ORGANIZATIONAL MANUAL

NARAYANA
ENGINEERING COLLEGE::NELLORE
(AUTONOMOUS)
Narayana Avenue, Muthukur Road, SPSR Nellore District, Andhra Pradesh-524004
(Approved by the AICTE, Accredited by NAAC 'A+' Grade)
(An Autonomous College under the jurisdiction of JNTU Anantapur, Ananthapuramu – 515002, AP, India)

www.necn.ac.in   9912355501, 9392901051

Vision of the Institute

To be one of the nation's premier Institutions for Technical and Management Education and a key contributor for Technological and Socio-economic Development of the Nation.

Mission of the Institute

To produce technically competent Engineers and Managers by maintaining high academic standards, world class infrastructure and core instructions.

To enhance innovative skills and multi disciplinary approach of students through well experienced faculty and industry interactions.

To inculcate global perspective and attitude of students to face real world challenges by developing leadership qualities, lifelong learning abilities and ethical values.

ORGANIZATIONAL PROCEDURES

Our Narayana Engineering College is a part of highly reputed Narayana group of institutions, which is running thousands of Schools, Junior Colleges and Professional colleges. Our group enjoys high reputation for organising the working of all the institutions with a high degree of devotion and dedication, engaging highly qualified professionals with proven experience and commitment. Our group is imparting high quality education attaching equal importance to discipline, character building with an attitude of sharing for the development of society and nation. We pay individual attention to each and every student of our institutions and imbibe all positive traits and disposition in them.

We at Narayana Engineering College, follow strict rules, regulation and procedures to ensure that our institutions are organised in an orderly and objective manner. We, believe that if an Institution or an organisations has to flourish and prosper or when it aims to work in an efficient and effective manner, devising, developing and implementing proper Procedures is very important and even inevitable. Procedures should be designed or devised in such a manner that they should be conducive and comfortable in the implementation in each and every department or section of the institution.

Persons responsible for implementation of the procedures should ensure that the procedures are explained to the members of staff (both teaching and non teaching) completely to make sure the procedures are understood by the persons responsible for putting such procedures in to practice. Following are the major procedures introduced and practiced in the NARAYANA ENGINEERING COLLEGE – NELLORE. The same are broadly explained here in blow for general understanding:

1. Festivals/Functions Procedures

2. Branding Procedures

3. Procurement & Purchase Procedures

4. Office Management Procedures

Festivals/Functions Procedures

Our Narayana Engineering College, has identified functions and important days, which are detailed as under:

1. Independence Day, 2. Republic Day, 3. Teacher"s day, 4. Engineer"s day, 5. Orientation programme, 6.Freshers" day and 7. Annual day, which we celebrate with all pomp and glory.

1. The Independence Day and Republic Day - These are celebrated in the customary way by hoisting the national flag, where in the participants express themselves their patriotism and solidarity towards the nation.

2. The Teachers day - The management encourages organising a function to celebrate teachers day and to commemorate the birth anniversary of Our Ex-President Sarvepalli Radhakrishnan, a get-together of teaching staff is arranged some of them are felicitated in recognition of their meritorious service in imparting quality education in the institute.

3. Engineers Day- Ours being a technical institution it is apt to celebrate engineers, day. On this day we proudly recollect the contributions made by renowned engineer Sri Mokshagunam Visweswaraiah, as the day happens to be his birth anniversary.

4. Orientation Programme - In this programme we welcome the newly admitted students with their parents and give an exposure on do"s and don"ts to be practised by the students during their period of study in the college. We take this opportunity

to provide awareness to the parents on the institute and its function through interaction.

5.Tradition / Fresher's day - We conduct the fresher"s day at a time when the latest batch of students have already acquainted themselves with the institutes" environment, to extend a hearty welcome to the students joined freshly in the college. On this day seniors and the juniors join together to perform cultural activities for developing intimacy and understanding among them.

6. Annual day - Every year during January / February months, Annual Day of the colleges is celebrated. This is an occasion for the college to inform the society at large and parents in particular about the commitments and achievements of the Students and faculty of the college. In the eve of this annual day celebrations, sports and cultural competitions are conducted and winners are distributed prizes as part of the celebrations. Cultural programmes are conducted in the presence of a Chief Guest and prizes are awarded to the winners.

