a Patent in Cloud-based Big Data Processing. Under his guidance 3 Ph.D. scholars awarded degrees; 6 currently pursuing. He is Committed to academic excellence, research innovation, and student empowerment.

5. COURSES OFFERED

PG – M.Tech (2-years course)

BRANCH	SPECIALIZATION	YEAR OF COMMENCEMENT	PRESENT INTAKE
Electronics and Communication Engineering	VLSI	2012-13	18
Computer Science &Engineering	CSE	2012-13	18
Mechanical Engineering	Machine Design	2014-15	18
Civil Engineering	Structural Engineering	2014-15	18

UG – B.Tech (4-years course)

BRANCH	YEAR OF COMMENCEMENT	PRESENT INTAKE
Civil Engineering	2009	30
Electrical and Electronics Engineering	2009	60
Mechanical Engineering	2010	30
Electronics and Communication Engineering	2009	240
Computer Science Engineering	2009	240
Artificial Intelligence &Machine Learning	2021	240

Diploma- (3-years course)

BRANCH	YEAR OF COMMENCEMENT	PRESENT INTAKE
Civil Engineering	2012	30
Electrical and Electronics Engineering	2012	60
Mechanical Engineering	2012	30
Electronics and Communication Engineering	2012	60
Computer Engineering	2023	120
Artificial Intelligence & Machine Learning	2023	60

6. ORGANIZATION STRUCTURE

GOVERNING BODY → PRINCIPAL

DEAN ACADEMICS
- S&H — HoD — Teaching, Lab Tech.
- CSE — HoD — Teaching, Lab Tech.
- AI&ML — HoD — Teaching, Lab Tech.
- ECE — HoD — Teaching, Lab Tech.
- EEE — HoD — Teaching, Lab Tech.
- CIVIL — HoD — Teaching, Lab Tech.
- MECH — HoD — Teaching, Lab Tech.
- DIPLOMA — HoD — Teaching, Lab Tech.
- P.D

S.A.O (ADMINISTRATION)
1. Establishment
2. Employee Related
3. Reception
4. Correspondence
5. Stationary & Store
6. Transport
7. Canteen
8. Hostel
9. Accounts
10. Library
11. Campus Facilities

DEAN IQAC
1. Approval Process
2. AICTE
3. JNTUK
4. NAAC
5. SBTET
6. APHERMC
7. UGC Autonomous
8. NIRF
9. ISO
10. AISHE
11. APSCHE
12. NSS & NCC

DEAN R&D
1. R&D Proposals
2. MoUs
3. Research Centers
4. Indexed Research Publications
5. Organizing Conferences
6. Consultancy Activities
7. IPR & P
8. UBA

CONTROLLER OF EXAMINATIONS

ADDITIONAL CONTROLLER – 1
1. B.Tech- 1st & 2nd Year
2. M.Tech

ADDITIONAL CONTROLLER – 2
1. B.Tech 3rd & 4th Year
2. Diploma

HEAD TRAINING & PLACEMENT
1. Admissions
2. Training
3. Placements
4. EDC
5. IIC
6. Press & Publicity
7. Liasoning & Hospitality
8. Industry Institute Interaction (III)
9. Alumni Meet
10. Website Maintenance,
11. Online Promotions

HEAD I.T
1. Systems & Network Administration
2. College Softwares
3. Facilities to provide to Workshops, Seminars & College related online meetings

SRINIVASA
INSTITUTE OF ENGINEERING AND TECHNOLOGY
—— UGC- Autonomous Institution ——

7. BEST PRACTICES

1. HOD's meeting (Every week)
2. CR's Meeting (Month wise)
3. Various clubs/units (R&D cell, NSS, Sports, Cultural etc.,) meeting monthly
4. Various committees meeting monthly
   a. College Academic Committee (CAC)
   b. IQAC
   c. Anti Ragging
   d. Examination Committee
   e. Sports Committee
   f. Women's Chapter
   g. Library Committee
   h. Grievance Redressal Committee
   i. Canteen Committee
   j. Disciplinary Committee
   k. Entrepreneurship Development Cell
   l. Industry Institute Interaction cell
   m. Placement Cell
   n. I. I.C
5. The management will honor the toppers of each branch with laptops, medallion and certificate. An educationalist who is a technocrat will be invited as chief guest for this event to carry the spirit of recognizing the young talents.
6. The Ministry of Human Resource Development (MHRD) has launched a programme called Unnat Bharat Abhiyan with an aim to connect institutions of higher education, with local communities to address the development challenges through appropriate technologies. Under this initiation SIET has adoptedCheyyeru and Pothukurru villages as community partners.
7. Any other committee / cell to be formed as per the mandate of the Govt./ University/ Any other statutory authorities.

   a) College Governing Body (GB) meetings (twice a year)
   b) Department Staff meeting (monthly/ as and when required)
   c) Alumni meet (yearly)
   d) Staff orientation day (Before commencement of every semester)
   e) Technical fest (every department) in odd Semester
   f) National Level Tech Fest in even Semester
   g) College day
   h) Graduation' day
   i) Engineers' day
   j) Teachers' day
   k) Women's day
   l) Professional development activities and various club activities
   m) Minimum one Industrial Visit in a year.
   n) Mini Projects in every semester

8. ROLES &RESPONSIBILITIES

PRINCIPAL

The principal is the academic and administrative head of the institute and works for the growth of the institute. He leads and inspires the staff and the students to work effectively and to maintain cordial working conditions within the campus to excel in all spheres. He implements various policies approved by the Management. He is the member secretary of Governing Body, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system. He is authorized to nominate Deans, HODs, Coordinators, members and other administration functionaries.

A. Academic Administration

1. Report to the Executive Director/Secretary & Correspondent on all matters of the institution.
2. Frame objectives, policies, procedures to regulate and monitor the academic and administration activities with the approval of governing body for smooth functioning of the Institution.
3. Update, ensure and comply with the provisions of govt. acts and statutes of affiliating bodies.
4. Provide guidelines for optimum utilization of resources, long-term operational plans, and mobilization of funds for sponsored research and to support for audits.
5. Monitor the admission process with due focus on professional awareness programmes to attract quality students and arrange for induction programme for freshmen.
6. Conduct surprise visits and inspections to all departments/cells/committees at any time without any prior notice.
7. Initiating selection process for appointment of teaching and non-teaching staff through interviews as per the procedures laiddown by AICTE/JNTUK.
8. Convene various meetings with the Governing Body, Academic Council, Boards of Studies, Examination Committee, Finance Committee, College Academic Committee, IQAC, Anti-Ragging Committee and any other committees as the case may be and record minutes of meeting and intimate action taken report to the concerned staff.
9. Develop functional systems for academic administration, finance, innovation, industry institute interaction, training & extension and R&D etc.
10. Coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
11. Work for the common goal of providing effective technical education and guidance to enable the students to carve out promising career and lifelong learning.
12. Individually and collectively responsible to the Governing Body, Academic Council, State Government, AICTE/UGC/JNTUK, students and other stakeholders for the design and development of curriculum and academic regulations for all programs/courses to meet the global challenges.
13. Represent/participate in public/private forums and share intelligence to guide Professors, Deans, HODs to organize the various local/regional/national/international programmes, activate links with professional bodies, industry and international alliances towards development of students, staff, faculty and other stakeholders.

14. Develop recruitment, performance evaluation & appraisal, retirement procedures and conduct Training Need Analysis (TNA) of the staff, devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
15. Conduct the meetings with all the HODs at regular intervals for the evaluation of feedback of all stakeholders and take corrective measures appropriately.
16. Develop academic calendar /consolidated time-table for the entire institution in coordination with the various Heads of the Departments/cells/committees.
17. Monitor the class work, examinations, co-curricular & extra-curricular activities, education, training, R&D extension & administration activities in coordination with HODs.
18. Provide framework for identification of weak, slow pace, bright students and provide necessary assistance through makeup tests, remedial classes, bridge courses and special assignments in consultation with mentors, coordinators and HODs.
19. Review of internal & external examinations of theory and practical and analyze the results.
20. Obtain student feedback periodically to establish better learning environment.
21. Prepare the list of the students and analyze the reasons for condoned, detained/discontinued, readmitted, re-registered candidates, in coordination with HODs, Deans, ACEs and COE.
22. Focus on campus recruitment training for students to enhance employability skills, professional communication skills, internships, employment, higher education and entrepreneurship in coordination with training & placement cell and industry-institute interaction cell.
23. Look after overall welfare of staff and students in coordination with various cells and committees such as anti-ragging, women protection, Grievance redressal, Disha/Nirbhaya, RTI, etc.
24. Seek activity reports from various departments/cells/committees/projects from time to time and send the necessary report to governing body.
25. Promote Internal Revenue Generation (IRG) activities with the help of staff and students.
26. Inculcate the habit of good practices and discipline among the students for maintaining ragging free campus.
27. Obtain, evaluate feedback from students and take corrective action.
28. Encourage Faculty Members to attend FDP Programs, Seminars, Work Shops, Publishing research papers, registries for Ph.D and Higher Education. Conduct various competitions to improve communication skills.

B. General Administration

1. Correspond with external statuary agencies such as JNTUK, AP Govt., NBA, NAAC, UGC, government bodies and any other institutions as necessary.
2. Arrange and support with all the records to audit parties, inspection of AICTE/APSCHE/ AFRC/JNTUK FFC/NBA/NAAC/UGC/any other such boards and subsequently implement any suggestions made.
3. Responsible for procurement of equipment, electrification, library & lab infrastructure, furniture & fixtures and any other requirements for the institution.
4. Ink MoUs for industry tie-ups, placement, training, workshops, internships and projects.
5. Redressal of grievances between and among students & staff members and stakeholders.
6. Maintain healthy relationship with parents/guardians/media/resource-persons/consultants/industry/ academia.

7. Maintain service records of probation, regularization, increments, promotion, demotion, discipline and performance appraisal of all the employees of the institution.
8. Arrange for performance appraisal & development of staff members through demos on micro teaching skills during summer and video shoot of lectures of senior faculty members.
9. Sanction various types of leaves on recommendation of HOD.
10. Initiate disciplinary proceedings against the staff, constitution of an enquiry committee, hold enquiry, impose punishments such as warning, cease, censure, withholding increments, promotion, fine and recovery. Recommend governing body for suspension, removal, dismissal from the services as case may be.
11. Monitor the activities of the overall campus maintenance.
12. Maintenance of discipline in the campus and enforcing relevant action.
13. Assigning deputations of teaching and non-teaching staff as required.
14. Accepting resignations of teaching/ non-teaching staff and duly intimating the resultant vacancies to the Secretary.
15. Sign on bonafide certificates, custodian certificates and recommendation letters to students for their higher education at various universities in abroad.
16. Interact with various Industries for the purpose of sending of our students to various Industries for doing Mini and Major Project works.
17. Supervise the Internal and JNTUK Examinations throughout the year and to conduct all the examinations scrupulously as per the JNTUK Norms.
18. Monitor collection of Students Hall Tickets and Examination stationery.
19. Supervision & processing of all examination applications after thorough scrutiny & certify of documents.
20. Processing of SC/ST/BC/EBC/Muslim Minority forms and other applications and its submission to concerned section. Coordinating with SC/ST/BC/EBC Welfare scholarships sections and all other related work till its sanction after thorough scrutiny and certify each and every application along with its documents.
21. Regular monitoring of AICTE mails & portal, and to download important letters to take action immediately.
22. Supervise complete online application for extension of approval process, Intake Increase till its uploading and submission of hardcopy along with supporting documents to AICTE SCR Office.
23. Regular monitoring of the JNTUK related activities and writing letters and pursuing the same.
24. Direct all the Departments to keep their records up to date for JNTUK Fact Finding Committee inspection purpose
25. Attend all University meetings and other related activities of JNTUK.
26. Admission of students and maintenance of discipline of the college.
27. Management of the College Libraries, Laboratories, Gym and Hostel.
28. Administration and supervision of curricular, co-curricular, extracurricular activities of the college and maintenance of records.
29. Observation of the Act, Statutes, Ordinances, Regulations, Rules and other directions or Orders issued there under from time to time by the University and the orders issued by the Central and the State Governments
30. Assessing report of teachers and maintenance of service books of teachers and other employees of the College in the forms approved by the GB.
31. Chairing staff and Student Orientation Programmes.

C. Financial Administration

1. Meet expenditure within the budget limits as laid down by the governing body.
2. Forward material contracts, MoUs, scholarships, staff attendance & salary disbursements, cheques and representations with financial commitments to the Management for approval.
3. Propose purchase of stationery, library books, periodicals, consumables and non-consumables for laboratories, workshops etc as per guidelines of GB.
4. Recommend R&D incentives, travel grant, registration fees for various professional and academic training programmes, FDPs, Workshops, seminars, conferences at National and International level.
5. Monitor the student's admission fee, tuition fee, examination fee and any other fee collections under the direction of GB/JNTUK/AICTE/UGC/A.P.GOVT/NBA/NAAC and any other statutory bodies.
6. Mobilize revenue from various research bodies for active research and entrepreneurial startups.
7. Prepare and submit annual budget in coordination with HODs to the Management for approval and ensure the auditing of the accounts.
8. Liaison with JNTUK/AICTE/UGC/A.P.GOVT/NBA/NAAC and all other bodies, departments and industries as necessary regarding financial matters.
9. Support staff & students financially to participate in National & International games & sports, seed capital for startups, seed money for R&D activities.

DEAN - ACADEMICS

He/She will function under the control and guidance of the Principal

1. Monitoring of staff work load from the beginning of the semester.
2. Monitoring of time tables of various departments and classes.
3. Monitoring the lesson plans, course files and all relevant files regularly.
4. Monitoring of class work / laboratories.
5. Monitoring of maintenance of the laboratories.
6. Monitoring of conducting class tests / assignments.
7. Monitoring syllabus coverage.
8. Collection of feedback of the faculty from students regularly.
9. Monitoring the fee collection of students.
10. Monitoring the student's Punctuality, Dress Code and Discipline.
11. Staff / Students permissions.
12. Monitoring students attendance/ College Management System (CMS) and sending SMS to the parents.
13. Monitoring the counseling file and the students performance through counselor / class teacher and convey the information to the parents.
14. Conducting surprise checks for ensuring discipline in the campus.
15. Feedback from hostel students.
16. Monitoring the conduct of parents meets in all the departments once in a semester.
17. Obtaining Self appraisal reports from the faculty.
18. Analysis of Students academic performance.
19. Awards to meritorious students.
20. Student promotions / transfers / nominal rolls.

21. Organizing Workshops / Seminars / Guest lectures.
22. Administering Feedback Mechanism - Collection, Analysis, Appreciation and Counseling the faculty members.
23. Meeting with Parents in the matters related to student's attendance, behavior and performance in Internal and External Examinations and fee payments.
24. Coordinating and organizing various events related to the College - NSS, Entrepreneurship, Women's Chapter, Important events and festivals of National and International Importance and arranging the Resource Persons/Speakers
25. Organizing events towards Institutional Social Responsibility
26. To play an advisory role for the following Committees/criteria:
    a. IQAC
    b. Library
    c. Sports
    d. R&D
    e. SWC
    f. Canteen
    g. Time table
    h. Student
    i. Recreation club
    j. Entrepreneurship Development Cell
    k. Industry Interaction Cell
    l. Placement committee
    m. Alumni Association
    n. NSS

27. Conduct meetings of Committees periodically with the coordinators and collect and forward reports to the Principal and the Management.
28. Preparation of Road Map of all the developmental activities of the College.
29. Issue guidelines for the preparation and Maintenance of Attendance Registers, Lesson Plans, Teaching records to the faculty members.
30. Coordinate for constitution of panel members for Faculty Recruitment.
31. Prepare the institute Academic calendar in coordination with CAC.
32. Workout for various Certificate Programmes to be conducted in the College.
33. Workout for various MoUs/Tie-ups/Associations for the betterment of the Institution.
34. Counsel the faculty members based on student feedback.
35. Plan and organize various faculty and staff development programmes in consultation with Heads for qualification up-gradation.
36. Study the Academic reports of all the Departments at the end of the year and appraise the performance of the Departments in relations to the expected/set standards.
37. Any other works assigned by the Principal/Management from time to time.

DEAN - IQAC

1. Align IQAC actions with the institutes Vision and Mission
2. Tracking performance in key area Institution functioning
3. Documenting activities that lead to quality improvement
4. Conducting Academic and Administrative audits and taking foll-up actions.
5. Coordinate with BoS for curriculum updates as per NEP-2024.
6. Strengthen Alumni relations for institutional development.
7. To coordinate the dissemination and documentation of information on various quality parameters of higher education.
8. Coordinate the quality-related activities of the institution such as discussion, workshops, seminars and promotion of quality circles
9. Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
10. Maintain records for NAAC, NBA requirements and support SSR/SAR preparation.
11. Correspondence with AICTE, UGC, AISHE, APSCHE, JNTUK and SBTET etc...
12. Support Faculty training and blended learning through MOOCs/NPTEL.
13. To coordinate the timely and efficient execution of the decisions of IQAC committee.
14. To coordinate with Department coordinators periodically regarding quality issues.
15. To check the formats and Applications of the college.
16. Application of quality benchmarks/parameters in various activities for the Development of the institution.
17. Organization of Recording and monitoring quality measure of the institution.
18. Acting as a nodal agency of the institution for quality-related activities.
19. To implement NAAC Peer Team recommendations
20. To improve students support systems and helping faculty to adopt new teaching methods.
21. To review various feedbacks collected from Students, Faculty, Parents and Alumni for improvement
22. Achievement of departmental goals
23. Development of positive work environment-which is innovative and responsive to students
24. Takes care of staff and students training on latest developments (technical, nontechnical)
25. Assesses the educational materials and teaching methods.
26. Should initiate diverse learning styles according to the current trends in education
27. Collaborate across the departments to ensure instructional tools and curricula to meet the needs of all learners.
28. Support the institution to participate in rankings like NIRF, ARIIA and IIC.
29. Respond to internal and external experts in a timely, accurate, courteous and empathetic manner.
30. Promote Student focused and out-come based education.
31. Assess the student performance (Internal Exams, External Exams, Lab Exams) to determine in what ways instructional approaches need to be changed or modified.
32. Build strong ties with industry through visits, internships and MoUs.

DEAN - R&D

The roles and responsibilities are to

1. Formulate the action plan for R&D activities for the respective academic year.
2. Prepare and obtain the budget approval for R&D activities from finance & planning committee and forwarding the same to Governing Body.
3. Disseminate comprehensive list of funding agencies that allocate funds for R & D projects.
4. Encourage and guide staff and students to publish papers/articles/manuscripts/book chapters in conferences/journals of national/ international repute and to file/publish/grant patents and copyrights.
5. Assist the staff members and students to prepare and submit R&D project proposals for funding by AICTE, UGC, ISRO, DRDO, CSIR, DST, etc.,.
6. Formulate strategies for mutual benefit of stakeholders by fostering research collaborations in interdisciplinary areas through professional chapters.
7. Monitor R&D progress through meetings and identify bottlenecks and take remedial action.
8. Interact with Heads of Departments to organize national/international conferences/workshops/seminars/training programs in thrust areas to enhance the professional and research skills among the staff and students.
9. Encourage faculty members to publish their research work indexed in SCI/WoS/Scopus/UGC-care journals.
10. Maintain& update data regarding research, consultancy and extension activities of staff/students.
11. Upload progress of R&D activities on the web portals of affiliating/accrediting/ranking agencies.
12. Review the originality & quality of the publications/projects/ consultancies/patents and to recommend for incentives/appreciation and suggestions for improvement.
13. Consolidate the progress of R&D activities of all departments and submit the report to the Principal.
14. Perform any other R&D activities as assigned by the Principal time to time.
15. To conduct a drive-in program to create SCOPUS ID, Vidwaan ID, Researcher ID, ORCID and GOOGLE scholar ID for the faculty members.
16. Encourage the staff members to be on board of editorial committees/reviewers for journals/conferences.
17. Create awareness about plagiarism issues in publications.
18. Create awareness about citations and indexing importance in research among faculty and students.
19. Establishment of Incubation/Innovation Centers.
20. Conduct FDPs, Technical events to inculcate research culture

SENIOR ADMINISTRATIVE OFFICER (SAO)

1. To verify students' applications for considering their requests for Bonafide Certificates for Bus Pass, Pass Port, Spoken English courses from various institutions etc., Custodian Certificates, Fees Estimations for Bank Loan and Signatures on Bus Passes.
2. Daily supervision of scholarship disbursements, student fee ledger postings.
3. To monitor day-to-day activities of Accounts Branch. To carry out surprise checking of all the records of Accounts Branch.
4. To conduct Monthly Meetings, detailing of members for Internal Audit Purpose.
5. To assist Principal in updating of Administration related Records for producing the same before Fact Finding Committee and AICTE.
6. Supervision of office records.
7. Maintenance of construction related records, supervision of staff and agencies, suppliers and personnel. All files and records maintenance, updating and revision periodically.
8. To ensure stationery items held with Stores are sufficient to meet day to day requirement of each department including examination branch.
9. Purchase of stationary and other material procurement and purchase with proper approval of higher authorities.
10. To intimate the progress of important works entrusted by the Management/Principal.
11. To maintain the leave account of all staff members.
12. All other duties assigned by the higher authorities.
13. To ensure action that no untoward incidents should happen in the college premises.
14. To receive, look after and send-off of officials visiting the College for various purposes.
15. To ensure action for smooth conducting of the various functions/events in the college.
16. To ensure that a Soft copy of CD is forwarded to HOD as and when a Programme is conducted and maintaining a copy of the same with the System Administrator.
17. Maintenance and supervision of Floor In charges, Audio-Visual operator and their allocation of Duties.
18. Maintenance and supervision of security staff and agencies concerned.
19. Avoid and settle all kinds of disputes/scuffles among the students, hired employees within and outside the campus.
20. In case of any unexpected Bandh, after consulting the Management and the Principal, to co-ordinate and inform the Faculty Members and Students.
21. To intimate the progress of important works entrusted by the higher authorities.

Financial Approvals Authorization

Name of the authority	Items for sanction	Financial limit
Secretary	Salary fixation and payments, increments, PF, ESI, PT, TDS and any other payment in single bill over and above Rs.50,000/-	Beyond Rs.50,000/-
Director	Payments related to building construction, vehicle maintenance, hostel maintenance, canteen, lift, furniture, campus maintenance, civil works and non-academic related bills etc.	Up to Rs.50,000/- Cash payment up to Rs.5,000/- only Above Rs.50,000/- has to be referred to Secretary only
Principal	Academic related payments, labs, lab maintenance, conveyance expenses, seminars/conferences, FDPs. All committee/association/club related bills and any other academic related bills.	Up to Rs.50,000/- and maximum of Rs.50,00.000/- per annum. Cash payment up to Rs.5,000/- only. Above Rs.50,000/- has to be referred to Secretary only.
HODs, In-charges 1. Examination Cell, 2. Placement cell 3. Admission cell, 4. R&D Cell, 5. Industry Institute interaction cell 6. Transport I/C.	(1) Up to Rs.5,000/- per month. (2) No single payment should be more than Rs.1,000/-. (3) The sanction limit is Rs.60,000/- per annum.	Should not exceed Rs.60,000/- per annum. Bills should be settled by 5th of subsequent month along with signature and stamp.

The departmental heads should write their name with date in the sanction order. This is in supersession of all earlier orders.

I. ACCOUNTS

RESPONSIBILITIES OF ACCOUNTS OFFICER:

1. The Accounts Officer shall report to SAO.
2. The Accounts Officer is the Solely responsible for maintenance of all Accounts of the institution.
3. He shall prepare and present budget and income and expenditure statements, maintain all accounts and get them audited.
4. He shall attend to all the Government scrutiny, inspections and audit.
5. He shall be responsible for the proper implementation of the financial transactions as per rules, Accounts code, statutes, ordinances, rules and regulations made in that behalf and monitor the finances of the college and place before the finance committee about the financial position of the college such as its receipts, payments, government grants and balance from time to time.
6. He shall scrutinize all bills of expenditure before recommending for payment. Maintain cash book, ledger and bank pass books.

7. He shall watch the progress of the expenditure and receipts of fees, Government grant in time.
8. He is responsible for smooth running of entire Accounts Branch and needs to implement new procedures and systems for effective functioning of Accounts Branch.
9. To give proper guidance to staff working under his control.
10. To verify the passed vouchers and make relevant entries.
11. To make payments to Vendors on approval.
12. To prepare purchase orders and keep track of payments of firms.
13. Should verify the scholarship receipts.
14. Should prepare acquaintance roll.
15. Ensure to submit following returns within stipulated time as under:-
    a. Salary Statement: by 5th of each month.
    b. Expenditure Statement: 7th of each month.
    c. TDS – Salaries – on quarterly basis with in stipulated time.
    d. TDS – Contractors – on quarterly basis with in stipulated time.
    e. PF/PT – 15th of each month.

16. Monitor progress of finalization of Accounts.
17. To carry out financial audit of all transactions.
18. To make JNTUK related payments in time and keep track of different payments year wise.
19. To prepare and assist SAO in updating of Accounts related Records for producing the same before FFC.
20. To perform any other duty assigned by higher authorities.

Accountant:

1. Accountant shall report to Accounts Officer.
2. To prepare Monthly Salary statements.
3. To prepare Acquaintance Registers, PF, PT etc.,
4. To prepare monthly canteen bill
5. To prepare salary certificates.
6. To prepare TDS for employees.
7. To maintain and verify the staff salary deposit.
8. To support Audit work and finalize Accounts Audit.
9. Help in opening of banks accounts by staff.
10. Any other duties assigned by higher authorities.

Cashier:

1. Cashier shall report to Accounts Officer
2. To handle cash (Receipts & Payments) and maintain day to day cash book.
3. To deal with the preparation and issue of Bank cheques.
4. To enter cash vouchers in Tally.
5. To enter Bank vouchers in Tally.
6. To issue all types of Challans to student for remittance.
7. All Vendor Bills should be processed and entered in Tally.
8. To issue No Dues Certificates to students.
9. Any other duties assigned by seniors.

II. RECEPTIONIST:

1. Receptionist shall report to SAO.
2. To receive and look after the Parents and other Stakeholders visiting the College.
3. To interact with parents/visitors and guide them to the proper person/Department they would like to meet.
4. To receive the message properly and respond accordingly with the outsiders.
5. To talk politely with the parents and outsiders.
6. To maintain all the related records update.
7. To maintain visitors logbook.
8. Maintain inward/outward register for postal dispatches.
9. Any other works/duties assigned by higher authorities.

III. HOSTEL

RESPONSIBILITIES OF HOSTELWARDEN

1. To interact and counsel the Students and Parents while taking admission into the College and explain the benefits and facilities provided in the College.
2. To show the Hostel and its facilities physically to Students and Parents who has come for Admission.
3. To complete the formalities related to Hostel Admission, collect all the details and signatures for parents/guardians.
4. To ensure that no ragging is taking place in the Hostel.
5. To provide complete moral support and guidance to the students in the Hostel.
6. To take the attendance of the students at the morning and evening.
7. To check the rooms' condition surprisingly and instruct the students about cleanliness to be maintained in the rooms.
8. To ensure that the Electricity is properly utilized and see that the Lights, Fans etc., were switched off while students leaving the rooms.
9. To handle the complaints from the students from time to time.
10. To handle the grievances from the students and pass it to the higher authorities.
11. To see that no conflicts takes place among the students and handle them on time and report to the higher authorities.
12. To instruct about the (abnormal) behavior of the students to the Management.
13. To plan for material requirements (if any) in advance in consultation with the students and handover to the concerned authorities for procurement.
14. To report to the concerned In-charge if any student fells sick and take the student to the consultation of Doctor and report the same to the Parents.
15. To issue permissions to the students after consulting the parents and reporting to the higher authorities
16. To issue permission to the students leaves the Hostel for Vacations/other purposes after consulting the parents and reporting the same to the higher authorities.
17. To maintain documentary evidence of all the permissions issued and the profile of the students.
18. To finalize the outings in consultation with students and inform concerned authorities for the provision of transport facility.
19. Hostel Warden is held responsible for Security of the students in the college and when they are taken out for outing purposes.

20. To ensure maintenance of Discipline around the Hostel.
21. To be available to the students, parents, higher authorities for clarification/consultation.
22. To schedule for meeting of Hostellers, in charge and Principal once in a month, prepare agenda, minutes and forward the minutes to the concerned authorities.
23. To display a board of Do's and Don'ts in the Hostel Notice Board and ensure that they are being properly followed.
24. Any other responsibilities assigned by higher authorities.

IV. TRANSPORTATION
A) RESPONSIBILITEIS OF TRANSPORTATION INCHARGE:

1. The Transport incharge shall report to SAO.
2. Over all supervision of College Transportation.
3. To issue College Bus Passes to Students.
4. Diesel Maintenance for College Transportation.
5. Regular checkup of Student Passes (College Transportation).
6. Supervision of College Bus Drivers.
7. To collect the feedback from faculty members and students regarding Bus Driver's performance or conduct and counsel the Bus Drivers.
8. To provide all necessary information regarding Bus Numbers, Routes, Drivers and Driver Numbers.
9. To co-ordinate with transportation facilities during Special occasions, Guest Lectures etc.,
10. To be responsible to supervise/maintain Bus Conditions as per the norms of the Government.
11. To checkup the Bus Condition once in every week.
12. Maintain the counseling record of the Drivers.
13. To regularly checkup the driver's health regarding the aspects of fitness as per the Government's norms.
14. To maintain Route wise database of the students boarding the bus with Phone Numbers.
15. To perform any other duties assigned by higher authorities.
16. To arrange first aid box in every bus.

B) RESPONSIBILITIES OF COLLEGE BUS MECHANIC:
1. The Bus Mechanic shall report to Transport incharge.
2. To carry out daily general checking and maintenance of all college buses such as radiator water, brake system, joint bolts, Air pressure, battery etc;
3. To carry out greasing of all buses every fortnightly.
4. To set right the defects noticed by the drivers on the same day.
5. To carry out hub servicing of Leyland buses every two months.
6. To ensure that drivers carry out servicing of their buses every week.
7. To take the buses needing major repairs to Workshops and personally supervise the repair work done there.
8. To advise all drivers about good driving techniques to improve the KMPL.
9. To change engine oil, gear box oil and differential oil after running specific mileage.
10. To change oil filter and diesel filter after running specified mileage.
11. To ensure that headlamps, horn, side indicators function perfectly.
12. To ensure that all RTA rules are complied with before sending any bus for fitness.

C) RESPONSIBILITIES OF BUS DRIVER:
1. The bus drivers shall report to Transport Incharge.
2. To start the bus from the parking place in time, and pick up students and faculty members from different pickup points and try to reach college as per the scheduled time.
3. To allow only authorized students to board the bus.
4. To carry out minor repairs to the bus whenever required.
5. To clean the bus daily and keep it neatly.
6. To carry out water washing of the bus one in a week.
7. To check air pressure and fill it, if required.
8. To carry out greasing and to check engine oil.
9. To safely pick up/alight the students.
10. To inform Transport in-charge about the diesel requirement and obtain voucher for filling diesel.
11. To drive carefully and cautiously, without meeting even minor accident and not to violate any traffic rules under any circumstances.
12. To ensure that no student misbehaves in the bus.
13. To inform the transport in-charge whenever fitness, pollution check become due.
14. Should update their knowledge about the newly introduced traffic rules in their route, such as, one way traffic, no entry, etc;
15. To watch out other vehicle drivers in the traffic and be prepared in advance to avoid accidents even if other drivers violate traffic rules.
16. To check and arrange the items in first aid box.

V. DUTIES OF STORE IN-CHARGE

1. The store incharge shall report to SAO.
2. To receive all the Stock properly duly checked in all respects and the same is divided as Consumable and Non consumable items and make entry in Consumable Register and Non Consumable Registers accordingly. The same is also required to be entered in General Stock Register as well in Central Stock Register. The page number is required to be given on the Top of the Xerox copy of Receipt Voucher and file in Receipt Voucher File serially.
3. Based on the Indent submitted by the concerned Department/ Sections, items will be issued to them accordingly. All issue Vouchers should be numbered with and entry to this effect should be made in Central Stock Register and file Issue Voucher in Issued Voucher File. On the back side of the Issue Voucher, Item wise page No. as per Stock Register is to be given.
4. Items indented by the branches should be available. If items are not available as per their indents, such items should be noted and bring it to the notice of SAO for his approval for procurement.
5. When Printing materials are held less in quantity, Approval should be obtained from SAO for procurement.
6. Items required for the College Events may be procured and issued to concerned branches well in time.
7. Every Month stock details should be checked thoroughly and monthly report shall be submitted to the SAO.
8. Non consumable items given to the staff should be taken back whenever the staff is leaving the institution and record to this effect will be maintained properly.
9. To keep all the related records update.
10. Any other duties assigned by higher authorities.

VI. MAINTENANCE STAFF

RESPONSIBILITIES OF MAINTENANCE IN-CHARGE:

1. Maintenance in-charge shall report to SAO.
2. Maintenance and allocation of duties of Electrician, Carpenter, Plumber and housekeeping staff.
3. Overall maintenance, repairs, cleanliness of building and college premises with housekeeping Staff, carpenter, electrician and Hardware Engineers as per the instructions of Principal, Dean, HODS, SAO, Transport In-charge, Librarian and Physical Director.
4. Providing Attenders and other necessary staff to the Principal, Deans, HODs, SAO for college related works.
5. Replacement of Attenders immediately as and when they are on leave. Communicating about the Leave information to concerned Department HODs
6. To intimate the progress of important works entrusted by the higher authorities.
7. All other duties assigned by the higher authorities.

I. DUTIES OF ELECTRICIAN:

The following functions are to be performed by both of them in a coordinated manner:-

1. The Electrician shall report to maintenance in-charge.
2. To attend to electrical repairs and ensuring continuous power supply to the class rooms/ labs/hostels etc., .
3. To maintain all batteries, intercom, audio-visual systems, Tata sky, TV portable, RO plant, speakers, generators, transformers daily.
4. To attend to all complaints against the above said equipment/apparatus and maintain them inworking condition.
5. To install PA system/other equipment during various events/techno festivals wherever required and ensure that they are in working condition throughout the event.
6. To maintain logbook/stock book of electrical equipment.
7. Regular check up of electrical appliances.
8. To note load supply for all college blocks.
9. To maintain generators.
10. To perform any other duty assigned by higher authorities.

VII. SECURITY

RESPONSIBILITIES OF SECURITY OFFICER

1. The Security supervisor shall report to SAO.
2. To supervise the guards working at various guard posts.
3. To note the incoming/outgoing time of college busses.
4. To inform SAO whenever visitors come at college gate and allow entry only after issuing visitors pass.
5. To ensure that security guards are arranged 24*7 at both boys' and girls' hostels.

6. To note down the details of material /Vehicle Number coming in/going out of college.
7. To allow equipment to be taken out of college, only with valid gate pass.
8. Should not allow any student to go out of college without permission.
9. Should not allow attenders, sweepers and drivers to go out without permission.
10. To check all locks of the rooms in the college building after closure in the evening.
11. To switch on the security lights and lights in portico in the evening and switch them off in the morning.
12. To identify trouble makers when they approach gate and inform SAO about them after locking the gate.
13. To make surprise rounds in the premises in the night and check whether the guards are performing their duty properly.
14. To ensure that students are allowed inside only upto 09:15 AM and take permission from Principal to send inside those students arriving beyond 09:15AM
15. To perform any other duties assigned by higher authorities.
16. To maintain movement registers, Inward & Outward registers.

DUTIES OF A SECURITY GUARD:

1. The Security Guard shall report to Supervisor.
2. To keep the main gate doors always closed.
3. Should open the required gate after thorough scrutiny of the person/vehicle approaching the gate.
4. Should follow the orders of the security officer.
5. Should not allow any material to be taken out without valid gate pass.
6. To check all vehicles while going out, to ensure that no material/property of the college is taken out.
7. To check college buses going out during college hours, students/other drivers do not go out of the college.
8. To be very alert during night duty to ensure that no one enters the college premises.
9. To report any unto ward incident to SAO and Principal immediately and act as per their instructions.
10. To switch on security lights in the evening and switch them off in morning.
11. While on night duty in the premises, should ensure that nobody enters the college premises through the stretch where the compound is not built or by crossing over the wall.
12. Night duty guard should ensure that no one touches any equipment/fixtures/material.
13. To be very polite and cordial with police personnel when approach while on their night/day patrol duty.
14. To perform any other duties assigned by higher authorities.

9. EXAMINATION CELL

CHIEF SUPERINTENDANT

1. Files are to be created for various activities and filing to be done accordingly.
2. Planning of activities is to be done and accordingly, schedules and notifications are drawn duly displayed in Notice Board, circulated among students' classes and Heads, well in advance.
3. Rules and Regulations regarding detention of students based on credits are to be updated and filed.
4. Data of Backlogs/ Credits of each student to be maintained along with their photographs.
5. Invigilation duties are to be systematically and uniformly allotted keeping the staff strength of Department in view.
6. A cushion of about 10% to 15% of staff has to be drafted for invigilation keeping in view of any eventuality.
7. Chief Superintendent should check the code of the question paper for the relevant subject and course as per the time table.
8. Chief Superintendent has to check whether the correct / relevant question paper is allotted for the Supplementary exam / Main exam.
9. Chief Superintendent should check the daily attendance of students in each examination hall and overall attendance of entire examinations.
10. He should cross check with the number of registered candidates allotted for each subject.
11. Chief Superintendent to maintain a dairy of points 9 & 10.
12. Result analysis is to be done by the Exam I/C from time to time.
13. Ensuring that the registration process for examinations is completed in respect of the students, who have paid the examinations fee.
14. The students should fill the relevant subjects in the registration form duly signed by him.
15. Before the commencement of examinations, the Chief Superintendent should explain various facets and do's / don'ts to the staff.
16. The Internal examiner should submit the marks of End Semester Lab Exam immediately on the completion of exam.
17. The list of students registered should be provided to the internal examiner prior to the commencement of End Semester Lab Exams.
18. The Exam I/C should coordinate with the observer for smooth conduct of exams. He should carry out the instructions of Chief Superintendent with regard to Malpractice cases.
19. Bills are to be prepared and submitted after the completion of the exam showing fee collection and expenditure by the Exam I/C.
20. All the relevant codes required for the end semester examination for various subjects are to be photo copied and kept ready prior to the commencement of End Semester Exams.
21. Confidentiality of the relevant documents to be maintained while maintaining cordial relations with all by the exam I/C.