Printing Material: All types of printing activities, including business-card will be carried out with prior permission of the Director. Any person deviating from the above stipulation attracts disciplinary action. The Following are the official printing formats:

1. Admission/application forms 2. Admission registers 3. Attendance Registers (Student/ Staff) 4. Identity Card (Student, Staff) 5. Letter Heads 6. Visiting Cards 7. Posters/ banners and invitation cards 8. Library accession register 9. Stock registers (consumable/ non-consumable) 10. Bonafide & Transfer certificates 11. Fee receipt books. 12. Student & staff permission slips 13. Leave application forms 14. Indent forms 15. No due certificates. 16. Staff leaves register. 17. Gate pass. 18. Log registers. 19. Enquiry book. 20. Answer booklet of internal examination 21.

Students" lab records/ drawing sheets. 22. Lab manuals. 23. Course files. 24. General files (for admin/academic) etc 25. Uniformity in the product utility (brand usage) etc

While taking up printing activity, strict uniformity is followed to the extent possible in all the material used by college which includes lab/office equipment, furniture, etc., this helps in standardizing the materials at the institute, uniformity in usage of posters and captions. College must use the same form of signage"s, posters and captions for display in the corridors and walls.

Uniformity in the pattern of rules: There shall be total uniformity in the rules and regulations practised in the college. Prior approval of the management has to be obtained in case of deviation of existing rules or introduction of new rules, procurement of Lab Equipment, Printing and Stationary, Library books and journals, Furniture and Fittings etc

Below listed are the general norms to be followed:

1. Identify the requirement with justification from time to time.

2. Invite at least three tenders / quotations for procurement well in advance, prepare a comparative statement, carry the negotiations, select the lowest bidder finalize the supplier and place the purchase order and get the same authorized by the Director.

3. Prepare the final purchase order and release.

Systems and Procedures: The Administrative Officer is responsible for establishing the systems and procedures in consultation and approval of the Director. The office consists of the following staff for its function. Administrative Officer, Deputy AO/Superintendent, PA to Director, Accountant, Cashier/Accounts Clerk, Office Assistant, Staff Related Functions Office Assistant, Student Related Matters Office

Assistant, scholarship and liaison Office Receptionist/Telephone Operator, Estate In-charge, Electrician, Group IV employees etc

Files and Registers: College shall have all the necessary files and registers that are required for smooth functioning of the college and shall maintain a record of such registers and files. All these files and registers must be numbered and shall be kept ready for verification at any time.

Accounts and Audit: College shall maintain systematic computerized accounts through its accountant and AO. The methodology of accounts shall be approved by the Auditor and Chief Accounts Officer. Regular audit shall be conducted at the college level (monthly) and the report shall be sent to the management through Director. The management shall arrange half- yearly audit.

Admission records: The office is responsible to maintain admission records as per norms. Quarterly audit will be conducted by the management through Director.

Attendance / Staff records: office is responsible for maintaining the attendance and staff records as per norms and a quarterly audit will be conducted by the Director.

Etiquette & Manners All office staff should always exhibit good etiquette and polite behaviour even under testing conditions and shall not use derogatory and insulting language.

STUDENT RELATED PROCEDURES

i. Fee collection Procedures

ii. Admission Procedures

iii. Admission Cancellation Procedures

iv. Attendance & Discipline Procedures

v. Placement Procedures

vi.Student College Leaving Procedures

Admission: Admin in charge / concerned admin Staff, is responsible for proper counselling and rendering all the information sought for by the parents during the admission time. This should be done by taking the parents through all the laboratories if required so that the parents can be fully satisfied with the facilities provided. Admission to B.Tech. is done through EAPCET a common entrance test conducted by the Govt. of AP, 70% of the seats are allotted for the merit students under convener quota of EAPCET, 30% of the seats are filled under Management category. In addition, diploma holders are admitted into II-B.Tech, to the extent of 10% intake based on the merit in ECET, under lateral entry Scheme. Admission to MBA, MCA and M. Tech, are made on the merit score in ICET and PGECET/GATE Score respectively.

Office should ensure that the student seeking admission should submit the following certificates or documents along with application form: 1. SSC pass certicicate or equivalent 2. Intermediate pass certificate or equivalent 3. Degree/Diploma or Equivalent Certificate with marks memo(s) 4. EAPCET/ECET/ICET/PGECET/GATE Hall Ticket and Rank Card 5. Transfer Certificate 6. Bonafide Certificate and / or Local / Non-Local candidate 7. Caste Certificate 8. Migration Certificate 9. Income Certificate of Parent/Guardian

Photographs: Three stamps size and six passport size, three sets of Xerox copies of all certificates, ten self-addressed envelopes with required stamps are also to be submitted.