RESPONSIBILITIES OF CONTROLLER OF EXAMINATIONS

1. To conduct all the internal and end semester examinations scrupulously.
2. Should personally download the question papers from JNTUK portal/ question papers from question paper setters for autonomous examinations and print only required number of copies.
3. Should appoint examiners for internal and external exams with the approval of chief superintendent of exams/Principal.
4. To monitor the conduct of internal examinations and get it evaluated and prepares the award list.
5. To perform the role of mediator between JNTUK and college as far as examinations are concerned.
6. Should arrange for giving the notification regarding the schedule of internal and external exams.
7. Should ensure that no malpractices are resorted to during the internal and external exams.
8. Should detail the observers for outside duty and also receive the outside observers.
9. Should carry out the results analysis and report to the higher authorities about the analysis.
10. To carry out all correspondence pertaining to exams, with JNTUK.
11. To prepare the promoted students list based on the credits.
12. To submit the internal and external marks to JNTUK.
13. To assign invigilation duties to staff during Internal and External exams based on the number of Invigilators required and staff strength of each department.
14. To maintain credit records of detained students and follow up them for readmission.
15. To identify students (detained and readmitted) who have passed some subjects in the previous Year and forward the same JNTUK, with elective subjects.
16. To update the JNTUK/ autonomous credit records under the supervision of Exam I/C.
17. Results analysis should be carried out in the system and forward the same to the concerned Persons through Examination I/C.
18. All correspondence with JNTUK should be carried out in time through Exam I/C.
19. To provide information to Principal/Management as and when required.
20. To communicate to the Principal/ HODs/ Website Coordinator/ Students regarding postponement/re-conduction of Examinations if any.
21. Should carry out all the other examination related duties assigned by Chief Superintendent of Exams / Principal.
22. Finally, the Controller of Examinations has the Solely Responsible for proper and smooth conduct of examinations of the college.
23. Fortnight attendance uploading.
24. Practical Exams panel preparation & conduct of the Lab exam.
25. Cross checking of the marks allotted and the answer scripts in mid exams.
26. Ensure the task of question paper setting, evaluation and results declaration in stipulated time.
27. To perform any other duty assigned by higher authorities.

RESPONSIBILITIES OF ADDITIONALCONTROLLER OF EXAMINATIONS

1. To coordinate with the Controller of Examinations in smooth conduct of examinations.
2. To verify and circulate exam schedule to various Departments and students.
3. To draft seating plan for internal and external exams, in all the exam halls.
4. Should ensure that seating arrangements are made properly in all the exam halls.
5. Should segregate the answer scripts received from JNTUK and arrange them branch wise and room wise.
6. Should hand over the correct number of answer sheets to the respective invigilators of all exam halls.
7. To ensure that the invigilators have received the correct question paper pertaining to their exam hall.
8. Should collect and count the answer scripts and ensure that correct no. of answer scripts are received.
9. Should arrange the answer scripts branch wise. After bundling them properly, sealing should be done in a proper manner.
10. Should ensure that answer scripts bundles are dispatched in time so as to reach the collection centre at the given time.
11. To collect the award list of internal marks for all subjects and make average of marks and prepare consolidated marks list and upload in the JNTUK portal.
12. To collect examination / condonation fee from students.
13. To download and prepare hall tickets for various exams and issue them to students.
14. To prepare/download the exam time tables and circulates them with the students and departments as well.
15. To arrange for collection of exam stationery, check all contents and ensure that there is no shortage.
16. To preserve the exam stationery in the exam branch and to take precautionary measures for the safe custody of the same.
17. To intimate invigilators/relievers about their duty schedule during the exam time.
18. To receive back the answer papers from exam halls, count them as per attendance sheet.
19. To arrange for proper packing and scaling of answer papers and dispatch the bundles to collection center.
20. To communicate results to parents of students along with percentage of attendance.
21. To maintain the credit records of students and detain students having shortage of required credits.
22. To maintain credit records of detained students and follow up them for readmission.
23. Upload project external viva-voce marks in the JNTUK portal.
24. To maintain archive for old question papers.
25. All the other duties assigned by the In-charge examinations.
26. To perform any other duty assigned by higher authorities.

10. TRAINING AND PLACEMENT

A) RESPONSIBILITIES OF TRAINING AND PLACEMENT OFFICER

1. Should gather and maintain list of prospective employment providers to the present/past students of the college, along with their addresses, contact persons, telephone numbers and the nature of jobs they provide.
2. Should be in constant touch with various organizations to reckon their forecast of recruitment, in the near future.
3. To appraise the needy organizations, telephonically, about the availability of present / passed out students, for their recruitment plans.
4. To personally visit the industries / companies / organizations, whenever necessary to persuade them to conduct campus interviews/recruitments in the college.
5. To plan the campus interviews properly and effectively, in consultation with the participating organizations and encourage present/passed out students, to attend interviews in large numbers, by informing them about the time and date through emails/SMS.
6. To make proper arrangements in the college, for smooth conduct of interviews/tests and ensure that the company recruiters are comfortable during their stay, at the campus.
7. To monitor CRT classes and assess the performance level of students and advice them, whenever required.
8. Should interact with students after CRT lectures, assess their grasping of CRT lectures, and guide them properly.
9. To invite various institutes/agencies giving training for GRE, TOEFL, etc; and conduct seminars, for the benefit of the students.
10. To invite different institutes/academies, giving training/rendering service for placements, and conduct seminars to the advantage of students.
11. To invite dignitaries/eminent personalities to the college, to deliver guest lectures for the all round development of our students.
12. To gather information regarding the conduct of "off campus" interviews conducted by other colleges, and guide our students, to attend those interviews and succeed in getting employment.
13. To provide information regarding Summer Internships/apprenticeships for Mini and Major Projects for the students of all branches in consultation with the HODs.
14. To coordinate with the activities of Alumni Association.
15. To coordinate with the activities of Graduation Day Celebration.
16. To give information to various companies regarding Students' Attendance or Conduct during the time of appointment and recommend the students for placements.
17. To prepare and maintain Placement Track Record since the Inception of the Institution.
18. To prepare Placement Brochures, News Letters etc., for communication about the Placement Achievements of the College.
19. To communicate with the Media about placement achievements.
20. To perform any other duty assigned by higher authorities.

B) RESPONSIBILITIES OF PLACEMENT COORDINATOR

1. To coordinate with the activities of Placement Cell.
2. To plan and organize Pre-Placement Activities.
3. To communicate the information regarding Pre-Placement training to students, HODs, Trainers involved etc.,
4. To take feedback from the students regarding Pre-Placement Training.
5. To provide adequate facilities to the trainers viz., Materials, Class rooms, LCD Projectors, GD Rooms, Interview Rooms etc.,
6. To make alternative arrangement whenever Trainer is on Leave.
7. To submit a report to the Principal and Management regarding Attendance and conduct of Pre Placement Tainting from time to time.
8. To look after Higher Education Counseling related matters.

C) CAMPUS RECRUITMENT TRAINING PROCESS

1. CRT starts from I Year onwards in the following areas:
   a. Communication Skills
   b. Soft Skills
   c. Aptitude Training
   d. Technical Training

2. The Training and Placement Officer should take the responsibility of designing the structure for CS, SS, AT for B.Tech (I Year to IV Year) Students.
3. 3 hours in a week has to be allotted for Communication Skills, Soft Skills and Aptitude Training and Technical Training during Saturday Afternoon.
4. During Final Year i.e, IV/I (B.Tech) Mock Tests and Mock Interviews are to be conducted in the above said areas.
5. Before proceeding to the CRT, the students must be rigorously trained in the abovesaid areas and it must be communicated to Students and Parents.
6. Special Counseling and Guidance should be given to the students, whose communication skills are found to be wanting.
7. Guest Talks/Workshops with Academicians, Industrialists and distinguished Alumni has to be arranged for Orientation towards Industry expectations from the graduates of each Branch.
8. Mock Tests/Mock Interviews are to be conducted rigorously by inviting panelists from outside.
9. Feedback from the students is to be taken from time to time to know the effectiveness of the programmes and to incorporate suggestions (if any).
10. Entering in to MoUs with MNCs to train the students in advanced technologies.

11. HEAD IT (SYSTEM ADMIN)

RESPONSIBILITIES:

1. To maintain all computer systems in the college in good working condition.
2. To ensure that network/local network is available to all systems.
3. To ensure that Wi-Fi is available to the required systems.
4. To maintain Linux Server.
5. To maintain student portal server.
6. To maintain Globarena/GEMS server.
7. To receive complaints related to computer systems by phone/person and rectify them as soon as possible.
8. To attend minor repairs on computer systems.
9. To maintain e-class rooms equipment.
10. To ensure that digital library is functional.
11. To prepare the indent for future requirements of systems and allied services.
12. To carry out photography in all events of the college and maintain photo archives of all the events held in the college.
13. To assist in the conduct of techno festivals conducted in the college.
14. To prepare the college ID cards for staff and students when ever required.
15. To assist exam branch in online registration of students.
16. To assist exam branch in uploading of internal/external marks in JNTUK/ Autonomous portal.
17. To check the condition of batteries and UPS equipment in the UPS room.
18. To perform any other duties assigned by higher authorities.
19. To involve and guide the Automation of Library and its facilities, strengthening of Library.
20. To install the software packages as per requirements of the college.

DUTIES OF ASST. SYSTEM ADMINISTRATOR

1. To be responsible for the maintenance of all computer systems in good working condition.
2. To receive complaints regarding computer systems and rectify them under the guidance of system administrator.
3. To assist the system administrator in taking photographs during college functions and events.
4. To ensure that digital class room equipment is in working condition.
5. To assist in preparation of ID cards.
6. To assist exam branch in online registration of students.
7. To assist exam branch in uploading of internal/external marks in JNTUK/ Autonomous portal.
8. To check the condition of batteries and UPS equipment in the UPS room.
9. To perform any other duties assigned by higher authorities.

12. ROLES AND RESPONSIBILITIES OF THE HOD

1. Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
2. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
3. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
4. Appoint class teacher and counselor to every class and in charge for every lab.
5. Send staff attendance register after making necessary entries to the Principal office by 9.30 A.M every day.
6. Interact with students (Section wise) of their branch once in every 15 days once, identify the problems and find solutions in consultation with the principal.
7. Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
8. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Softcopy of the Assignments are submit to the exam branch as per schedule.
9. Observe the dress code among students and instruct the respective class advisors to implement the dress code among the students.
10. Conduct departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
11. Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from semester to semester.
12. Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester.
13. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors.
14. Counsel the students who are absent for the mid test or irregular to the class work.
15. Form the student batches and allot the project guides as per guidelines given by the principal.
16. Route all the correspondence through the office of the principal.
17. Designate faculty member who will be the Head l/c during his/her absence and make sure that all files and records are available for Head in-charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from headquarters.
18. Allocate the students to the teacher-counselors in the beginning of the academic year.

19. Inform the concerned authorities of any important information of events taking place in the Department from time to time.
20. Arrange special classes if necessary for the benefit of below average students.
21. Ensure academic discipline in the department.
22. Follow the guidelines / instructions given by the principal from time to time.
23. Make arrangements that the lab in charge has to lock the laboratory and place the keys in the HOD room. In the same manner the HOD room be locked and handover the keys at the reception should be recorded.
24. Maintain and update all the necessary files.
25. Make arrangements to lock and seal all the laboratories before leaving the premises.
26. Plan and conduct the online course of studies (MOOC) meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
27. Provide necessary inputs to the principal for conducting Academic Council/Governing Council Meeting.
28. Monitoring the department association activities.
29. Forwarding to staff CL's / class work arrangement and any other letters.
30. Nominate the class representatives and girl representatives.
31. Allow the students to meet faculty members about the subject doubt's clarification and at the same time maintain discipline.
32. Do not permit/allow any brother/Sister/Uncle/Parent/Grandparents/Guardians in the departments to talk to students. Instead, ask them to sit in the main reception area and then sent the students to the reception with their class teacher.
33. HOD is to guide/direct/mentor the faculty members of their departments wherever necessary and to see that the guidelines are implemented strictly.
34. To Motivate students to write the Examinations confidently and encourage them for self growth and self study and finally not to have a backlog at any cost. Also advised to bring laurels to the Institution not only with their knowledge but also with their behavior.
35. To take advise/sanction from the Principal for implementation of academic, co-curricular and Extracurricular activities.
36. Assign duties to non-teaching staff of the department.
37. To co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
38. To present the Departmental budget/requirement to the Principal.
39. To ensure that the purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
40. To ensure Quality, Maintenance and Cleanliness of the department.
41. To recommend leaves of the Departmental Colleagues.
42. To invite guest speakers for interaction guidance to UG/PG students.
43. To guide the students for career opportunities.
44. Utilize the services of any staff member and assign different duties from time to time or Interchange the duties of various staff members in the department.
45. Nominating members for the library committee and make suitable recommendations for Journals, textbooks, reference books with the help of other senior faculty.
46. Conduction of all the course work, laboratory work, project work, assignments and supervising the faculty to maintain all the records properly.
47. Monitoring all the students related course work and the academic schedules are run in time.

48. Counseling the faculty in case of any complaint or the need arising from feedback
49. Over all behavior and discipline of the faculty, staff and students of his department.
50. Appraising all the faculty, staff and students about the college mission and goals and how to achieve them in the department.
51. All activities related to professional bodies in the department.
52. Being in constant touch with the students
53. Participate in meetings with the parents periodically and take suggestions for Improvement of the department.
54. Up keep of all class rooms, furniture, fixtures and cleanliness with the help of Administrative Officer/ Maintenance Officer.
55. Regular checking of student mobiles and conduct surprise checks in class rooms/labs for mobiles and all other un-authorized gadgets/objects.
56. Prevent unlawful associations/meetings among students.
57. Prevent /find out anybody's activities against the interests of the organization both inside and outside the campus.
58. Prevent un-authorized leaving of campus by the students.

13. GUIDELINES FOR DOCTORATES

The faculty members who possess the Doctorate Degree are advised to follow the guidelines given below:

1. They must publish a minimum of 2 Research Articles per year in SCOPUS/SCI/WoS/UGC-CARE Indexed Journals.
2. They must submit the research proposals for Mini or Major Projects from the agencies such as DST, UGC, AICTE, SERB etc.,
3. They must organize a Workshop/Seminar / Conference with a Grant by any Recognized Authority.
4. They have to generate the revenue in the form of IRG through Consultancy Services.
5. They must organize minimum of Two Events through Industry Institute Interaction by entering an MOU.
6. They need to be an Advisor to the Department and Institution related to Quality and Academic Aspects.
7. They need to be a mentor to the faculty and students related to Research and Development activities of the Department.
8. They must guide M.Phil/Ph.Dresearch Scholars.
9. Their contribution is important to develop and enrich the Curriculum.
10. They need to organize In-house FDP on various Curricular Aspects.
11. They need to work on R&D and generate Patents or Technology Transfer.

14. GUIDELINES TO THE FACULTY MEMBERS

1. Report to college before the scheduled time which makes you comfortable to take /perform any task.
2. Please present yourself with good attire, clean shave. Wear college identity card without fail.
3. Enter the class room within time. Do not be late to the class and do not leave the class even 5 minutes before.
4. Take the attendance within 5 min. of entering the class. Post attendance particulars in ERP software immediately after the class. This will help the administration for further analysis (Mark absentees with 'A' without fail).
5. Try to remember the name of students which will help you to control. Call students with their names.
6. If you prepare for one hour it may be exhausted for 40 minutes. So, prepare for 2 or 3 hours in advance. It helps you to take 2 or 3 periods as per time- table, if necessary.
7. Prepare course file and your own notes on A4 sheets by referring 3 or 4 prescribed text books, submit the same to the HOD concerned as per UGC/AICTE/NAAC/NBA guidelines before the commencement of class work as per academic calendar.
8. Prepare lecture plan in advance and get the approvals. Write teaching diary immediately after finishing the class.
9. The Principal and HOD will inspect the lecture notes, attendance registers and the status/ progress of the tasks assigned now and then without any notice.
10. Do not take text books to the class, only course notes are allowed to carry in class room.
11. Get overview of the subject/course before going to teach in the class, so that you will get command on the class.
12. Faculty members are advised to teach the practical importance of each topic in the class, so that you can stimulate the interest of students on the subject Play videos relevant to the topic, if necessary.
13. Do not take your mobile phone to the class or examination hall. Instead, keep them in safe custody before going to the class/invigilation duty.
14. Do not chitchat and do not discuss other than the subject in the class unless it is having some relevance to the topic.
15. Do not speak in mother tongue (Telugu) as the medium of instruction is "English" Control the class and do not allow them to talk each other as class room dynamics play a major role in delivering the content.
16. Draw the figures &block diagrams by yourself on the board and to reduce time, use PPT for drawing complicated &time consuming figures.
17. Engage the class even if there are 1 or 2 students and do not leave them.
18. Conduct tests at the end of each unit. Announce it in advance without mentioning date/day.
19. Class teachers should continuously monitor indiscipline, irregularity, marks, attendance and poor performance of the students and counsel them. Report the same to HOD/Principal/Parents every fortnight. Any one absent for more than 3days continuously without proper intimation, his/her parent shall visit the college &take permission from HOD before attending class work.
20. Students with less than 75% attendance must be brought to the notice of HOD/ Principal/ Parents. Record of irregular students must be maintained in the department with proper and

in-time intimations to the parents through PRO's. Take acknowledgement regularly from parent for any intimation sent.

21. Student project works should be initiated in the fourth year first semester itself and they should submit the synopsis after 4 weeks. Faculty members/ Guides should give ideas to students in deciding the project. Encourage and balance the physical models along with simulations.

22. Class review committee may be formed with faculty members handling those classes. The composition of committee is of merit, average, below average, girl students and management quota students. Discuss about the teaching, pedagogy and problems. Record everything and get the approvals and file the minutes of committee meetings.

23. Counseling of the students should be done regularly (at least once in every month) and record the observations in the prescribed format.

24. Faculty members should not leave& allow the students for water, toilets etc., in the middle of the class. 10 minutes short break is provided for above said purpose.

25. Perform all the tasks related to ISO/NAAC/NBA immediately and file the documents and evidences with proper approvals.

26. Accept any task assigned by HOD/ Principal/ Management members with positive motivation and commitment. Perform and finish them within the given time schedule. This activity makes you to learn further as you are well aware that "Teacher is a perpetual learner".

27. Before start of syllabus every teacher must explain course outcome & program out come to students. Student must be aware of course outcome every course.

28. Maintaining discipline in class room, department & college is every Teacher's responsibility, irrespective of department & class.

29. Cell phones are not allowed in the college premises. So every teacher should monitor and do surprise check.

30. Every Teacher shall check dress code & ID card of all the students seated in class room.

SPECIFIC GUIDELINES TO THE FACULTY MEMBERS HANDLING LABORATORY SESSIONS

1. Reach the laboratory well before the scheduled time.
2. Check the observation book, preparation of the students to the experiment, laboratory record.
3. Issue laboratory manuals to note down the procedure in the laboratory session in advance.
4. Ensure proper dress code in the laboratory,
5. Give demo with explanation of the experiments in the lab session.
6. Ask the students about the procedure/ Programme of the experiment before going to the apparatus/ equipment.
7. Correct the observation books and check the calculations during the session and affix your signature with date
8. Correct the lab records of day-to-day work and maintain them updated
9. Avoid postponement of the corrections/checking.

15. DUTIES AND RESPONSIBILITIES OF CLASS TEACHER

1. The class teacher has to monitor the class work regularly as per Time table
2. Any Discrepancy in the smooth functioning of class work get proper information from the respective Class Representative (C.R) and inform the same to the concern HOD.
3. Monitoring the 'Daily Attendance Sheet' and ECAP/TEAMIN every day. At the end of every month verify the cumulative attendance report with the Master attendance Register (ECAP/Team-in) and submit to the HOD.
4. Identify the Students with absent for more than 3 day's continuously and inform to the Head of the Department and to the Parents.
5. Monitoring the curricular activities such as soft skills programme&etc..
6. To ensure counseling of all students in the class by respective counselors.
7. Sending the students to Online Examinations according to the online Exam time table.
8. Finalization of Internal Marks and forwarding the same to Examination Section through concerned HOD.
9. The class teacher has to look after the Class Room ambience and report to housekeeping in-charge for necessary action.
10. Monitoring of student dress code and to maintain overall discipline in the class room.
11. Updating of any other curricular activities to HOD.

16. CODE OF PROFESSIONAL ETHICS FOR TEACHERS

INTRODUCTION:

It is universally felt that like all other Professions, the teaching profession should also have its own Code of Professional Ethics which indeed is a pre-requisite to ensure its dignity and integrity. Accordingly, it is considered necessary that the Code of Professional Ethics be evolved and adopted by the teaching community.

The Code of professional Ethics for teachers provides a Framework of principles to guide them in discharging their obligations towards students, parents, colleagues and community. Increased awareness of the ethical principles governing the teaching profession is essential to ensure 'professionalism' among teachers.

- ➢ Recognizing that every student has a fundamental right to education of good quality.
- ➢ Recognizing that every student has an inherent potential and talent.
- ➢ Recognizing that education should be directed to the all round development of the human personality.
- ➢ Recognizing the need to promote through education the concept of composite culture of India and a sense of national identity.
- ➢ Recognizing that teachers, being an integral part of the social milieu, share the needs and aspirations of the people.
- ➢ Recognizing the need to enhance self -esteem of teachers.
- ➢ Recognizing the need to organize teaching as a profession for which expert knowledge, specialized skills and dedication are pre-requisites.
- ➢ Recognizing that the community respect and support for the teachers are dependent on the teachers professionalism.
- ➢ Recognizing the need for self-direction and self-discipline among members for the teaching community.

OBLIGATIONS TOWARD STUDENTS

1. Treats all students with love and affection.
2. Respects the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
3. Facilitates students' physical, social, intellectual, emotional and moral development.
4. Respects basic human dignity of the student in all aspects of college life.
5. Makes planned and systematic efforts to facilitate the student to achieve his/her potential and talent.
6. Adapts his/her teaching to the individual needs of students.
7. Maintains the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.
8. Refrains from subjecting any student to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.
9. Keeps a dignified demeanor commensurate with the expectations from a teacher as a role model.

OBLIGATIONS TOWARD PARENTS. COMMUNITY AND SOCIETY

1. Establishes a relationship of trust with parents/guardians in the interest of all rounddevelopment of students.
2. Desists from doing anything which is derogatory to the respect of the student or his/her parents/guardians.
3. Strives to develop respect for the composite culture of India among students.
4. Refrains from taking part in such activities as may spread feelings of hatred or enmity among different communities, religious or linguistic groups.

OBLIGATIONS TOWARD THE PROFESSION AND COLLEAGUES

1. Strives for his/her continuous professional development
2. Creates a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders.
3. Takes pride in the teaching profession and treats other members of the profession with respect and dignity.
4. Refrains from engaging himself/herself in private tuition or private teaching activity.
5. Refrains from accepting any gift, or favour that might impair or appear to influence professional decisions or actions.
6. Refrains from making unsubstantiated allegations against colleagues or higher authorities.
7. Avoids making derogatory statements about colleagues, especially in the presence of students, other teachers, officials or parents.
8. Respects the professional standing and opinions of his/her colleagues.
9. Maintains confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.

CODE OF CONDUCT FOR TEACHERS

This code of Conduct shall govern all teachers and employees of the college.

A)The following acts shall constitute breach of Code of Conduct:

1. Knowingly or will fully neglecting his/ her duties.

2. Propagating through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities.
3. Indulging or encouraging any form of malpractice connected with examinations or any other college activity.
4. Showing neglect in correcting class work or home-work done by the students;
5. While being present in the college, absenting himself (except with the prior permission of the Principal) from classes which he is required to attend:
6. Remaining absent from the college without leave or without the prior permission of the principal;
7. Provided that where such absence without leave or without the prior permission of the Principal is due to reasons beyond the control of the teacher concerned, it shall not be deemed to be a breach of the Code of Conduct if, on return to duty, the teacher has applied for and obtained, ex-post facto, the necessary sanction for the leave.
8. Accepting any job of remunerative character from any source other than the college or giving private tuition to any student or other person or engaging himself in any business.
9. Engaging himself as a selling agent or canvasser for any publishing firm or trader
10. Asking for or accepting any contribution or otherwise associating himself with the raising of any fund or making any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.
11. Entering into any monetary transaction with any student or his parent/guardian; exploiting his influence for personal ends; or conducting his personal matters in such a manner that he has to incur a debt beyond his means to repay.
12. Accepting, or permitting any members of his family or any other person acting on his behalf to accept, any gift from any student or his parent/guardian or any person with whom he has come into contact by virtue of his position in the college.
13. The faculty members need to work with Passion and Commitment; The language and appearance of the Faculty members are very important for their success. The faculty members shall complete the work sincerely, take and feel the responsibility, work honestly for the organization

B) Every teacher shall

1. be punctual in attendance and in respect of his class-work and also for any other work connected with the duties assigned to him by the Principal/Head of the Department.
2. abide by the rules and regulations of the college and also show due respect to the constituted authority.

17. DUTIES OF COUNSELLORS

Following are the points to be observed during counseling

1. Counselors should ensure that all students are attending to counseling regularly. Absentees if any are to be brought to the notice of HOD/Principal immediately.
2. In case any student is absent "**A**" should be marked in student's signature column followed by counselors signature in appropriate place.
3. Attendance, Quiz marks & University examination marks are to be entered by counselors as per HOD instructions, information available from office, examination section and departments.
4. Any difficulties expressed by the students relating to subjects are to be brought to the notice of the HOD/Principal.
5. All the Counseling records are to be maintained and the relevant information should be shared with the parents.
6. Ensure the submission of the counseling records to the HOD/Principal once in a month for verification.
7. Counseling should be done meticulously and seriously with special attention towards improvement of the students in all aspects.

18. GUIDELINES FOR H&S DEPARTMENT

It is the responsibility of all the faculty members and exclusively the faculty members of 1st Year to monitor that the students of Srinivasa Institute of Engineering and Technology College to follow the Code of Conduct as mentioned below:

1. Dress Code: All the Students must wear the prescribed attire from Monday to Friday. They are also expected to wear formal dress code during Lab sessions if it falls on Saturday.It is the responsibility of student Counselors, Class In charge, mentors to monitorthe dress code of the students and counsel accordingly and bring to the notice of HOD if any one violates the dress code.

2. Attendance: Every Student has to maintain minimum of **75%** attendance in each semester. The students must submit a Leave Letter to Class In charge and HOD after coming to the College.The Class In charge should counsel the students who are irregular and if a studentis continuously absent for more than 3 days, the students must be taken to the HOD for counseling.

3. Punctuality: The students must attend the Classes before **9.00 A.M** and not suppose to leave before **4:20 P.M**. Students have to follow the time table strictly. Students are not allowed to go around in college premises at working time.

4. Identity Card: The Students must wear college Identity Card on all working days.It is the responsibility of the Student Counselors to monitor that student wearsIdentity Card during the College Hours.

5. Cell Phone:The Students are not supposed to carry cell phones and other electronic products in to the college premises.The Student Counselors must observe whether any student is carrying / using Mobile Phones or any other Electronic Gadgets in the campus and if so, it should be immediately brought to the notice of HOD/Principal.

6. Communication: The Students are expected to speak politely with fellow students, faculty members and other non teaching staff. They are advised not to involve in unnecessary arguments and also they are prohibited from using vulgar or unparliamentarily language.All the faculty members must encourage the students to talk in English.

7. Grievance: Students have to follow protocol to discuss any grievances related to academic and other issues i.e. Students have to approach class teacher (If not resolved) then escalation to Head of the Department.

GUIDELINES REGARDING ACADEMIC ACTIVITIES:

1. The Master Time Table must be prepared well in advance and a Time Table In –charge has to be appointed in order to make suitable adjustments in the Time Table whenever any faculty member applies leave.
2. The faculty members must adhere with the Time table.
3. Students must be encouraged to maintain Lab records as and when an experiment is done and the Lab In-charge or Faculty In-charge must check the lab record immediately.
4. Weekly Assignments/ Slip tests are to be planned to improve the Academic Results.
5. Unit Tests have to be planned well in advance and must be incorporated in Master Time Table.
6. The students who are not performing well in the Slip tests/ Unit tests / Internal Examinations must be counseled.
7. The HOD should organize Remedial classes and tutorial classes for average and below average performers.
8. Special care must be taken towards students from rural background and Telugu medium background and remedial classes / tutorials have to be conducted (if necessary).
9. Girl students' problems have to be dealt confidentially in consultation with Chairperson of Grievance Redressal Cell.
10. Any unusual behavior of the student must be brought to the notice of HOD and in turn must be communicated to the parents.
11. The HOD must plan Parents meeting of 1st Years once in a semester and the minutes has to be recorded.

19. LIBRARY

A well-organized and well-equipped Digital Library remains open to the academic and professional needs of the students. To cater to the needs of students and faculty, the central library is provided with 35000+ Volumes and 4000 titles covering core subjects as well as general subjects. A good collection of titles is earmarked as reference books. A spacious reading room in the library accommodates 180 readers at a time. The library subscribes many national and international technical journals like IETE, CSI, Indian academy of sciences, NISCAIR, i-Manager, Claro besides a good number of periodicals and magazines to acquire knowledge of latest trends. The students and the faculty members are encouraged to exploit the valuable resources provided through DELNET. A centralized Digital Library with 18 terminals and 24 x 7 internet facilities is made available to students. Books on general English. Communication skills, GRE, TOEFL, GATE, Personality Development, Managerial skills etc. are also procured in good numbers. Daily news papers are available in the library in both Telugu and English languages.

A) WORKING HOURS:

All working days: 8:00 AM to 8:00 PM and on Sundays and Holidays 9:30 AM to 1:00 PM The issues counter functions between 8:00 AM and 5:30 PM on all working days.

B) LIBRARY RULES & REGULATIONS:

1. The number of library cards provided to the students and faculty are given below:
    All students   : 4 Cards each
    All faculty members : 6 Cards
2. All members shall obtain their library cards only on producing their ID cards.
3. Library cards are not transferable.
4. Only one book shall be borrowed on each card.
5. Members are responsible for safety and security of the books borrowed by them.
6. ID cards along with Library Cards should be produced to borrow the books.
7. All the members should return all the books at the end of each academic year.
8. Faculty while getting relieved from the college on resignation or for any other reasonsh all obtain "NO DUES" certificate from the library after returning all the books borrowed by them and surrendering all the library cards to the library.
9. Students after their course completion shall also obtain "NO DUES" certificate from the library after returning all the books borrowed by them and surrendering all the library cards to the librarian.
10. Loss of Library Cards shall be reported by the members to the Librarian immediately in writing and Duplicate Cards will be issued on payment of Rs.100/- per card and the member only will be solely responsible for the misuse of the lost cards.
11. Loss of books, if any shall be reported to the librarian immediately and the borrower shall be permitted to provide the replacement with good copy of similar book only on obtaining the permission from the Head of the Institution.
12. If the borrower fails to replace the lost book within the time fixed, thrice the cost ofthe book and the overdue charges will be levied.
13. Schedule the Library hours for the college, which helps the Departments to prepare their Library hours.
14. To ensure the availability of online resources through NDL, Shodhganga, SWAYAM, INFLIBNET in the library.

C) RESPONSIBILITIES OF LIBRARIAN and ASST. LIBRARIAN:

1. To enter books and periodicals purchased in Accession register.
2. To properly maintain books issued to students as well as Staff and its timely return (both manual and system).
3. To assist the Librarian to run the library smoothly.
4. To assist in downloading the free journals in digital library.
5. To classify and catalogue the books.
6. To provide necessary assistance to staff and students.
7. To submit copies of news paper cuttings of AICTE, APSCHE, and other STATE GOVT. notifications to principal, Dean Academics and SAO.
8. To display current information in Library Notice board.
9. To co-ordinate with Librarian and perform duties assigned by Librarian.
10. To perform any other duties assigned by higher authorities.

D) RESPONSIBILITIES OF BOOK KEEPER:

1. Labeling the books (accession no. and call no.)
2. To arrange the books in book shelves branch wise systematically.
3. To make photo copies of various papers requested by students.
4. To ensure the students entering and leaving the library properly.

20. PHYSICAL EDUCATION

RESPONSIBILITIES OF PHYSICAL DIRECTOR

1. The Physical Director shall report to the Principal.
2. To take care of the physical education departmental activities.
3. Teaching and coaching of students during their respective sport periods should be carried out.
4. Allocation of responsibilities to Asst. Physical Directors Branch wise and Sports wise.
5. To supervise the conduct of Practice sessions for students during sports hour.
6. To maintain and supervise general discipline of students while entering/leaving the college campus:
7. To communicate the students regarding Inter- Collegiate Competitions and University Level competitions in consultation with the Principal and HODs.
8. To ensure participation of students in university level sports events.
9. To submit indents/proposals for procurement of sports/games material.
10. To initiate follow up action for inter university tournaments.
11. To conduct college annual sports meet.
12. To organize Yoga classes.
13. To orient the students and staff regarding Physical Fitness.
14. To communicate the Principal/HODs regarding Students Attendance during Sports and Games Competitions.
15. To prepare Physical Education Department Report for publishing the same during various Occasions of the College.
16. To perform any other duty assigned by higher authorities.
17. To ensure all the required facilities are arranged when a Seminar/Workshop is organized like Arrangement of tables and chairs on the Dais, banner, bouquets, gifts/mementos, Audio-Visual System, Photographer etc.,

21. RESPONSIBILITIES OF MEDICAL OFFICER

1. To attend to students / staff for their health problems and provide related medicines.
2. To assess severe illness and advise the patients to pursue proper course of treatment.
3. To attend to sudden illness of students / staff and treat them until recovery in the health centre.
4. To advise health remedies to chronic patients. i.e. Diabetes, blood pressure, obesity, constipation etc;
5. To conduct health check up on last Saturday of every month.
6. To attend blood donation camps and certify the fitness of the blood donors.
7. To conduct general check up of newly joining staff members and assess their health condition.
8. To conduct seminars/lectures by eminent Doctors/Physicians regularly to Students and Staff.
9. To perform any other duties assigned by higher authorities.

DUTIES OF LABORATORY ASSISTANTS:
1. To assist faculty members and students in conducting experiments in the laboratories.
2. To maintain consumable and non-consumable stock registers.
3. To assist the Lab In-charge in purchase and procurement of laboratory materials.
4. To assist the Lab In-charge in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
5. To report about breakages/losses in laboratory to his Lab In-charge.
6. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
7. To report to Lab In-charge about misbehavior of the students (if any) inside the laboratory.
8. It is the responsibility of the Lab Assistant to ensure the safety of the equipment.
9. To maintain proper safety measures such as fire extinguishers, insulation mats, safety goggles etc.,
10. To attend to such other duties as may be specially brought to his notice, with the approval of the Lab In-charge and Head of the Department.

ATTENDERS:

1. The Attenders shall report to maintenance incharge.
2. To open/close windows etc and switch on/off fans and lights of the rooms as and when required.
3. Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off and not required, remove and replace covers of machines.
4. Carry message, papers, registers, files, circulars, bags, portable size etc. from one place to another inside office or outside as the case may be.
5. Carry papers, within building and other such portable items (office equipment) from one place to another.
6. Operate Xerox machine, copier if he could operate that wherever necessary.
7. Carry out any other work of similar nature which the officer In-charge/SAO/Principal may instruct.
8. Serve drinking water to employees and to visitors, when required.
9. Dispatch letters including letters by hand delivery.
10. Any other work as may be assigned to him by the concerned officer from time to time.

SANITARY STAFF:

1. The Sanitary staff shall report to Maintenance In-charge
2. To sweep all the classrooms, labs, staff rooms, seminar halls and corridors daily and keep them clean.
3. To clean toilets and urinals thoroughly in the morning and evening and keep them tidy.
4. To mop the floor of all rooms with mop daily and maintain them in presentable manner.
5. To remove moulds, cobwebs and dirt from the walls and ceiling regularly.
6. To dust all desks, tables, chairs and other equipment with cloth and keep them clean.
7. To shift small items from one place to other whenever required.
8. To carry students record books and other material to their storing place.
9. To perform the duty of attenders whenever posted on that duty.
10. To clear water logged in corridors and class rooms, due to heavy rain.
11. To perform any other duty assigned by higher authorities.

GARDENER: (Working under Maintenance In-charge)

1. The Gardener staff shall report to Maintenance In-charge
2. Should water all the plants regularly and ensure that they do not wither.
3. To prepare soil around the plant, suitable for watering.
4. To remove the grass around the plants to help plants grow fast.
5. To apply fertilizers to the plants for their fast growth.
6. To apply pesticides on the whenever required.
7. Should ensure that rain water does not log in the college ground by clearing storm water drains.
8. To maintain lushness through proper landscaping.
9. To prepare ground neat and clean whenever some events are conducted in the college.
10. To clean litter and waste papers from the college ground.
11. To perform any other duty assigned by higher authorities.