Admission Report: The concerned Admin Officer / Admin Staff should render a daily report to the Director about the no of students admitted and the amount of fee collected under various categories. They must submit the data on a daily basis about

the vacancy position. Preparing the Final Lists, the concerned Admin Staff must prepare the final list of the candidates under various categories for perusal and information of the Director**.**

Categories of Fee: Admin staff should collect the fee as per the communication from the secretary / Director. No fee other than the above should be collected under any circumstances.

Timing of the Fee Collection: The fee shall be collected one week before the beginning of the course. The due date for the payment of fee can be extended by one week with a fine of Rs. 25 per day and by two weeks Rs. 50 per day. Beyond this the student will forfeit the seat.

Mode of Fee Payment: The fee will be received only in the form of DD in favour of "Narayana Engineering college – Nellore" or online payment.

Fee Receipt Method: Student shall be given a fee receipt in the prescribed format.

Student Fee collection Report: The college shall send a daily fee collection report to the Secretary and Correspondent through the Director with the details of Roll Number, Name of the Student, course, Year, Total fee, Fee paid, DD Number, fine Collected and Remarks.

Fee collection Register: The College shall maintain a fee collection register having one separate page for each student.

 Admission Cancellation Procedure: If any student intends to cancel the admission for any reason in the middle of the course, he shall have to pay the total fee for the remaining course period (remaining number of years), even if the student is studying with the help of scholarship.

Report on admission cancellation: College shall send a quarterly report on admission cancellation to the Secretary and Correspondent.

College Timings All the students should follow the college timings i.e. 9.00 am to 5.00 pm on all working days. 1. Late coming by the student is strictly prohibited. However a grace of ten minutes is permitted in to the college 2. Habitual late comers are punishable. The punishment might include suspension for a period of one week.

Attendance – Minimum Required 1. To get promoted to the next academic year/ semester the student has to put in a minimum 75% attendance. 2. The shortage of attendance of the students can be condoned on medical grounds provided his attendance is 65% and above. Student falling sick should submit a medical certificate immediately on attending the college. 3. Student will not be given attendance for the lab hours unless he/she submits practical records in the next ensuing lab session. 4. Students with less than 65% attendance will be detained.

Student Attendance – information to their parents

The college undertakes to post the students information regarding their attendance and marks (both internal and external) regularly on the website. However in the case of students whose attendance is below 75% and of poor academic performance the parents will be informed through a registered letter.

Student Discipline: Nothing can be achieved without proper discipline among the staff and students. In our Institute students who resort to actions of indiscipline, rude behaviour and indecent dressing etc will regularly identified/warned and kept on a continuous watch by the faculty. They are counselled by the concerned Heads of Departments and Director and also intimation will be sent to their parents. The college shall take serious action including dismissal in case of student resorting to

indiscipline such as ragging, drinking in the college premises, coming to college in a drunken state, using foul and objectionable language, threatening co-student"s, physical assault, eve teasing, arguing with the college authorities/faculty etc,. Student found involved in act of indiscipline, will be subjected to suitable punishments including suspension and parents/wardens are informed through telephone call/registered post asking for their explanations. If the same student indulges in more than one incident during his/her period of education at the college he/she will be rusticated from the college.

Dress code: All the students should follow the dress code strictly. Students have to wear tag with the college ID card while in the campus. Student will not be allowed into the campus without ID card. The formal dress for boys is shirt and trouser duly tucked with black belt and black or brown formal shoes. For girls it is formal Indian dress.

Student Placement Procedures

The following are the various activities that are being undertaken under placement cell:

1. The placement cell shall maintain database of top reputed National/ International companies, with their addresses, contact numbers and their expectations from the students. This information is divulged to the students on regular basis.

2. The students may take help from the placement officer while preparing their profiles and resumes.

3. Placement cell will organize training to the students which include Personality development, improvement of communication skills, conducting preparatory exams, mock interviews, group discussions, etc.

4. The placement cell will prepare the album of the outgoing students with their profiles and photographs which helps the alumni activity in addition to their helping their juniors in securing placements.

5. College undertakes a rigorous placement campaign.

Student College Leaving Procedures

College keeps all the information ready regarding the outgoing batch of students at least one month in advance.

Student College leaving record: The record will consist of all the necessary information pertaining to the student like the course completion status; rank / grade / percentage of marks; TC, Bonafide certificate etc.

Alumni Feed Back Form: The college shall get the alumni feedback form filled by the outgoing student which is used to update the database (alumni) of the placement cell.