HELPER: (Working under Maintenance In charge)

1. To carry chairs, desks, tables and other light/medium weight articles from place to other and arrange them in proper manner.
2. To fill the water tanks by switching the motors and stop the motors when the tanks are filled up.
3. To open the valves of water lines where ever water is needed.
4. To make rounds to all toilets to close the taps in case they are let off.
5. To switch on the mineral water plant in the morning and ensure that water is continuously supplied to the machine.
6. To attend to small plumbing repairs.
7. Should watch for any leakage of water from pipe lines and rectify the same immediately so that water is not wasted.
8. To ensure that college ground is neatly maintained.
9. To assist in preparation of ground stage whenever any event takes place in the college.
10. To unload item/ equipment received in the college.
11. To assist maintenance supervisor in keeping college building in a presentable manner.
12. To perform any other duty assigned by higher authorities.

22. STUDENTS

ROLES AND RESPONSIBILITIES OF STUDENTS

1. To maintain dignity, decency, order, calmness both in the campus and outside the campus.
2. To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period.
3. To maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/library.
4. To be attentive in the class and to bring calculators, charts and data hand books every day.
5. To park the vehicles in the Parking place provided and to note that parking the vehicles at any other place is strictly prohibited.
6. To wear identity card inside the campus.
7. To inculcate the habit of looking into Notice boards of the college/ department every day.
8. To attend each and every counseling session convened by their counsellors and feel free to explain their difficulties.
9. The College reserves the right to contact parents /guardians of students regarding their discipline, regularity in attending classes, default in payment of fees, poor performance / failure in Examinations or any other matter of concern.
10. To note that in all disciplinary matters the decision taken by the Principal is final and will be binding on all the students involved.
11. To note that the scholarship amount will be released only when all the scholarship holders securea minimum 75% attendance every month.
12. The students should inform changes in the address of any of their parents/guardians to the College office.
13. Not to form any formal and informal groups on the basis of caste, community and religion.
14. The office bearers of the students associations are generally nominated on the basis of merit in the University Examinations.
15. No elections are permitted in the college.
16. Not to be in the Canteen or at any public place during working hours of the college.
17. To note that teasing women and committing nuisance on the campus, on college grounds and at events are strictly prohibited.
18. To note that any violence on the campus, destruction of college property, manhandling of staff or any other person in the college campus or the authorities of the college and misbehavior with girl students will be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period etc.
19. To note that ragging in any form, within or outside any educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said Act.
20. To note that defacing of the campus buildings and walls by sticking bills/posters or by writing is prohibited.
21. To note that all types of malpractices and unfair means in the examination hall including assault on invigilators, misbehaving in the examination hall and impersonation are punishable offences.
22. Class Representatives must attend the meetings convened by the Principal and inform the decisions taken in the CRs meetings to their respective classmates.
23. **Mobile phones are strictly prohibited in the campus.**

B)   STUDENT ATTENDANCE REQUIREMENTS

1. A student has to put in a minimum of 75% of attendance in aggregate of all the subjects in first year and subsequent semesters.

2. Condonation of shortage of attendance in aggregate up to 10% (i.e., above 65% and below 75%) shall be referred to the Principal along with recommendations of the College Academic Committee on genuine valid grounds with supporting evidence.

3. Shortage of attendance below 65% in aggregate shall in no case be condoned and the student will be detained in that year / semester. The detained student may repeat the year / semester as and when offered next.

C)   ROLES AND RESPONSIBILITIES OF PARENTS

1. Parents /Guardians are advised to see that their wards are regular to the classes. They are expected to do their part in enforcing regularity and discipline.

2. Parents are advised to go through the Information Booklet as well as Syllabus Book supplied to the candidates for more information regarding rules of Attendance and academic credits.

3. The progress of the students is tested by class tests. The results of these tests and percentage of attendance are communicated to the parents by means of monthly reports. The parents are advised to inform the Principal's Office regarding the change, if any in their address / Phone Numbers. The parents / guardians of the students are advised to take necessary steps to improve the student's performance.

4. Parents should co-operate with the management and administration in their attempts to improve the conduct and progress of the students.

5. As internal marks are very important and play great role in the examination results, parents are advised not to plan for any private functions or programmes on the scheduled / declared dates of tests and examinations.

6. Parents are advised to make an enquiry about the progress of their children either by personally meeting the HOD concerned or by talking to them over telephone.

7. Parents are advised to make convenient to attend the parent meeting/ call by HOD/ Principal. Also make it convenient to attend the phone calls from class teacher/HOD/Principal.

8. Parents are advised to maintain a good rapport with the counselor of their ward.

D)   RULES AND REGULATIONS TO THE HOSTELLERS

1. Rooms are allotted by the Deputy Warden.

2. Hostel membership will be terminated at the end of each academic year. Readmission is necessary at the beginning of the subjective academic year.

3. All amounts due to the hostel are to be paid at the start of the academic year.

4. Girl /Boys students must be in their Hostel rooms by 6:00PM.

5. Roll calls will be taken by the wardens at 6:30PM and 9:00PM.

6. Study hours are compulsory from 8.30 PM to 10.30PM. During this period students should stay in their respective rooms and study.

7. No student is allowed to stay in the hostel during class hours without a written permission from the Principal / Deputy Warden. They should leave the hostel in time to attend the classes for the day.

8. Only parents are allowed to meet their ward in visitor's gallery and are not permitted into the student's hostel room. No other visitors are allowed.

9. Students should not go home on their own decision except with specific permission from HOD/Warden/ Principal.

10. Students are responsible for furniture and fixtures in the rooms. Any damage caused is to be borne by all the inmates of that particular room.

11. The students are to maintain the hostel neat and clean and extend their cooperation in the maintenance of the hostel block and its surroundings.

12. The students have to take care of their belongings with proper lock and key arrangement.

13. Students should avail only one permission in a month to go home with permission

14. Hostel students should wear ID card when they are inside the college campus or dining hall.

15. Students must refrain from inviting their day-scholar friends into their rooms.

16. Students are advised to represent their problems, if any, to the Warden.

17. Students are prohibited from using heaters/induction stoves/iron boxes etc., and usage of such items may result in expulsion from the hostel.

23. RECRUITMENT PROCESS

The following procedure will be adopted for conducting interviews held for filling various positions in the institution.

- Identification of various vacancy positions and announcement by the Principal.
- Call for Interviews through notification release through news papers/Website.
- Formation of Selection Committee with subject experts and university nominees.
- Shortlisted candidates will be called for interview.
- Verification of original certificates and other credentials.
- Conduction of written tests.
- Class room Demo.
- Personal Interview.
- Final recommendations of Selection Committee.
- Issuing of appointment order and collecting joining report.
- Undertaking letter by the staff for rules laid down in the HR Policy

24. ADMISSIONS PROCESS

Admission for the 70% of seats inB.Tech and M.Tech courses are made by the A.P State Govt., based on the rank obtained by the candidates in the Common Entrance Test (EAPCET for B.Tech, GATE/PGECET for M.Tech) and lateral entry through ECET into B.TechProgramme.

The remaining 30% of the seats are filled under Management Quota, as per the rules and guidelines of the A.P. state Government and APSCHE.

Diploma 100% admissions are through POLYCET as per the guidelines of SBTET.

25. VARIOUS COMMITTEES/ CELLS

COLLEGE ACADEMIC COMMITTEE

The day-to-day academic and administrative activities are addressed by College Academic Committee.

The constitution of the College Academic Committee

S.No	Category	Status
1	Principal	Chairman
2	Deans	Member
3	All HoDs	Member
4	CoE	Member
5	Dean Academics	Member Secretary

Frequency of Meeting:

The committee meets once in fortnight or as and when required. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Functions:

The roles and responsibilities are to

1. Prepare academic calendars and implementation of the same.
2. Review academic activities and progress through academic audits.
3. Implement and track the progress of the new academic initiatives and introduce innovations in Teaching and Learning Process through ICT.
4. Coordinate and control the functioning of academic systems in all the departments.

5. Offer new courses/programmes by curriculum revision, meet infrastructural requirements to strengthen the departments.

6. Develop academic strategies to review student's academic progress.

7. Develop contingency plan to meet the specific requirements of the departments.

8. Monitor students' mentoring, attendance, curricular, co-curricular and extra-curricular activities.

9. Review faculty continuing education progress to enhance the academic quality.

10. Declaration of student attendance details such as condoning of shortage of attendance, detentions etc at the end of the semester.

11. Review of end semester examination results and suggest corrective actions.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institution. IQAC established at SIET continues to strive for the betterment of processes and their implementation for quality enhancement.

Composition of IQAC:

S.No	Description	Role in IQAC
1	Principal	Chairman
2	Three to Four Senior faculty members	Member
3	Senior Administrative Officer	Member
4	Management member at least one person	Member
5	Student/Alumni/Local Society Nominees	Member
6	Stakeholders from Industry/R&D/Parents	Member
7	CoE	Member
8	Dean IQAC	Member Secretary

The following are the roles and responsibilities carried by coordinator IQAC:

Dean(IQAC) will be the coordinator of IQAC.

- To coordinate the dissemination of information on various quality parameters of higher education
- To coordinate the documentation of the various programmes / activities leading to quality improvement
- To coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC.
- To coordinate the timely and efficient execution of the decisions of IQAC.
- To conduct internal and external academic audits.

Operational Features of IQAC at SIET:

a. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.

b. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.

c. Monitoring of department and institutional level feedbacks from students, parents and other stakeholders on quality-related institutional processes and suggest remedial actions.

d. Dissemination of information on various quality parameters of higher education.

e. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.

f. Documentation of the various programmes/activities leading to quality improvement.

g. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and implementation of best practices.

h. Development and maintenance of institutional database through MIS for the purpose of enhancing the institutional quality.

i. Development of Quality Culture in the institution.

j. Feedback analysis of stakeholders - Parents, Alumni, Recruiters, students, exit feedback of faculty members and reporting the same to the Management from time to time.

k. Conduct SWOT Analysis of the organization.

IQAC will facilitate:

1. To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture through good practices.

2. To provide a strong basis for decision making to improve institutional functioning.

3. To act as a change agent in the institution through better internal communication.

4. To develop a system for conscious, consistent and programmed action to improve the quality of academic and administrative performance of the institution.

5. To establish measures for effective functioning of institution through quality enhancement, innovation and best practices.

6. To promote, promulgate and pronounce values and ethics in academics, research and consultancy.

RESEARCH & DEVELOPMENT CELL

The R&D Cell aims to reach the Vision and Mission of the institution and is functioning in the path of achieving the same. The Research & Development (R&D) Cell of SIET is aimed to facilitate and encourage research culture among the faculty and students. Its prime role is to create contacts with research community and promote research activities through publications. It enables a congenial environment for technological development and monitors the research activities of the institute on.The cell associates and sponsors various innovative research & development activities such as workshops, seminars, conferences and symposiums. The R&D activities further promote skill cum

technology up-gradation programmes, startups, entrepreneurship and participation in various national/international technical competitions in coordination with EDC.

Constitution of R&D Cell:

S.No	Description	Role in IQAC
1	Principal	Chairman
2	All HoDs and Deans	Member
3	One Senior Professor from each Department	Member
4	Industry Representative from Industry (GB Nominee)	Member
5	One Student Representative from each Department	Member
6	One Entrepreneur Distinguished Alumni (Optional)	Member
7	Dean R&D	Member Secretary

Frequency of Meeting:

The committee shall meet at least four times a year or as and when required. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

The roles and responsibilities are to

1. Formulate the action plan for R&D activities for the respective academic year.
2. Prepare and obtain the budget approval for R&D activities from finance & planning committee and forwarding the same to Governing Body.
3. Disseminate comprehensive list of funding agencies that allocate funds for R & D projects.
4. Encourage and guide staff and students to publish papers/articles/manuscripts/book chapters in conferences/journals of national/ international repute and to file/publish/grant patents and copyrights.
5. Assist the staff members and students to prepare and submit R&D project proposals for funding by AICTE, UGC, ISRO, DRDO, CSIR, DST, etc.,.
6. Formulate strategies for mutual benefit of stakeholders by fostering research collaborations in interdisciplinary areas through professional chapters.
7. Monitor R&D progress through meetings and identify bottlenecks and take remedial action.
8. Interact with Heads of Departments to organize national/international conferences/workshops/seminars/training programs in thrust areas to enhance the professional and research skills among the staff and students.
9. Encourage faculty members to publish their research work indexed in SCI/WoS/Scopus/UGC-care journals.
10. Maintain& update data regarding research, consultancy and extension activities of staff/students.
11. Upload progress of R&D activities on the web portals of affiliating/accrediting/ranking agencies.
12. Review the originality & quality of the publications/projects/ consultancies/patents and to recommend for incentives/appreciation and suggestions for improvement.
13. Consolidate the progress of R&D activities of all departments and submit the report to the Principal.
14. Perform any other R&D activities as assigned by the Principal time to time.

15. To conduct a drive-in program to create SCOPUS ID, Vidwaan ID, Researcher ID, ORCID and GOOGLE scholar ID for the faculty members.
16. Encourage the staff members to be on board of editorial committees/reviewers for journals/conferences.
17. Create awareness about plagiarism issues in publications.
18. Create awareness about citations and indexing importance in research among faculty and students.

ENTREPRENEURSHIP DEVELOPMENT CELL

The cell aims to promote entrepreneurship and to improve the entrepreneurial skills among the students. The main objective of EDC is to create entrepreneurial culture in the institute and foster the growth of innovation and entrepreneurship amongst the students and faculty.SIET striving to fulfill the dreams and to increase the confidence levels in students willing to establish their own industry in future. EDC established to train the students at initial stages of idea generation to the prototype development and later stages of entrepreneurship.

Constitution of EDC:

S.No	Description	Role in IQAC
1	Principal	Chairman
2	One Entrepreneur Distinguished Alumni	Member
3	Senior Faculty member	Member
4	Technical Expert from Industry	Member
5	Student Representatives	Member
6	IPR experts (Optional)	Member
7	Coordinator EDC	Member Secretary

Frequency of Meeting: The cell shall meet atleast two times a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Activities:

1. Encouraging the staff and students in design competition and idea generation process.
2. Start-ups are mentored through the advices given by technical/business experts and respective faculties of the institution.
3. Counseling is adopted for converting the startups into successful business process.
4. Establishing a channel for technical support in design, simulations, development and testing.
5. Financial support in the form of seed money for innovation, refinement and commercialization.
6. Providing legal advices with regard to IPR issues.
7. Fabrication assistance for prototypes through established labs.
8. Networking with R & D laboratories.
9. Create an eco-system for establishing entrepreneur skills among the students.

FINANCE AND PLANNING COMMITTEE

The committee examines the annual statement of the accounts and financial estimates of the institute prepared by the Finance and Accounts Officer and submit it to Board of Governance for further action. It recommends to BOG the limits for the total recurring and non-recurring expenditure for the year based on income and resources of the Institute, including the proposals of the loans for productive work. It also takes necessary steps to have the Institute accounts audited by Auditors appointed by the BOG.The Finance and Planning Committee advises the Governing Body on financial matters. It prepares and submits the income and expenditure statements in the prescribed format to AFRC for fixation of tuition and other fees of the college. It is an advisory committee to the Governing Body.

Composition ofFinance and Planning Committee

S.No	Category	Status
1	Principal	Chairman
2	Senior Faculty	Member
3	Senior Administration Officer	Member
4	BOG - Nominee	Member
5	Finance Office nominated by BOG	Member Secretary

Finance and Planning committee shall meet to appraise finance related matters and submit a report to the governing body. The roles and responsibilities are to:

1. Invite budget proposals in prescribed format from all departments/committees/cells, prepare a consolidated budget after analysis and forward the same to the governing body for approval.
2. Review of the audited reports and upload in institute website after approval from governing body.
3. Take necessary measures to organize audits by auditors appointed by the governing body.
4. Propose honorarium to the examination branch staff, travelling allowances, grants, R&D incentives etc. and get it approved by the governing body.
5. Recommend to governing body regarding appointments, increments, allowances, PF and pay fixation to all the staff members including ministerial staff.
6. Recommend to the governing body for investments and the management of assets and resources.
7. Consolidate budget estimates related to various grants received/receivable from the UGC/AICTE/ Govt. / Private and income from fees and other sources and expenditure.
8. Develop a plan for optimum utilization of approved budget.
9. Report to the Principal on any lapses or irregularities in the financial matters.
10. Prepare feedback of ongoing activities and forward it to governing body.

INDUSTRY INSTITUTE INTERACTION CELL

The Industry-Institution Interaction Cell provides an excellent platform for both the students as well as the faculty members to be aware of industry expectations from the graduates. IIIC serves as a platform to showcase the best practices, latest technologies in industry stand point and their implementation. IIIC promotes industry experts to continuously partake in curriculum design and career development programs which play a significant role in honing the skill set of the students inclined towards the expectation of the industry.

Objectives:

➢ To explore and identify common avenues of interaction with industry.

➢ To Establish Centre of Excellence to provide real time exposure on technologies.

➢ To promote various research activities by the faculty members andstudents.

➢ To establish convergence with industrial and research organizations from various fields through MOUs.

Composition of IIIC

S.No	Category	Status
1	Principal	Chairman
2	Department representatives from each department nominated by HoDs	Member
3	Faculty member nominated by Principal	Member Secretary

Roles of Industry-Institute Interaction Cell:

1. To give industrial exposure to Faculty members and students, thus enabling them to tune their Knowledge to cope with the industrial culture.
2. To organize Workshop on trending technologies by experts in the field
3. To assist the Departments in organizing workshops, conferences and symposia with joint participation of the industries
4. To invite experts from industries for delivering guest lectures.
5. To organize industrial visits for students and faculty members.
6. To coordinate/ identify industrial partners for proposing 'Centre for Excellence'.
7. To assist the Training and Placement Cell to enhance training and placement activities.
8. To ink Memorandum of Understanding between the institute and industries for better collaboration.
9. To arrange faculty visits to industry for study/discussions/ delivering lectures on subjects of mutual interest.
10. To facilitate student internships in industries.
11. To identify and invite eminent experts from industry to act as adjunct/visiting faculty.

INNOVATION AND INCUBATION CELL

Innovation and Incubation Cell will focus on creating complete ecosystem which will foster the culture of Innovation in the institution from ideas generation from incubation and graduating as successful start-ups. The Cell will work on preparing the institution to participate in ranking frameworks in the forefront of innovation.The cell encouragecreative energy of student to work on new ideas and innovation and promote them to create start-ups and entrepreneurial ventures.

The Composition of Innovation and Incubation Cell

S.No	Category	Status
1	Principal	Chairman
2	Senior faculty from each department	Member
3	Innovation and Incubation Cell student coordinator	Member
4	Alumni entrepreneur	Member
5	Coordinator Innovation and Incubation Cell	Member Secretary

The roles and responsibilities are to:

1. Create an innovation ecosystem for entrepreneurial start-ups/internships/projects.
2. Strive for success by achieving for better ranks in ARIIA, NIRF and other agencies.
3. Develop better cognitive ability for innovation and entrepreneurship activities.
4. Organize periodic ideation-day/workshops/seminars/interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
5. Organize Hackathons, idea competition, mini-challenges etc, with the involvement of industries.
6. Facilitate start-up ecosystem to identify the areas of focus and market relevance, build investor relations, business partnerships, leverage government programmes and accelerate initiatives.

WOMEN PROTECTION GRIEVANCE REDRESSAL CELL

The grievance redressal cell looks into general and academic complaints of the staff and students. It promptly tries to offer solutions for their redressal in periodical meetings of the committee. The staff and students are notified to put their complaints about administration, accounts, finance, library, academics and hostels etc.in the suggestion/complaint boxes located in the main building, library, gents and ladies hostels.

The Grievance Redressal Cells have been set up to observe the following general principles:

- The Campus Community should be made fully aware of the grievance redressal mechanism.
- Every grievance from the student/staff should be registered and acknowledged.
- As a matter of general rule no grievances should be pending beyond the limit of three months.
- The Chairman & Member - Secretary of the respective Grievance Redressal Cell should make himself/herself freely available to hear the Grievance personally, at least once a week at fixed timings.

Composition of GRC:

S.No	Category	Status
1	Principal	Chairman
2	Controller of Examinations	Member
3	Two to Three faculty members (at least one lady faculty member) nominated by Principal	Member
4	Student coordinators	Member
5	Coordinator GRC	Member Secretary

The roles and responsibilities of GRC are to:

1. Conduct awareness programs on sources and consequences of grievances.
2. Provide an opportunity to be heard to the aggrieved party in case dissatisfied with the decision of the cell, aggrieved may appeal to the Principal within two days and no appeals entertained later.
3. Advise staff/students to put their grievances in writing in the suggestion/drop box and/or to discuss personally with any of the members of the cell to solve the problem.
4. Resolve grievance of behavioral/academic issues between student-student/student-staff/staff-staff.
5. Deal with all categories of grievances of students/staff except on examination cell.
6. Recommend on the punitive action i.e. counsel, penalty, levy, seize, impose, confiscate, sanction, remedy, etc to the Principal.
7. Convey the decision of the grievance cell to the complainant(s) through office of the Principal.

Objectives and Functions of the Committee

1. To prevent sexual harassment by promoting gender amity among staff, students and other employees.

2. To deal with cases of sexual harassment in a time bound manner, aiming at ensuring support services to the victimized, prevention and termination of the harassment.

3. Recommend appropriate redressal and punitive action against the guilty to the Management.

4. To comply with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act) and to develop and implement a policy against sexual harassment of women at the College.

5. To uphold Women's Right to Protection against Sexual Harassment and for the prevention and redressal of sexual harassment of women.

6. To evolve a permanent mechanism for the prevention, prohibition and redressal of sexual harassment of women at College.

7. To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of women.

8. To undertake all necessary and reasonable steps including the constitution of appropriate committees for purposes of gender sensitization and to conduct enquiries into complaints of sexual harassment.

EXAMINATIONS COMMITTEE

The examinations committee frames guidelines and policies to conduct, monitor, review, control the examinations. The cell works on improvement of the systems of examination, appoint the paper setters, examiners, moderators, finalization of condonation/detained/promoted/re-registration/re-admission and to prepare the schedules of examinations, malpractice/grievance issues of students/staff, evaluation, scrutiny, moderation, tabulation, declaration of the results, revaluation/challenge evaluation, issue of various certificates and arrange for graduation ceremony.

Composition:

S.No	Category	Status
1	Principal	Chairman
2	Dean (Academics)	Member
3	One Senior Professor nominated by chairman	Member
4	University Nominee	Member
5	Controller of Examinations	Member Secretary

Frequency of Meeting:

The committee shall meet atleast twice in each academic term or as and when required. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

The role and responsibilities are to

1. Ensure paper setting, moderation, conduct of examination, evaluation, results processing, declaration of results and all examination related works.
2. Conduct examinations smoothly under strict vigilance by timely execution of examination schedules.
3. Ensure suitable punishment based on the recommendations of the malpractice prevention committee for students.
4. Initiate appropriate punishment on violation of rules during the examination process to staff, paper setters, examiners, moderators, valuers, scrutinizers, referees or any other persons.
5. Hold periodical meetings in a semester or on emergencies to initiate necessary action.
6. Recommend examination process reforms from time to time in question paper settings, scheme of evaluation, digital valuation, expedite the results and issue of certificates.
7. Conduct post-audit at random for evaluation procedures.
8. Maintain compliance with moderation/grafting/grace-marks/publish the results in website/ notification of revaluation/challenge valuation.
9. Declare the final results after revaluation/challenge valuation and distribution of relevant certificates.

ANTI-RAGGING AND DISCIPLINE COMMITTEE

The Anti-Ragging and Discipline committee initiates and implements various anti-ragging and disciplinary measures that are in-line with provisions of the Anti-ragging Act issued by the government. The committee examines the complaints received on any disciplinary issues including ragging on any students/staff member and recommends suitable punishment as per act. Ragging in and around the college in any form is banned in order to maintain the healthy atmosphere. The committee constitutes various sub-committees/squads to vigil rowing/floor inspection, busses, boarding/ alighting points, surrounding bus-stops, auditorium, grounds, courtyards, parking places, entrance, terrace, corridors, canteen, library and hostels to maintain campus discipline.

Composition of Anti-Ragging and Discipline Committee:

Anti-Ragging Committee		Discipline Committee	
1. Principal, SIET	Chairman	1. Principal	Chairman
2. All HOD's and Dean's	Member	2. Vice Principal Administrations (SAO)	Member
3. Physical Director	Member	3. All Dean's and All HoD's	Member
4. Circle Inspector, Mummidivaram	Member	4. Dean Academics	Member Secretary
5. Sub-Inspector, Katrenikona	Member		
6. M.R.O, Katrenikona	Member		
7. Student	Member		
8. Student	Member		
9. Student Parents	Member		
10. Student Parents	Member		
11. Professor, SIET	Member Secretary		

This committee functions actively for the whole Academic Session.

1. All the faculty members are involved in the day to day vigilance exercise in the academic vicinity and outside also.
2. Members of the team, including the Chairman, continuously move in the campus to keep a watch. Every day, 4-6 committee members take rounds with the faculty team in the campus.
3. Separate meetings of senior faculty with first year and second year students are held in the very beginning of the session and then periodically to sensitize them against ragging.
4. Literary and cultural activities with the joint participation of seniors and juniors are held periodically in the guidance of faculty.
5. Keep a close watch on the movement of trespassers/outsiders/strangers in the college campus.
6. Conduct meetings on ragging/indiscipline issues and recommend appropriate action as per the "Prohibition of Ragging in Educational Institutions Act"

TIME-TABLE COMMITTEE

The Time Table committee recognizes the importance of time and ensures proper utilization for students which makes them organized and uses time effectively to maximize chance of success hence increasing productivity.

The Composition of Time Table committee:

S.No	Category	Status
1	Principal	Chairman
2	HoDs of all Departments	Member
3	Senior Faculty member from each Department	Member
4	Time table Coordinators of each Department	Member
5	Librarian	Member
6	Dean Academics	Member Secretary

Roles and responsibilities of Time Table Committee:

1. To ensure work load is equitably distributed among the members of the staff providing adequate time for preparation between the lectures.
2. Smooth and efficient management of academic programme through the semesters
3. To allocate classes in Lecture halls, Computer Lab and Library without any overlapping.
4. To ensure that the time table is disseminated to all faculty members, concerned staffs and students.

Time Table Procedures:

1. To prepare the class time table at the beginning of each semester with the active involvement of the committee members by collecting data on teaching load distribution of individual faculty members, assigning classrooms.
2. With the information gathered, prepare the class time tables in the prescribed format and checking the Provisional Timetable for accuracy
3. By referring to the class timetables, prepare the timetables of individual faculty members.
4. Communicate and widely publicize the class time tables to staff and students.
5. Make the class time tables available in the notice board for students' reference and send a copy of timetable to all faculties.
6. Develop a well-distributed, internally consistent schedule that meets student needs.
7. Working collaboratively with other faculties to meet the timetabling requirements.
8. Receiving and processing requests from teaching staff for reasonable adjustments in relation to disabilities of staff or students.
9. Analyzing the Provisional Timetable, in conjunction with other relevant faculty staff, for errors, appropriateness and quality.
10. Informing faculty timetabling staff when Teaching Activities have to be amended in the Published Timetable.
11. Providing specific timetable requirements to faculty timetabling staff for each course in a timely manner.

PURCHASE COMMITTEE

A Purchase Committee is a group of designated staff established for independent review and evaluation of purchasing documentation whose main role is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references etc. The Purchase and Technical Services Committee aims to identify the list of vendors competent enough to supply list of vendors competent enough to supply equipment/computers/stationery/consumables/materials/furniture/electricals and take-up repairs, maintenance and AMCs of all equipments.

The Composition of Purchase Committee:

S.No	Category	Status
1	Chairman of GB or Nominated Person from Chairman GB	Member
2	Principal	Member
3	Purchase/Finance Officer	Member
4	Senior Administrative Officer (SAO)	Member Secretary

The roles and responsibilities of Purchase committee:

1. Prepare guideline and devise general system for procurements of materials, equipments and items for the Institution.

2. Coordinate all the purchases of various Departments and ensure the procurement of required items as per schedule.

3. Carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.

4. Scrutinize requisitions for equipment of various Departments and decide upon the necessity of purchasing the equipment, keeping in view the possibility of its in-house manufacture in the Institute and the requirements specified by the Government, University. AICTE etc.

5. Arrange to call and scrutinize tenders/ quotations for items of purchase and contracts costing beyond the value specified by BOG.

6. Any other works related to procurement of the items.

LIBRARY COMMITTEE

A library is a collection of materials, books or media that are accessible for use and not just for display purposes. A library provides physical (hard copies) or digital access (soft copies) materials, and may be a physical location or a virtual space, or both. A library's collection can include printed materials and other physical resources in many formats such as DVD, CD and cassette as well as access to information, music or other content held on bibliographic databases. The purpose of the Library Committee is to act as a channel of communication between the institute library and its users. It shall assist in developing operational procedures, suggest measures for improvement and inculcate the habit of technical-readings and retrieve intelligence.

The Composition of Library Committee:

S.No	Category	Status
1	Principal	Chairman
2	All Deans	Member
3	Senior faculty	Member
4	Student Nominees	Member
5	Purchase committee member secretary	Member
6	Librarian	Member
7	SAO	Member Secretary

The roles and responsibilities of Library Committee:

1. To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.

2. To provide for proper documentation services and updating the Library collection.

3. To work towards modernization and improvement of Library and documentation Services.

4. To formulate policies and procedures for efficient use of Library resources.

5. To review Library readership Department wise.

6. To adopt measures to enhance readership.

7. To prepare budget and proposals for the development of the Library.

8. To recommend to the authorities the fees and other charges for the use of the Library.

9. To seek feedback on Library functions from readers.

10. To submit the annual report on the functioning of the library

11. To take measures to increase the membership of the Library beyond the boundaries of the College.

ADMISSIONS COMMITTEE

The Admissions Committee works with a mottoof spreading the brand image through promotional activities to attract quality learners to take admission in to the college. The committee formulates and executes the admission criteria and works for admissions into all programs.

The committee Composition:

S.No	Category	Status
1	Principal	Chairman
2	GB Nominee	Member
3	Three Senior faculty members	Member
4	SAO	Member
5	Incharge Admissions	Member Secretary

The roles and responsibilities of Admissions Committee:

1. Prepare well defined policies for admissions, brochures, prospectus and handouts for publicity.
2. Get acquainted with all the rules and regulations of admissions as prescribed by govt. and guide the students seeking admission accordingly.
3. Acquaint students and parents about institutional facilities during admission-enquiry.
4. Prepare plan for addressing intermediate/12th -standard/diploma/degree students as a career counseling activity.
5. Advertise in newspapers regarding admissions into all categories (convener, management, spot admissions) as per guidelines issued by statutory bodies.
6. Get approved list of newly admitted students in all categories/ programs from competent authority.
7. Advise on improvement of facilities based on stakeholder feedback during admissions.
8. Depute representatives to admission centers for counseling the students as and when required.
9. Maintain digitized student admission data and forward it to concerned department.

TRAINING & PLACEMENT CELL

The Training & Placement Cell guide the students to choose right career, provide knowledge, aptitude and skills that suits the industry requirements in the form of core knowledge and skill sets. The cell trains the students for the process of recruitment and creates awareness among companies about the potential recruitment opportunities. The cell provides infrastructure support for scheduling interviews, hosting seminars, group discussions and written tests. The cell imparts continuous training in learning-skills, behavioral-skills, life-skills in addition to aptitude and communication skills.

The Composition of Training & Placement Cell:

S.No	Category	Status
1	Principal	Chairman
2	Dean Academics	Member
3	Placement Coordinator from each Department	Member
4	TPO	Member Secretary

The roles and responsibilities are to

I. Career Guidance:

1. Establish a Centre for Career Guidance & Counseling to organize professional counseling.
2. Create awareness on career advancement/professional/technical/business communication skills
3. Display articles regarding competitive & industrial career opportunities on all notice boards.
4. Involve alumni and stakeholders to provide job opportunities in Govt/public/private sectors.
5. Arrange for motivational talks/workshops with industry experts and their expectation.
6. Create awareness about online assessments by providing central computer facilities.
7. Conduct tests like psychometric, aptitude, reasoning, coding challenges, mock-interviews, etc.
8. Formulate placement teams with faculty coordinators for guiding respective students.
9. Provide state-of-art facilities in campus such as seminar-halls, interview rooms for career guidance.
10. Conduct competency mapping programs on higher education/employment & entrepreneurship.

II. Training & Development

1. Design the curriculum with industry expectations and train the students accordingly.
2. Provide communication skills - RAWLS/personality-development/GD/JAM at entry level.
3. Train the students on aptitude, reasoning, verbal skills; resume preparation, email writing, interview skills and conduct practice/mock sessions for the same at secondary level.
4. Provide corporate training program on group discussions, general knowledge, current affairs, technical and core aspects, etc at tertiary level and gear-up for recruitment process.
5. Provideneed based training according to industry requirement through online tests, technical and HR interviews at advanced level.
6. Acquaint real-world work culture exposure by organizing industrial visits every year.
7. Focus on importance of foreign languages.

8. Conduct training sessions in value added courses to bridge industry-institute gap.
9. Involve alumni to conduct competency mapping and career advancement programmes.

III. Placement

1. Maintain databases in prescribed format of recruiting/ranking/affiliating/ accrediting agencies and liaison with them.
2. Collect list of eligible students for jobs/projects/higher-studies/entrepreneurs from HODs/COE and guide them in their respective areas.
3. Liaison with industries for internships, projects, seminars, visits and recruitment.
4. Maintain active MOUs with industries/universities/professional-associations/R&D agencies.
5. Prepare monthly, quarterly, half yearly and annual report on number of training programs/ workshops/seminars/guest-lectures conducted, companies visited, list of selected students, alumni contacted, number of leads generated and submit to the Director and upload in website and maintain a record of the same for AICTE/NBA/NAAC/JNTUH etc.
6. Publish the achievements of training/placement/alumni/entrepreneurship in institute newsletter, print and electronic media.

IV. Higher Education

1. Provide information at all conspicuous places on higher studies in India/abroad universities.
2. Facilitate on campus special training for exams like GRE, TOEFL, IELTS, GATE, CAT, etc.
3. provide platform to interact foreign university officials in their pre-promotion programmes, spot-admission cum scholarships
4. Create awareness programmes with various funding agencies regarding abroad opportunities.
5. Provide awareness programmes on premier national institutions/universities offered courses and funding opportunities.

V. Alumni

1. Establish, involve, maintain and interact with alumni association for overall development.
2. Create awareness among the students about the importance of alumni association.
3. Coordinate the filling up of the alumni pro-forma by the outgoing students.
4. Maintain regular alumni interaction and database to connect & reconnect.
5. Strengthen alumni relations through social media and seek their advice by active participation.
6. Conduct guest lectures on employment opportunities through alumni interaction.
7. Extend support for the needy/deserving students of the institute in association with alumni.
9. Share intelligence and information on various aspects between alumni and institute.
10. Seek alumni assistance in student's project/internship/placement opportunities.
11. Involve alumni in curriculum-design/education/training/R&D/consultancy/extension services.

SOCIAL MEDIA CELL

The social media cell is single point-of-contact for coverage/communication/publication to press/ media/personnel/stakeholders about the college and its events such as traditional day, fresher's day, annual day, graduation day, guest lectures, workshops, technical fests, conferences and other interactive events.

Social Media Cell Composition:

S.No	Category	Status
1	Principal	Nodal Incharge
2	Faculty – Teaching from each Department	Member
3	Faculty – Non Teaching from each Department	Member
4	Coordinator – Social Media Cell	Member
5	Senior Faculty	Member Secretary

The roles and responsibilities of Asocial media cell:

1. Responsible for handling PR activities of the college. It caters to the three major domains of the institute including Public Relations, Website and Facebook Page Management of the institute.

2. Manage the media relations of the institute and keeps the media updated with happenings at the institute. This primarily involves covering various events of the college, writing press releases, taking photographs and ensuring that each and every event of the college gets its due media coverage.

3. Provides content for periodic updating of the college website. Also the official Facebook page of college is managed by this cell.

4. Function with a motto of brand imaging of the college across the   society with various social media handles like Whatsapp, Twitter, Instagram, Facebook, Linkedin and website.

TRANSPORTATION COMMITTEE

The Composition of Transport Committee:

S.No	Category	Status
1	Principal	Chairman
2	Faculty members as Bus Incharge minimum 3	Member
3	Student Representatives minimum 4	Member
4	Transport Manager	Member
5	SAO	Member Secretary

Roles & Responsibilities of Transport Committee

1. To operate the buses from the different routes to cover various zones to facilitate the commuters of the college.
2. To arrange well trained bus drivers to operate the buses.
3. To maintain the buses with clean and good condition every day.
4. Maintaining the record of all drivers' information with their contact numbers.
5. Checking in/out timings of the buses regularly.
6. Arranging a student and faculty coordinators in every bus for smooth functioning of the transport.
7. Regular contact with student, faculty, parents and drivers in order to overcome if any problem arises in the bus.

CANTEEN/ HOUSEKEEPING HYGIENE COMMITTEE

Canteen/ House Keeping Hygiene Committees responsible for overall cleanliness and hygiene of campus including canteen, quality of food and proper sanitation and housekeeping.