Recommendation letter issue procedures: The College shall use a recommendation letter designed for the purpose. The college shall collect Rs. 150 in the form of DD for dispatching the recommendation letter to the concerned Institute/University where the student is seeking the admission.

TEACHING – LEARNING PROCEDURES: Teaching – Learning Procedures – Lab Management Procedures - Library Management Procedures.

Teaching methodology: All the faculty members will use interactive audiovisual teaching aids such as LCD, OHP apart from conventional chalk and board. Each of the class will be divided into several groups. The distribution of students will be done in such a way that the group will consist of good, average and below average students. Each group will have a group leader.

These groups will be active and will participate in guest lectures and peer presentation and other such academic activities.

Guest Lectures: The teaching / learning will involve a good portion of guest lectures. Presentations / lectures are conducted by inviting eminent personalities from industry/academics to boost skills of the students.

Seminars: Student shall be asked to give seminars on latest happenings and developments in the relevant field. Each student shall present at least one seminar in a semester. During seminars, each student is given 15 minutes for presentations followed by 5 minutes for Q & A.

Student Assignments: Each student group shall be given assignments, to be submitted a minimum of two assignments per semester. These assignments questions shall be drawn from the question papers of GRE/Advanced GRE/IES/GATE and such other such competitive examinations.

Communication Skills and Personality Development: College conducts regular Group discussions, mock interviews, workshops and simulations to improve student skills. College shall enter Into MOU's with organizations to improve personality development in the students.

Project Work: Each student will be taking up mini projects in his/her third year II semester and Final project in the final year II semester. The mini/final projects are to be developed in campus in collaboration with R&D division of the Institute. For each main project, one internal examiner will be guiding the student from the college along with an external guide from the connected field.

Industrial Tours and Educational Tours: College will organize industrial and educational tours at least on each in final and pre final years.

Student Counselling: Faculty shall counsel students at regular intervals. Each faculty member will be attached to a group of 20 students. Faculty should try to motivate the students continuously and guide them to achieve their targets.

Laboratory Management Procedures

Each department shall have a minimum of 5 laboratories, computer science being the exception.

Lab Guidance: State of art labs is provided. Each faculty will handle 20 students in each lab. Faculty is assisted by the lab programmers/lab assistants.

Lab Methodology: Faculty prepares lab manuals for each subject / lab, which is followed strictly.

Lab administrative mechanism: Each lab is maintained by lab-in-charge and Lab-assistant. The assistants have to maintain registers like login register, service log register, stock register, issue register, and any other register as may be required. The stock verification will be carried out at the end of each academic year by the faculty deputed by the Director.

Lab Attendance: It is mandatory for all the students to attend their lab sessions. Students should follow the dress code and rules while attending the lab sessions. Lab records should be submitted in the next lab session. Students shall sign in the login register whenever they enter the lab.

Day-to-Day Lab Evaluation Process: It is mandatory for all the faculty members to evaluate the student performance in each lab. The evaluation process is given in the lab attendance register.

Lab Management: All the computer laboratories are provided with UPS. The electronic labs are provided with necessary UPS along with stabilizers, where necessary. In computer laboratory the server shall have a minimum of two-hour

battery backup and all the nodes having a minimum of half an hour back-up capability.

Library Management

Special emphasis is laid on the library management procedures and developing the library with world class literature and competent enough to match the premier educational institutions. Library will be taken-up as a strategic instrument to leverage learning and knowledge oriented culture in the college. The library will have all the possible literature that can create highly competent and committed engineers.

Sufficient Number of Text Books: College has sufficient number of text books so as to serve the basic needs of the students.

Focus on reference and general books: Library focuses on having large number of reference and general books. The reference section will consist of 1. Advanced titles on various subjects that are needed for curriculum. 2. Titles which are suited for technical/competitive examinations. 3. Titles which will usher research orientation among students. 4. Hand Books and manuals.

The general books section shall consist of 1. Biographies of famous scientists, technocrats, Statesmen, various outstanding personalities and legends from different fields and entrepreneurs. 2. Books on business stories, company profiles. 3. Books on communication skills, presentation skills, personality development etc 4. English literature books essentially focusing on imbibing a soft, cultured orientation among students. 5. Popular and general reading.

Journals and Periodicals: Library contributes to a minimum of 6 national and 6 international journals for each department in case of engineering & management, 3 national and 1 international journals in case of humanities.

Periodicals

1. To have periodicals such as the week, India Today, Associate Professors digest, Discover India, Business Today, Business World and some more.

2. Subject oriented periodicals like Harvard Business Review, HRM Review, Data Quest, Computers Today and Network Computing, Electronics today, IIM periodicals, IEEE Periodicals, IT Com.