The composition of Canteen/ House Keeping Hygiene Committee:

S.No	Category	Status
1	Principal	Chairman
2	Canteen Manager	Member
3	Hostel Wardens	Member
4	Faculty coordinators from each Department	Member
5	Student representatives from Hostel	Member
6	Senior faculty member nominated by Principal	Member

Roles and Responsibilities:

1. Ensure Canteen services to students / staff are good.
2. Fix the rates for the items served in the Canteen and to maintain cleanliness in the Canteen.
3. Plan and monitor the maintenance of all the infrastructure facilities concerned with the Hostel
4. Supervise all facilities/amenities and their up keep, receive complaints from students redress of grievances etc.
5. Plan for all the infrastructure facilities required as per Responsible for proper maintenance of the lodging and boarding Facilities of the hostel and for smooth running of the hostel Responsible for the receipts and the payments of the hostel.
6. Supervise; take steps for the maintenance of canteen facilities with hygiene.
7. Maintain and control the quality of food supplied in the canteen.
8. Modernize the canteen equipment and cooking procedures.
9. Control and make suggestions to the canteen management.
10. Plan for all the infrastructure facilities required as per norms.

NSS COMMITTEE

The **National Service Scheme** (**NSS**) is an Indian government sector public service program conducted by the Ministry of Youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year in 1969. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in Colleges, Universities and at +2 level working for a campus-community linkage.

Motto of NSS:

The motto of National Service Scheme is "NOT ME BUT YOU" This express the essence of democratic living and up holds the need for selfless service and appreciation of the other man's point of view and also to show consideration for fellow human beings. It underlines that the welfare of an individual is ultimately dependent on the welfare of society as whole. Therefore it should be the aim of the NSS to demonstrate this motto in its day-to-day programme.

The Composition of NSS Cell/Unit

S.No	Category	Status
1	Principal	Chairman
2	4 to 5 faculty members	Member
3	5 to 6 students from each Department	Member
4	NSS officer as Coordinator	Member Secretary

Role of the Coordinator:

- To interpret the scheme to the students and other members of the college community and create awareness about the scheme.
- To motivate, recruit and select student for NSS work.
- To enlist cooperation and coordination of community agencies, government departments and non-governmental agencies.
- To select service projects on the basis of utility and feasibility.

Role of Faculty Member:

- To prepare orientation programme for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme.
- To promote community education through meetings, talks, news bulletins discussions etc.
- To help in formulatingNSS programmers this will have direct relationship with the academic curricula.

ATTENDANCE AND LEAVE RULES

1. Objective
To establish an internal procedure for preparation of Attendance Statements, have control over absenteeism of employees (Academic/ Non-Academic) and facilitate payment of salary wages.

2. Scope
All the Employees (Academic/ Non-Academic) of the institute will be governed by provisions under this policy

3. Working Hours
All Employees (Academic and Non-Academic) shall work for a minimum of 48 hrs per week at the Institute excluding lunch break.

Working hours are as under:

S.No.	Applicable for	Shift	Timings	Lunch Break
1	Teaching staff	General	09.05 to 4.20	12.30 to 01.20
2	Non-Teaching staff	General	08.45 to 05.00	12.30 to 01.20

4. College Timings and Workplace Organization:
   a. The college works from Monday to Saturday. The class timings are 9.15 AM to 04:20 PM with break from 12:30 PM to 01:20 PM. The teaching staff are required to be present at their respective work places 10 minutes before the scheduled commencement of class work in the mornings and in afternoon. The non-teaching staff that are attached to departments /laboratories /workshops or such other places pertaining to class work are required to be present 10 minutes before the scheduled commencement of classes in the mornings and 10 minutes in the afternoon. Every day the Non teaching staff are required to keep their work places very clean and all the machines/ equipment /tools for practical's in clean and good working condition.
   b. If the faculty member want to leave the campus early, a prior written permission in prescribed format has to be submitted duly signed by the concerned HOD and handover the same to Principal for approval.
   c. The CAC will notify the holidays asper academic calendar.
   d. Attendance registers and Biometric attendance machine are maintained Principal's office. All teaching and non-teaching staff shall sign the register and also give their attendance with biometric machine before their reporting time on all working days. Non signing of attendance regrand with biometric device shall be treated as absence.

Note:
   1. The office timings may be changed/ modified to suit the functional imperatives of the Institute. The faculty and teaching staff shall NOT claim compensation for additional hours of work put up by them, except as mentioned in this policy.
   2. It is mandatory that all employees (Academic and non-Academic) shall mark their attendance while reporting for duty in Attendance Register/Biometric machine, as the case may be, and going back after working hours.
   3. It should, however, be noted that working schedule shall not be a constraint for Non-completion of assigned responsibility. All assigned responsibility must, however, be completed within the stipulated time.

5. Late Arrival/ Early Departure (LA/DA)

a. All employees are expected to report on duty exactly at their scheduled time, as punctuality and regularity have considerable impact on their Annual Performance Appraisal of the organization.

b. Although late coming is not encouraged, yet in exceptional cases, just late arrival up to 5 minutes on one occasion in a month and 1 Hour Late Arrival/ Early Departure permission may be granted.

c. Any late arrival of 5 minutes permitted once in a month, more than One Late Arrival/ Early Departure would account to loss of Casual Leave. For 2 Late Arrival/ Early Departure each less than 1 hour will cause a half day CL, for 3 Late Arrival/ Early Departure each less than I hour will be One day CL. Beyond this the disciplinary action will be taken against the employee.

d. All such adjustments of CL and/or compensatory leave on account of late arrival may be got regularized by the employee by getting such leave sanctioned from respective HOD.

e. Habitual late coming shall attract disciplinary action.

f. Late arrival of teaching staff (faculty) in the classroom is not permissible in any case.

6. Movement out of college premises

a. Employees, who are required to go out of office for official duty, shall obtain an On Duty Slip (ODS) duly signed by the competent authority. The OD slip shall be handed over to the Administration Department before leaving the premises of the Institution. A copy of the same shall also be handed over at the gate and an entry shall be made in the "OUT GOING REGISTER" kept at the entrance office.

b. Employees leaving the office for personal purpose, without approval/grant of leave, shall be treated as absent without Leave (AWL) and will be liable to disciplinary action including the loss of pay

7. Absence without Leave (AWL)

a. Absence Without Leave, particularly during the running Academic Session, is an offence as per this policy. The employees of the Institute shall, therefore, NOT ABSENT themselves without getting the leave sanctioned before it is availed, particularly during the academic session. However, in case of emergency including sudden sickness, or any other reason, the employee shall inform to his/ her immediate reporting authority/Head and seek his/her permission for leave. This shall be followed by a written request for regularizing the absence later with a suitable documentary proof.

b. In case an employee remains absent from the Institute for more than 07 days without any information or sanctioned leave, he/she shall be considered as "WILLFULL ABSENT" and it shall be presumed that he/ she is not interested in the job and he/she will be considered as having abandoned the services willfully, which shall ultimately amount to his/ her removal from the services of the Institution.

8. Working on Sundays/ Holidays after office hours

Any employee may be called upon to work beyond the stipulated hours of work and/or any Sunday/Holiday, to meet specific job requirement. All employees shall strictly obey such calls of the Institute. Evading such calls/responsibilities shall be considered as indiscipline and appropriate action will be taken against him/her.

9. Admissibility of LEAVE

Casual Leave (CL)

a. Casual leave is a leave which can be availed at any time to meet emergent/ unforeseen and occasional reasons by an employee. It shall, however, be got sanctioned in advance unless unavoidable.

b. HODs/ Principal are the only authority to sanction leave over the telephone on emergency.

c. Total Twelve (12) days Casual Leave is admissible to an employee during one full academic session (1st January to 31st December).

d. One CL is accrued for every one month of service in the Institution. Hence, during first year of joining service of the Institution by an employee, Casual Leave will be permitted proportionately on accrual basis.

e. If any employee absent in emergency, if it is intimated in advance and want to convert to CL, the same shall be approved within 2(two) days from the date of leave. Otherwise the Absence will be considered as Two days LOP.

f. Employee will be eligible to use One CL per month or residual balance leaves after allocating ONE CL. per month for forth coming months.
The employees are not allowed to take more than two days in a month, and it is limited to the availability of balance in his/her CL account

g. CL can be availed for even half a day.

h. CL cannot be accumulated; It shall lapse at the end of the academic year (31st December every year).

i. Generally CL should be availed after getting sanctioned in advance to the date of leave, but in peculiar circumstances it may be got sanctioned after two days of immediately availing. However, proper communication has to be made to the HOD or Incharge.

NOTE: CL shall be got sanctioned by the competent authority on the prescribed form. All leave applications shall have the endorsement of the Administration Department indicating the days of leave availed/ days of leave in balance. All applications duly approved shall be submitted to the Administration Department before proceeding on leave. Non-compliance may lead to a person being marked absent.

Compensatory Casual Leave (CCL)

a. The Staff who were called upon for work beyond their normal hours of work, and a minimum of 3.5 hours of extra hours on Sundays and/or other holidays, are eligible for Compensatory Off (CCL).

b. Any employee who worked or planned to work on a holiday should be informed to the Principal and inform to SAO.

c. One CCL will be given for more than 7 hours extra work and Half CCL will be given for more than 3.5 hours of extra work.

d. The CCLs cannot be carry forwarded to next calendar year and doesn't entitle for encashment.

e. The final decision of approval of CCL is with the principal, the application for approval of CCL should reach the administrative office within 2 working days.

f. The approvals shall be given to the current month, any application for previous month CCL's will not be approved.

g. The CCL's earned from 1st to 31st of the month will be considered for that particular month pay roll.

Leave Approvals

    a. Any employee who wants to avail the Leave should assign the responsibility to their colleague duly with their acceptance by signing in the form. The HOD should plan accordingly as per their working schedule.

    b. In any case if the replacement is also absent on that particular day, the employee and his replacement will be considered as absent on that particular day, the leave automatically will be cancelled for the both employees.

    c. Any type of Leave can be availed through the prescribed format of the college only. The Leave application should be signed by the Department In charge/Head and the same should be submitted to the Administration Office.

    d. The decision on approval of Leave form will be finalized by Department Incharge/Head of the Department.

    e. The Leaves of all the HOD's and Dept Incharges shall be approved by the Principal.

    f. The Leave approval form should reach the Administration office at least 1 (one) day in advance, in any emergency and unavoidable conditions; the decision of Department In charge/Head is final.

Vacation Leave

    a. The Institution gives Vacation Leave (VL) to its employees as a privilege, the employees who ever Completes 1 year and above service are eligible for VL's.

    b. The allocation of VL purely based on the number of service years in the college, No.of VL's to each Employee is at the discretion of the Principal.

    c. The VL should be used in stipulated time period and it can't be carry forwarded.

    d. Beyond the stipulated time period, VL will not be applicable.

Biometric Attendance

    a. If any discrepancy in biometric device the same should be informed immediately to Head-IT., Any discrepancies informed after 2 hrs will not be entertained, and considered as Absence.

    b. The Biometric attendance should be used as a Primary parameter for the Approval of CCL's, Permissions and Attendance.

Academic Leaves

    a. The academic leaves will be provided to Teaching staff to enhance their skills and upgrade their qualifications.

    b. The employees who have already completed two years in the organization are eligible for the 12 academic leaves in a calendar year. The Academic leaves will be credited to the employees in the beginning of the calendar year i.e., 1st January; the same shall be given on pro rata, basis from the date of joining

    c. The academic leaves can be used for attending seminars, FDP, Conferences, workshops and, these leave application will be recommended by HOD based on the supporting documents, approval of such leaves will be the sole discretion of the Principal/Management.

    d. Though the Academic Leaves is a privilege given by the organization, the Faculty should not take it as a right to use Academic Leaves.

On Duty

a. Any employee who works outside the college on official work will be given an OD permission.
b. The On duty permissions will be directly assigned to the employees by the concerned HOD/Principal.
c. The OD permissions will be Part of a day or any number of days, even though the ODs are official but employees are required to submit the supporting documents along with the OD form.
d. Normally OD permissions are planned and the approved OD forms should be submitted in administration office prior to the OD date.
e. In emergency, if the employee not submitted the OD form, employee will be allowed to submit the OD form within 24 hours from completion of the work. Otherwise it will be considered as the LOP

Leaves in connection with Holiday

The employee who wants to take Leave in continuation with a General Holiday, they should be present either before a holiday or Next day of the holiday, otherwise the holiday will be counted as a Leave. The same will be applicable to the Festive holidays.

In case of continuous holidays, the employees should be present a day before start of a holiday or next day of a holiday, otherwise the all holidays will be treated as leaves.

Leave for the occasion of Marriage: The Employees will be given one week paid leave for the occasion of marriage provided he/she completes two year of service.

Leave for the occasion of Rituals : The Employees will be given eleven days paid leave for performing rituals of parents.

Incentives:1.The faculty who completed NPTEL course will get an incentive of examination fee after submission of certificate.

2. The faculty who published research papers in various journals will get an incentive as follows.

UGC care - Rs. 1500/-, SCOPUS- Rs. 3000/-, SCI- Rs. 5000/-.

10.RESIGNATION, TERMINATION & RELIEF:

a. The services of teaching staff who have completed their period of probation are liable to be terminated by the Employer by giving two months prior notice.
b. The services of teaching staff on probation/temporary/adhoc appointment are liable to be terminated by the Employer by giving one month notice in advance.
c. The services of all non-teaching staff are liable to be terminated by the Employer by giving one month advance notice.
d. You will be on probation for a period of one calendar year from the date of joining. Probation period is deemed to be over, after a period of one calendar year, unless otherwise extended or reduced. No Increment in salary is admissible before the minimum period of one year.
e. A notice of three calendar months is required to be given. However, term of notice period will be at the sole discretion of the institution. Resignation will not be accepted in between Academic year. Any resignation submitted during the academic year will be effective on the last day of the academic year i.e., resignation in the middle of the academic year will not be permitted.
f. The management committee reserves the right to accept /to postpone /not to accept the resignation.

g. During the notice period he/she will not be permitted to avail any type of leave except CL and must serve the Institute with all their regular duties.

h. He/she should give an undertaking that he/she will abide by the terms and conditions as laid down by the proceedings before reporting for joining.

i. He/she should not be absent himself/herself from duty without prior permission of the principal.

j. In case, the administration is not satisfied with his/her academic performance based on the feedbacks received, one month notice will be given to him/her before terminating his/her services in this college.

k. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying salary for the remaining notice period.

l. If the employer issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.

m. In the event of an individual who has resigned from the service of the Institute, CCL shall not be allowed to be availed during the notice period. However, Casual Leave (CL), if any due to his credit, may be availed during the said period.

The Employer can terminate the services of Employee when:
- Staff's activities are against the interest of the organization.
- The performance is not up to the mark and the employee is unable to do justice to the job.
- Any kind of misbehavior/misconduct with colleagues/students/parents shall attract termination of services.

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ABSTRACT OF LEAVE RULES

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1. Leave is a privilege and not a right. It is earned as soon as one joins the service, and does not automatically become admissible. No form of leave is generally considered admissible till an employee has completed minimum ONE MONTH service. No leave can be availed till it has been sanctioned formally, or approval taken verbally from the sanctioning authority.

2. However, keeping various practices in view, following leave rules has been framed. The leave admissibility in respect of all the staff members shall be as under:

Type of Leave	Annual Admissibility (Days)	Maximum Accumulation (Days)	Remarks
Casual Leave (CL)	10 Days for the employees under one year. 12 Days for the employees those who completed One Year	**NIL**	Balance of un availed C/L lapses at the end of the academic year.
Academic Leave (AL)	12 Days for the ratified employees		

Note: The Governing Body reserves the right to add/delete/modify the service rules at any time without any prior intimation to the staff members and the decision on interpretation of service rules by the Governing Body will prevail.

27. PERFORMANCE APPRAISAL FORMS

FOREWORD ABOUT FACULTY APPRAISAL

The Management of Srinivasa Institute of Engineering and Technology always ready to provide adequate facilities to faculty members for Teaching and Research. The Management always appreciates, promote, award and reward employees for their contribution to the growth of Student Community, Department and the College.

The following aspects are taken into consideration for the appraisal of employees:

- Quality of teaching,

- Innovative teaching methodologies adopted.

- Preparation of Teaching Materials

- Behavior with Students and Peers

- Regularity and Punctuality

- Contribution to the Department apart from teaching

- Advancement of learning

- Research contributions

- Conduction of Recreational Activities

- Participation in Committees/Cells/Clubs

- Contribution to the society

- Academic achievements

- R&D contribution

- Participation in Department's activities

- Participation in College activities

- Honesty and Integrity

- Communication skills

- Intellectual quotient

- Emotional quotient

PART A: ACADEMIC PERFORMANCE INDICATORS

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) **Lectures, Seminars, Tutorials, Practical's, Contact Hours (give semester – wise details, where necessary)**

S.No.	Course	Level	Mode of teaching	No. of classes per week allotted	No. of Classes conducted	% of classes/Practical's taken as per documented record

- Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (Max. score: 10)	

(ii) **Reading / Instructional material consulted and additional knowledge resources provided to students**.

S.No.	Course	Consulted	Prescribed	Additional Resource provided
API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students (Max. score: 20)				

(iii) **Use of participatory and Innovative Teaching – Learning Methodologies, Updating of Subject content, Course improvement etc.**

S.No.	Short Description	API Score
	Total Score (Max. Score: 20)	

(iv)   Examination Duties Assigned and Performed

S.No.	Types of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max: 25)			

CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES\

(Please mention your contribution to any of the following):

S.No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular &field based Activities		
	Total (Max: 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	**Yearly/Semester wise Responsibilities**	**API Score**
	Total (Max: 15)		
	(iii) Professional Development Activities		
	Total (Max: 15)		
	Total Score (i + ii + iii) (Max: 25)		

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMICCONTRIBUTIONS

A) Published Papers in Journals.

S.No.	Title with page nos.	Journal	ISSN/ISBN No.	Whether Peer Reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main author	API Score

B) (i) Articles/Chapters published in Books

S.No.	Title with Page nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score

(ii) Full Papers in Conference Proceedings.

S.No.	Title with Page no.	Details of Conference Publication	ISSN/ISBN No.	No. of Co-authors	Whether you are the main author	API Score

(iii) Books Published as single author or as editor

S.No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score

C) **Ongoing and Completed Research Projects and Consultancies (i& ii) Ongoing Projects / Consultancies.**

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score

(iii & iv) Completed Projects / Consultancies.

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether Policy document/pate nt as outcome	API Score

D) **Research Guidance**

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or Equivalent				
Ph.D or Equivalent				

E) **(i) Training Courses, Teaching – Learning – Evaluation technology Programmes, Faculty Development Programmes (not less than one week duration)**

S.No.	Programme	Duration	Organised by	API Score

(ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S.No.	Title of the paper presented	Title of the Conference / Seminar	Organised by	Whether International/Natio nal/State/regional/ College or University level	API Score

(iii) Invited Lectures and Chairmanships at national or international conferences / seminar etc.,

S.No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc.,	Organised by	Whether International/ National	API Score

(IV) SUMMARY OF API SCORES

S. No.	Criteria	Last Academic Year	Total – API Score For Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Profess development etc.,			
	Total I + II			
III	Research and Academic Contribution			

PART B : OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc., not mentioned earlier.

S.No.	Details (mention Year, Value etc., where relevant)

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc., wherever necessary)

1.   6.

2.   7.