3. Competitive Examination oriented periodicals like competition success review, competition master, employment news, Chronicle Review.

4. Added with back volumes of Journals and periodicals. College subscribes to leading news papers such as The Hindu, Times of India, Economic Times, Business Standard, Deccan Chronicle, Eenadu, Sakshi, Vartha, Andhra Jyothi, Surya and many more.

CD Library: The library has a good collection of digital text books, ELT CD ROM"s, Slide presentations, Lectures, Profiles, Training Programmes, Tutorials and other Software tools.

Digital Library: A State of Art digital library is established with good number of digital books and articles in various formats.

Competitive Examination Section: College library has a competitive examination section with all the study material for GATE / GRE / GMAT / CAT / Civil services or any such other examination.

Computerized Library: The College has a computerized library management system which includes book and Journals search, checkout and check-in.

Library Automation system: Display System Library follows a good display system of new arrivals, notifications, or any other information to be shared with the students and staff.

Suggestions: Faculty/Students can suggest book titles or journals through Online Public Access Catalogue System or through a letter to Librarian.

Library Register Maintenance: Library has student log book, staff log book to understand the frequency of usage of library. Apart from this, the library shall maintain accession register, stock register; purchase register, magazine and journal entry register, library issue register.

Library Utilization Report: Library conducts regular library auditing on student and staff usage of books, journals and magazines and prepares an annual library utilization report.

Ambience: An excellent ambience is created in the library consisting of display stands and boards, news paper stands, magazine rack, new arrival rack, etc along with reprographic facilities.

FACULTY RELATED PROCEDURES

Categorization and Eligibility Procedures: "Teaching Staff" comprises the following categories: a. Director b. Principal c. Professor d. Associate Professor e. Assistant Professor f. Any other category of post declared so by the Management.

Faculty Cadre Ratio = 1: 2: 6 Teacher student ratio = 1:15

Cadre Prescribed Qualifications and Experience

1 **Assistant Professor engineering and Technology:** First Class Master's Degree in the appropriate branch of Engineering / Technology (No minimum experience required).

Master of Business Administration: First Class MBA Degree/ M.Com with NET qualification/ M.Phil (Commerce / Management). Non-Engineering PhD in concerned subject or first class PG. in concerned subject with net Qualification. (No minimum experience required).

Cadre Prescribed Qualifications and Experience - Associate Professor: Engineering and Technology Ph.D. degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 2 years experience in Teaching / Industry / Research at the level of Assistant professor or equivalent or First Class at Master's level in the appropriate branch of Engineering / Technology with 5 years experience in teaching / Industry / Research at the level of assistant professor or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Associate Professor. In the case of Universities / University departments and the institutions offering PG programs / Research, PhD is a must. For candidates from Industry, Professional experience in R&D and patents would be desirable requirement failing which the increments will be stopped until PhD is earned. Candidates from Industry/ Profession with First Class Bachelor's degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering / Technology. and Professional work, which is significant and can be recognized as equivalent to PhD* degree and with 2 years experience at a position equivalent to Assistant Professor level would also be eligible.

Master of Business Administration: Ph.D. degree with First Class at Bachelor's and Master''s level in management / Commerce and 2 years experience in Teaching/ Industry/ Research or First Class Master's degree in Management with 5 years experience in teaching / industry / research at the level of Assistant Professor or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Associate Professor. Candidates from Industry/ Profession with First Class masters degree in any area of Management / commerce- and Professional work experience of 7 years in relevant industry. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor. Non-Engineering Ph.D. and First class Master degree in concerned subject along with a minimum of 5 years teaching experience at UG/PG or Engineering are eligible.

Cadre Prescribed Qualifications and Experience Professor / Principal - Engineering & Technology: Ph.D degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Associate Professor and / or equivalent or Candidates from Industry / Profession with Master's degree in Engineering / Technology and with professional work which is significant and can be recognized as equivalent to Ph.D* degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Associate Professor would also be eligible.

Master of Business Administration Ph.D. degree or a fellowship of IIMs, ICA or ICWA or any AICTE approved institution with First Class Master's degree in Business Management / Administration/ other relevant management related disciplines / PGDBM / PGDM programmes (minimum 2 years duration) recognized

by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU with 10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Associate Professor. Candidates from Industry/ Profession with First Class Master's degree in Business Management / Administration/ other relevant management related disciplines / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU. and Professional work which is significant and can be recognized as equivalent to Ph.D.* degree and with 10 years managerial experience of which at least 5 years should be at a senior level comparable to that of an Associate Professor would also be eligible. Non-Engineering Ph.D degree with first class Master's level in the relevant subject with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Associate Professor and / or equivalent.