3.   8.

4.   9.

5.   10.

I certify that the information provided is correct as per records available with the university and / or documents enclosed along with the duly filed PBAS Performa.

Signature of the faculty member with
Designation, Place & Date

Signature of HOD   Signature Principal

N:B: The annual self-assessment Pro-forma duly filled along with all enclosures, submitted for appraisals will be verified by the committee.

Part B of the Pro-forma is based on Appendix III, Table I of the UGC Regulations, 2010. It is to be filled out for the recently completed academic year.

The Pro-forma is to be filled as per these tables and self – assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self – assessment scores are further to be based on the indicators/activities given below.

I. Teaching and Evaluation Related Performance

(i) a

Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80% assigned classes. Maximum score if there is 100% achievement.	Max Score: 50

b.
.

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes	Max Score: 10

(ii)

Imparting of knowledge / instruction vis a vis with the prescribed material (Text book / Manual etc.) and methodology of the curriculum (100% compliance = 20 points)	Max Score: 10

(iii) Use of Participatory and Innovative Teaching – Learning Methodologies, Updating of Subject Content, Course Improvement etc.,

Indicators / Activities	Maximum Score
Updating of courses, design of curriculum, (5 – single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc.	10
Use of Innovative teaching – learning methodologies; use of ICT; Updated subject content and course improvement. a.ICT Based Teaching material: 10 points/each b. Interactive Courses: 5 points/each c. Participatory Learning modules: 5 points/each	10
Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity: 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10

Developing and imparting specialized teaching – learning programmes in physical education, library; Innovative compositions. (Each activity: 5 points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students. (a) Workshop / Training course: 10 points each (b) Popularization program : points each	10
Maximum Aggregate Limit	20

(iv) Examination Related Work

Indicators	Max. Score
College end semester / annual Examination work as per duties allotted. (Invigilation – 10 points; Evaluation of answer scripts – 5 points; Question paper setting – 5 points). (100% compliance = 20 points)	20
College examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
Maximum Aggregate Limit B (iv)	20

II. Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the institution.
(i) Extension and Co-curricular activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-inplant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC or any other similar activity (Each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, Institutional level 5 points).	10
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

(II) Contribution to Corporate Life and Management of the Institution.

Contribution to Corporate life in college through meetings, popular lectures, subject related events, articles in college magazines (2 point each).	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Academic coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management. (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each).	10
Organisation of Conference /Training: International (10 points). national/regional (5 points).	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators / Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level: 3 points each b. At state level: 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation. (Each activity: 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points).	10
Membership/participation in Bodies/Committees on Education Development (5 each).	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each).	10
Maximum Aggregate Limit	15

CATEGORY – III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self – assessment, API scores are proposed for research and academic contributions. The self – assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S.No.	APIs	Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences	Faculties of Languages/Arts/Humanities/Social Sciences/Library/Physical Education/Management	Max. points and college FacultyPosition
III (A)	Research Papers (Published in Journals	Refereed Journals	Refereed Journals	15/Publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10/Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/Publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Reference Books Published by International Publishers with an established peer review system	Reference Books Published by International Publishers with an established peer review system	50/sole author, and 10/chapter in Edited Books
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25/sole author, and 5/chapter in Edited Books
		Subject Books by Other local publishers with ISBN/ISSN	Subject Books by Other local publishers with ISBN/ISSN	15/sole author, and 3/chapter in Edited Books
		Chapters contributed to edited knowledge based volumes published by International Publisher	Chapters contributed to edited knowledge based volumes published by International Publisher	10/Chapter
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of National and International directories	Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of National and International directories	5/Chapter
IIIC	**Research Projects**			
IIIC (i)	Sponsored Projects carried out/ ongoing	a) Major Projects amount mobilized with grants above 30 lakhs	Major Projects amount mobilized with grants above 5 lakhs	20/ each Project
		b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs	Major Projects amount mobilized with minimum of Rs. 3lakhs up to Rs. 5 lakhs	15/ each Project
		c) Minor projects (Amount mobilized with grants above Rs. 50,000 up to 5 lakhs	Major Projects amount mobilized with grants above Rs. 25 lakhs up to Rs. 3 lakhs	10/ each Project

(ii)	Consultancy Project carried out / ongoing	Amount mobilized with minimum of Rs.10 lakhs	Amount mobilized with minimum of Rs.2 lakhs	10 per every Rs. 10 lakhs and Rs. 2 lakhs respectively
(iii)	Completed projects Quality Evaluation	Completed project report (Acceptance form funding agency)	Completed project report (Accepted by funding agency)	20 per each major Project and 10/ each miner Project
(iv)	Projects outcome/ Outputs	Patent/Technology transfer/Product /Process	Major policy document of Govt. Bodies at central and state level	30/ each national level output or patent / 50 / each for international level
IIID	**Research Guidance**			
(i)	M.Phil	Degree awarded only	Degree awarded only	3 points of each candidate
(ii)	Ph.D	Degree awarded only	Degree awarded only	10 Points for each candidate
		Thesis submitted	Thesis submitted	7 Points for each candidate
III E	**Training Courses and conference / seminar / workshop papers**			
(i)	Refresher courses Methodology workshops, Training, Teaching, Learning-, Evaluation Technology programmes, soft skills development Programmes, Faculty Development Programmes	a) Not less than two weeks duration	a) Not less than two weeks duration	20 Points for each
		b) One week duration	b) One week duration	10 Points for each
III E (ii)	Papers in Conference/Seminars/workshops etc.	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a)International Conference	a)International Conference	10 Points each
		b) National	b) National	7.5 Points each
		c) Regional/State level	c)Regional/State level	5 Points each
		d)Local – University/College Level	d)Local – University/College Level	3 Points each
		(a) International	(a) International	10 Points each
		(b) National Level	(b) National level	5 Points each

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) Papers with impact factor between 1 and 2 by 10 points; (iii) Papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Self Appraisal Form

Non-Teaching Staff

1. Name the Candidate & Dept.: …………………………………………………....
2. Designation: ……………………………………………………………………..
3. Date of Birth: ………………………………………………………………….
4. Date of Joining: ………………………………………………………………….
5. Evaluation Period: …………………………………………………………………

Complete the form and return to the Reviewing Authority

1. State your understanding of your main duties and responsibilities.
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………

2. What do you consider to be your most important achievement in your tenure with the institution?
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………

3. Do you follow all safety rules, practices and procedures?
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………

4. Do you take care of the equipment and maintain them properly?
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………

5. Suggest new procedures/ideas to increase the efficiency of your job.
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………

6. Do you support Team work through open and honest communication?
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………

7. Do you offer assistance/help to others?
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………

8. Do you adapt to new situation and job needs?

   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   ……………………………………………………

9. Do you recognize and consult the higher authority in respect to decision making?

   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   …………………………………………………………………………………………
   ……………………………………………………

10. Do you initiate in seeking responsibilities, work and new learning experience?

    …………………………………………………………………………………………
    …………………………………………………………………………………………
    …………………………………………………………………………………………
    …………………………………………………………………………………………
    ……………………………………………………

11. State your participation/Contribution (if any) for the institution.

    …………………………………………………………………………………………
    …………………………………………………………………………………………
    …………………………………………………………………………………………
    …………………………………………………………………………………………
    ……………………………………………………

                                        Signature of the Employee

    Remarks/ Recommendations fromHoD
    …………………………………………………………………………………………
    …………………………………………………………………………………………
    …………………………………………………………………………………………
    …………………………………………………………………………………………
    ……………………………………………………

                                        Signature of the HoD

    Remarks/ Recommendations from Principal
    …………………………………………………………………………………………
    …………………………………………………………………………………………
    …………………………………………………………………………………………
    …………………………………………………………………………………………
    ……………………………………………………

                                        Signature of the Principal

28. FEEDBACK FORMS

SRINIVASA INSTITUTE OF ENGINEERING AND TECHNOLOGY

ACADEMIC YEAR:_____

PARENTS' FEEDBACK FORM

Details:

Name of the parent (Relationship with the ward)		Name of the Ward	
Occupation of the parent		Batch and Branch	
Parent's Phone No.		Ward's Phone No.	
Parent's E-mail		Ward's E-mail	

Dear Parent,

S.No.		Rating		
		Excellent	Very Good	Average
1	How was your ward's academic performance?			
2	How are you satisfied with his attitude and behavior?			
3	How are you satisfied with his participation in various activities of the College?			
4	How far you are satisfied with his improvement in the skills?			
5	How are you satisfied with Parent-Teacher Interaction at the College?			
6	How are you satisfied with Communication System of our College?			
7	How are you satisfied with Facilities of our Institution?			
8	How are you satisfied with Quality of Teaching at our Institution?			
9	How are you satisfied with Training Development Programmes offered to the students at our Institution?			
10	How are you satisfied with Career Guidance and Counseling at our Institution			

11. Would you recommend this institution to your relatives/friends? Yes() No ( )

Why?---

12. What is your opinion about the Academic Environment of the College?

----

13. Suggestions/Opinions for improving the quality of the Institution

----

Signature of the Parent

SRINIVASA INSTITUTE OF ENGINEERING AND TECHNOLOGY
ACADEMIC YEAR:_____
FEEDBACK FORM FROM ALUMNI

Details:

Name of theAlumni		Batch	
Branch		Year of passing	
Mobile No.		Email	
Present Organization		Designation	

Dear Alumni,

We are extremely glad for choosing our College for pursuing your Course and happy for settling well in your career. We are proud of your achievements in your present position. We shall be thankful if you can spare some of your valuable time to fill this form and give us valuable suggestions for further improvement of the Institution. Your valuable inputs will be of great us to improve the quality of our academic programmes and enhance the credibility of SIET.

Please tick in the appropriate column:

S.No.	Description	Excellent	Very Good	Average
1	How do you rate the Professional Development activities at the College?			
2	How far the knowledge gained in the Classroom is applicable to solve real life problems?			
3	How far the learning environment of the college is helpful to your Career Growth?			
4	How far the Disciplinary System of the College helped you in your Professional Development			
5	How do you rate the support of the faculty members after graduation?			

a. Which Professional Development activities organized during the Programme is helpful to you at the workplace?
   _____

b. Are you willing to contribute to the Development of the Institution? If yes, specify the areas
   _____

c. Your suggestion towards improvement/changes in Curriculum?
   _____

d. Your suggestions for the improvement of the quality of the Institution
   _____

e. Would you like to recommend this college to others?
   _____

f. Have you acquired sufficient technical knowledge and skills at the College to work at the organization
   _____

g. Is the education is relevant to the present job?
   _____

h. Any other opinions/suggestions, you would like to share with us:
   _____

SRINIVASA INSTITUTE OF ENGINEERING AND TECHNOLOGY
ACADEMIC YEAR:_____
FEEDBACK FROM EMPLOYER

Date:_____

Name of the Employer :_____ Designation:_____

Organization:_____

No. of employees working with Organization:_____

Dear Employer,

We thank you for providing an opportunity for the students of SIET to work with your Esteemed Organization. We request you to spare your valuable time to fill up this Feedback form about the performance of our students at your Organization. Your inputs are highly useful for improving the Quality of the Institution.

Please Tick the number that best describes your level of satisfaction at each question:

S.No.	Area	Excellent	Very Good	Average
1	General Communication Skills			
2	Technical Knowledge			
3	Team working abilities			
4	Time Management			
5	Developing practical solutions to work place problems			
6	Creativity in response to workplace challenges			
7	Responsibility and Accountability			
8	Learning Abilities			
9	Leadership Qualities			
10	Relationship with Peers/Superiors/Subordinates			
11	Involvement in Corporate Social Responsibility			
12	Work Life Balance			

a. If you are dissatisfied with any aspect, please comment: _____

b. Kindly recommend the changes in the Curriculum with abreast to Latest Technologies:

   _____

c. Would you like to recruit more students from SIET College: Yes ( ) No ( )

d. Would you refer us to other Organizations? Yes( ) No ( )

Any other
Opinions/Suggestions:_____

Signature

SRINIVASA INSTITUTE OF ENGINEERING AND TECHNOLOGY
FEEDBACK FROM FACULTY ABOUT HEAD/PRINCIPAL

(Please mark Yes or No)

****

1. Honest and trustworthy	Yes	No
2. Counsels and motivates you	Yes	No
3. Delegates responsibility	Yes	No
4. Believes in teamwork	Yes	No
5. Positive and upbeat	Yes	No
6. Subordinates to grow	Yes	No
7. Recognizes your achievements	Yes	No
8. Clearly communicates his/her work expectation	Yes	No
9. Keeps subordinates well informed	Yes	No
10. Encourages employees to voice their ideas &concerns	Yes	No
11. Explains the underlying reasons when making changes	Yes	No
12. Cares about subordinates	Yes	No
13. Shows appreciation for employee efforts	Yes	No
14. Regularly provides feedback about work	Yes	No
15. Committed to organization's growth	Yes	No

SRINIVASA INSTITUTE OF ENGINEERING AND TECHNOLOGY

EXIT FEEDBACK FORM

EXIT INTERVIEW QUESTIONS

1. What is your primary reason for leaving?

2. Did anything trigger your decision to leave?

3. What was most satisfying about your job?

4. What was least satisfying about your job?

5. Did you receive adequate support to do your job?

6. Did you receive feedback about your performance?

7. Did this college help you to fulfill your career goals?

8. What was the quality supervision you received?

Details:

Name:

Address for correspondence:

Contact Number & Email Id:

Signature

SRINIVASA INSTITUTE OF ENGINEERING AND TECHNOLOGY
Overall Feed Back from the Final Year Students

Note: This feedback is intended to obtain an overall picture of the institution, with the improvement in all spheres.

1. How would you re-collect the 4 Years stay of yours, in this College

   a) Very Pleasant   b) Pleasant   e) Not Pleasant   d) Not at all pleasant

2. Are you satisfied with the knowledge gained by you, in your profession?

   a) Very Satisfied   b) Just Satisfied   e) Not Satisfied   d) Not at all Satisfied

3. Was the Institution Instrumental in moulding your personality in to a better Professional?

   a) Very Useful   b) Just Useful e)Not Useful   d) Not at all Useful

4. How would you rate, the overall Teaching Standards, of the College

   a) Extremely High   b) High   c) Average   d) Not High   e) Not at all High

5. Were the Lab facilities, adequate to perform during your complete stay

   a) Highly Adequate b) Moderately Adequate   e) Adequate   d) Not Adequate   e)Not at all Adequate

6. During your stay, name one Faculty whom you think, has taught Brilliantly_____

7. Name one Faculty Member, whom you disliked the most_____

8. List one memorable pleasant event you had during your stay

_____

_____

_____

9. Write one point, you liked the Best about your College

_____

_____

10.Write one point, you disliked the most

_____

11. Is the discipline maintained in College is desirable   (Yes/No)

12. Is the Standard of discipline maintained, needs to be improved   (Yes/No)

13. Are you satisfied with College Office Administration, in overall   (Yes/No)

14. Is the Library adequately equipped   (Yes/N0)

15. Could you derive the max benefits from the Library   (Yes/No)

17. Are you satisfied with the attitude of Non-Teaching Staff   (Yes/No)

18. Did the Sports facilities provided, adequate   (Yes/No)

19. Have you satisfied with Canteen facilities   (Yes/No)

20. Is the College Infrastructure adequate   (Yes/No)

21. Are the Teaching Faculties, Qualified and deliver the goods   (Yes/No)

22. How satisfied you are with the Teaching Faculty

   a) Extremely Satisfied   b) Just Satisfied   e) Not Satisfied   d) Not at all Satisfied

23. Give your suggestion for

A) Teaching Faculty

_____

B) Lab Faculty

_____

C) Library

_____

D) Sports

_____

E) Transport

_____

24. Over all how satisfied you are with all the facilities, while leaving the College

   a) Highly Satisfied   b) Just Satisfied   c) Not Satisfied   d) Not at all satisfied

25. Would you recommend the name of this College to your Relatives and Friends

 a) Definitely recommend b) May recommend e) May not recommend   d) Not at all recommend

26. Any other suggestion: You feel you missed in the College

           _____

29. IMPORTANT EVENTS OF THE YEAR

DATE AND MONTH	EVENT	DEPARTMENT
June	1. International Yoga Day 2. Faulty Orientation Programme/FDP 3. Departmental Report presentation	College Programme
July	Management's Interaction with Faculty and Students (Department wise)	College Programme
July/August	Graduation Day Celebrations	College Programme
September	Orientation Programme for B.Tech I Year Students	College Programme
August 12th	International Youth Day	Recreation Club
August	Competitions in view of Independence Day Celebrations	College Programme
August 15th	Independence Day	College Programme
August 29th	National Sports Day	Department of Physical Education
September 5th	Teacher's Day	To be celebrated by all departments
September 8th	World Literacy Day	NSS Activity / Recreation Club) Activity
September 15th	Engineers Day	College Programme
December 22nd	Mathematics Day	Department of Mathematics
December - January	Fresher's Party To The First Year Students	ECE, CSE, CSE(AIML),CE, ME & EEE
January 11th	Competitions on the occasion of Pongal to Girls	College Level Programme
January 12th	National Youth Day	Recreation Club Activity
January	Sports Competitions in view of Republic Day Celebrations	Department of Physical Education
January 26th	Republic Day	College Programme
February 28th	National Science Day	H & S Department
March 8th	International Women's Day	Srinivasa Women's Chapter
March 23rd	World Meterological Day	Civil Engineering Department
March - April	Farewell Party to Final Years	ECE, CSE,CSE (AIML), CE, ME & EEE

30. SATURDAY ACTIVITIES

Srinivasa Institute of engineering and technology Recreation Club is one of the platforms provided by the College in order to bring out Unique Skills and Talents of the students.

1. The Recreational Activities are planned to organize during every Saturday afternoon i.e.,1.20 P.M. to 4.20P.M.

   a. The Class in charges / Mentors should plan the Saturday Recreational Programme well in advance by preparing a schedule for the entire semester.
   b. Saturday Recreational Activities has to be planned by involving student representatives/Co-ordinators.
   c. The Class In charge then submit the plan of the programme and list of material requirements/arrangements (if any) on or before Wednesday of every week.
   d. The attendance of the students must be taken at the beginning of the programune.
   e. If the students are going out of the class to participate in any other activity of other club, the attendance acknowledgement from the co-ordinator must be obtained.
   f. The Class In charge must make a report of the programme and Winners (if any) of each programme and submit to the HOD.

2. The following are the list of Curricular and Co-curricular Activities:
   1. Techno fest with departmental associations
   2. Soft skills training
   3. Sports
   4. Student counseling
   5. Remedial classes
   6. Placement training
   7. Debates
   8. Quiz
   9. Projects
   10. Personality development
   11. TOEFL/GRE classes
   12. GATE coaching
   13. Competitive examinations coaching
   14. Certificate courses training and examination
   15. Pre Placement training
   16. NSS activities
   17. Club activities
   18. Women's Chapter activities
   19. R & D activities
   20. Paper presentations
   21. Technical Skill development activities
   22. Cultural programmes