Director / Head of Institute Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research. The maximum age for holding the post of Director / Director shall be 65 years. * Unanimously declared equivalent to Ph.D by a 3-members expert committee duly approved by BOG/Senate/ Syndicate/Academic Council of the affiliating university.

 NOTE:

1. If a class/division is not awarded at B.E or M.E/Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class/division.

2. In the discipline of Computer Science Engineering/Technology, in lieu of the "First Class degree at Bachelor's and/ or Master level in the appropriate branch, a first class Master's Degree in Computer Science Engineering/ Technology together with a First Class Bachelor's".

General Norms for Experience:

1. The teaching experience in the engineering colleges, degree colleges, post graduation colleges and polytechnic colleges, in the relevant subject only will be considered.

2. Teaching experience in schools, junior colleges and private coaching centers, training centers will not be considered.

3. In case of industrial experience, experience from organizations having more than five crore turnover and registered as private limited and public limited companies only will be considered.

Recruitment Procedure: Based on the turnout of the staff and the requirement as per the curriculum, the need of the staff is continuously updated by HOD"s in consultation with Director. The total requirement is arrived at by summing up the lists provided by the HOD"s.

1. The recruitment committee consists of external Subject Expert, respective HOD"s with two senior staff.

2. A notification is published in one of the largest circulated daily"s inviting application from the candidates fulfilling the requirements of qualifications, experience etc

3. Seeking the help of portals for recommending suitable candidates for the vacancies announced

4. Finding suitable candidates from within the available staff members for promotion to the positions announced

5. Conducing scrutiny of applications received by the concerned department HOD/Principal for arriving at the final list of candidates to be called from interview.

6. Sending call letters to the selected candidates for interview.

7. Interview panel to be decided and interview to be conducted by the panel for selecting the right candidates.

8. The selected candidates go through final round of HR interview with Director and Secretary.

9. The appointee should deposit his/her all original certificates of qualification, service certificates with the institute before receiving the appointment order.

Compliance requirements of the employee at the time of joining.

1. The appointee should abide by the HR rules and regulations of the college

2. The appointee should furnish the following details such as bank Ac.No, PAN no, and deposit certificates such as SSC, Inter / +2, B.E/B.Tech /MBA, MCA, MSc, MA, M.Tech., M.Phil., Ph.D. , experience certificates and any other relevant certificates at the time of joining.

3. The appointee should submit the joining report and sign an undertaking accepting to render a minimum of one year of service.

4. The appointee will be on probation for a period of two years in case of starting cadre and one year in case of senior cadre after which the services will be confirmed in writing subject to satisfactory performance during the probation.

Teaching and Research Related Activities

1. The faculty members should continuously strive to achieve good feedback from the students and colleagues.

2. Adopt effective teaching methodologies.

3. Present extension lectures / invited lectures outside the College and especially in reputed educational and technical institutions.

4. Writing Text Books and get them printed by reputed national and international publications.

5. Receive grants for teaching and research, lab equipment, and development of laboratory experiments and to design projects.

6. Writing original supplementary notes / reading material, manuals, etc.

7. Advice and guide students in their learning process.

8. Publish articles in recognized technical journals or proceedings of conferences in national and international conferences.

9. Involve in research activities for getting patents awarded.

10. Guide undergraduate and graduate projects and supervise Ph.D. programme.

11. Attend workshops, QIP conducted by AICTE, national and international companies / institutions.

12. Participate in consultancy and advisory services to companies / institutions.

13. Edit professional journals, technical monographs and proceedings of conferences.

Responsibility Allocation Procedures

Work load of a teacher should not be less than 40 hours a week, of which teaching contact hours should be as follow:

Activity Hours per week Professors/HOD Assoc. Professors Asst. Professors

1 Contact Hours (Instruction) 8- 12- 16

2 Preparation, Assessment, Evaluation 6 -12- 14

3 Administration, Research, Guidance and Counselling Developmental Activities etc. 22-26, 12-16, 6- 10.

4 The faculty should put in 40 hours of effective work per week. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

Contact Hours The teaching is reckoned in terms of contact hours. The contact hours are sum of lecture, tutorial and practical hours. One lecture hour per week is rated as one contact hour and two tutorial or two practical hours per week are rated as one contact hour.

Medi-claim A group Medi-claim policy will come into effect for the staff who have put in a minimum service of one year in the organization.

Performance Appraisal Procedure A Performance Appraisal scheme is instituted. In this scheme the performance of the faculty will be analyzed through a feedback from the students, colleagues, seniors, the HOD, Principal and the Director. The faculty is also entitled for a self appraisal. For this purpose there are two formats namely student feedback and self appraisal.

Training Procedures (FDPs): Training needs of the faculty are continuously assed by HODs. The consolidated list is sent to the placement cell through the Director. Based on that placement officer organizes the training programme in consultation with the Director. This is organized during winter and summer vacation and also the staff are deputed to attend various programmes conducted by other reputed Institutions.

The identified training areas in general are:

1. Presentation and Communication Skills 2. Teaching Methodology 3. R & D Procedures 4. Personality Development Programme 5. Continuing Education

Meditation Hall: Our College has a meditation hall, where meditation is conducted on a daily basis at specific timing to develop mental concentration, peace and inner strength in the individual.

Meeting Procedures: The following meetings are conducted at regular intervals under the chairmanship of the principal.

Meeting with Heads of Departments: Meeting with Heads of Departments is conducted once in a week to brief them about the latest developments in the college and also to get feedback from them regarding fulfilment of various targets set, including the academic schedules. Minutes of the meeting shall be recorded and circulated among all the HOD"s. Emergency meetings are organized whenever required.

Intra Departmental Meeting: Each department conducts meetings once in a week and record the minutes of the meeting. These meetings are conducted to monitor and take corrective measures for effective functioning of the department.

Faculty Meeting: Total faculty meeting is conducted once in a week by the Department Head. The agenda of the meeting is circulated among the faculty at least two days in advance to enable the participants to come prepared for a fruit full discussion without loss of time. The minutes of the meeting are recorded and circulated immediately after the meeting. Emergency meeting could be called for as and when required.

Coordinators Meeting: The coordinators of various committees will meet once in a fortnight and discuss the progress of various targets an set by themselves, the activities entrusted to them and record the minutes of the meeting.

Report on Meetings: A brief and consolidated report of the meetings is sent to the Director, once in a month to keep him informed about the happenings in the various departments/college.

Timings: All the faculty members are expected to be present in the college at least 10 minutes before the actual timing of the college and stay till 10 minutes after the end of the last period. A staff member can leave early or come late with prior permission from the Director. This facility can be availed thrice in a month and the permission cannot exceed duration of one hour at a time.

The college observes the following as holidays for the calendar year:.

Occasion / Festival General/Optional:

General Holidays:

 1. Moharam 2. Bhogi 3. Sankranthi 4. Republic Day 5. Maha Shivarathri 6. Milad –Un-Nabi 7. Holi General 8. Ugadi 9. Sri Rama Navami 10. Babu Jagjivan Ram Birthday 11 Good Friday 12. Dr. B.R. Ambedkar Jayanthi 13. Sreekrishnastami 14. Independence Day 15. Vinayaka Chathurthi 16 Ramzan 17.

Durgashtami 18. Vijaya Dasami 19. Gandhi Jayanthi 20. Deepavali 21. Bakrid 22. Christmas

Optional Holidays:

1 New Year Day 2. Kanuma 3. Varalakshmi Vratham

General Vacation: The faculty who have completed one year of service can avail summer vacation for a maximum of 30 days in an academic year. Others can avail proportionately. Vacation is sanctioned by the principal subject to recommendation by the HOD.

Norms for Utilizing Leaves Leave:

Calculations are done on the basis of calendar year.

1. Leave cannot be claimed as a matter of right. During exigencies of work the leaves so sanctioned can be either revoked or cancelled.

2. A Leave account shall be maintained for each employee in an appropriate form.

3. The staff can not avail more than three days of Casual leave at a time.

4. The intervening holidays will be considered as leave (except the weekly holidays i.e. Sundays and second Saturdays).

5. Leave is not permitted during peak period of the college, contrary to be decided by the Director.

6. The un-utilized casual leaves will lapse by end of the year and cannot be carried forward.

7. Principal / Director are the sanctioning authorities for all the staff, and Secretary and Correspondent to the Director.

8. The days of work put in by the faculty on non-working days will be treated as additional leaves (COL) to their credit which has to be availed within six months.

9. The period of deputation of the Employees will be treated as „On Duty". Categories of Leaves The following categories of leaves, available for the teaching/non-teaching staff.

Leave without proper authorization or sanction:

In case an employee remains absent from duty without prior permission or sanction of leave from the sanctioning authority, such period is treated unauthorised absence. Such absence is considered as an act of indiscipline and action as deemed fit would be taken by the Principal/Director. In case such absence exceeds a certain period, there is every possibility of dispensing with the services of such employee.

Travel Allowance:

Staff on official duty can avail TA as per the following guidelines.

1. The employee can receive an appropriate amount as travel advance with the authorisation of the Director, on filling up the prescribed form for the purpose.

2. In case of travel is by bus, the actual fare will be reimbursed on production of proof.

3. In case of travel by train, the actual expenditure incurred will be reimbursed subject to a maximum of II AC for Professors and III AC for Associate Professors and Assistant Professors.

4. If there is no bus/train transportation facility, a taxi can be hired on authorization by the Director. 5. Local Transportation Allowance will be paid a maximum of Rs. 150 per day.

6. The employee on return from temporary duty should submit all the bills concerning the expenditure within two days along with his tour report.

Conduct Rules:

Every faculty shall be governed by these rules and is liable for all consequences in the event of breach of any of the following rules:

1. No faculty shall engage himself or incite others, to resort to strike or similar anti-establishment activities such as absence from work or neglect or non-performance of duties etc.

2. Maintain integrity, devotion to the duties, honesty and impartiality in official dealings and be courteous and polite and be loyal to the institute and management.

3. Be punctual to the institution and remain present during all working hours. No leave will be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities. Even during leave or vacation, no faculty shall leave head quarters without the prior permission of the competent authority.

4. No faculty can be a member of any political party and participate in political activities.

5. No faculty shall divulge any information or make any statement, in writing or publish any new to detriment of the institution or otherwise via any media.

6. No faculty can engage directly or indirectly in any trade, private tuition or undertake outside employment for profit or otherwise.

7. Any faculty involved in legal proceedings of a court should keep the institution informed about such facts.

8. Any aggrieved faculty should seek redressal through the grievance procedure in force in the institution.

Disciplinary Action:

1. Every employee is liable for disciplinary action for disobedience, misconduct, insubordination and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee accused of such an act.

2. After establishing the misconduct of the employee one or many of the following disciplinary actions will be initiated a. Issue of a Memo/charge sheet   b. Withholding increments/promotion

c. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules d. Suspension e. Removal from service

3. If the competent authority deems it necessary to conduct an enquiry into the charges levelled against the employee, as a part of the procedure laid down for taking disciplinary action, the same to be constituted. Enquiry committee shall consist of three members – HOD and two senior faculty members from other departments. Accused employee can appeal to the management, against the punishment/disciplinary action imposed by the disciplinary authority. Terminated employee will not be reappointed under any circumstances.

TECHNICAL SUPPORT STAFF PROCEDURES

Categorization and Eligibility Procedures

Recruitment Procedures

Compliance requirements of the employee at the time of joining

Awareness Procedures

Duties and responsibilities

Performance Appraisal procedures

Training Procedures

Grievance Redressal

College Timings & Holiday Procedures

Leave Procedures

Allowance Accrual Procedures

Conduct Rules

Disciplinary Procedures

Resignation Procedures

Recruitment Procedure:

The concerned HOD puts up a consolidated requirement to the principal who in turn arranges for recruitment. An oral and practical interview is conducted by a committee consisting of the HOD and a senior faculty. The selected candidates will be interviewed by the Director. Compliance requirements of the technical support staff at the time of joining.

1. The appointee should abide by the rules and regulations of the institution in force from time to time

2. The appointee should furnish the details such as bank Account No, PAN no, pass port size photos and deposit the relevant original certificates in support of the qualification and experience.

3. The appointee should submit the joining report and sign an undertaking accepting to render a minimum of one year of service.

Awareness Programme: All the fresh appointees are introduced to the rules and regulations of the institution, Department. Conduct rules are explained by the concerned department head.

Duties and responsibilities: He / She should assist the Laboratory in-charge in the discharge of duties like :

1. Preparation of lab manuals.

2. Preparation of the lab requirements.

3. Maintenance of the lab equipment"s and records i.e. quotation, purchase order, bills and stock files/registers.

4. Assist the students in conducting the lab experiments.

5. Prepare the lab schedules and display on the lab notice boards.

6. Maintain the record of the equipment issued to the student.

7. Close all the windows and doors, and seal the lab before leaving.

Procedures like Performance Appraisal, Training, Grievance Redressal, College Timings and Holidays, Leaves, Allowance Accrual, Conduct Rules, Disciplinary proceeding, Resignation procedure, are same as are applicable to teaching staff.