



**SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY  
(AUTONOMOUS)**

**(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu)**

**(Accredited by NBA for Civil, EEE, Mech., ECE & CSE)**

**Accredited by NAAC with 'A' Grade)**

**Puttur -517583, Chittoor District, A.P. (India)**

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**Policy Document on providing financial support**

# **SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY**

## **INSTITUTIONAL POLICY**

“Institutional Policy” of Siddharth Institute of Engineering & Technology is approved in the Governing Body meeting held on 29.4.2019.



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(April, 2019)**

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In continuation of the Human Resources Policy its updated version as “Institution Policy” of Siddharth Institute of Engineering & Technology is introduced in practice by the Governing Body resolution Item No. 3 dated 29.4.2019.

## **SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY**

### **SERVICE RULES & REGULATIONS**

#### **1. PREAMBLE**

Siddharth Institute of Engineering & Technology (SIETK) is established in 2001 in a sprawling 30-acre campus amid beautiful hill range of the Eastern Ghats. The institution is located in Puttur town and is very proximate to Narayanavanam, a holy place, where Lord Venkateswara has married Goddess Padmavathi. The institution is promoted by Jaya Educational Society, founded and professionally run by distinguished academicians, medical professionals and technocrats belonging to Chittoor District in Andhra Pradesh.

The Siddharth Institute of Engineering & Technology is an emerging center for excellence in Engineering & Management education having energetic & experienced faculty, successful students, great infrastructure and excellent placements record. The management encourages the students and the faculty to “Dare to Dream and Strive to Achieve”. The institute is indeed “dream come true” for many aspiring youngsters from rural areas in Chittoor District and Southern Andhra Pradesh. The institution culture believes that “Change is the only constant thing”. The infrastructure and equipment are constantly upgraded, providing opportunities to the faculty and the students to enhance their skills continuously. The institute continuously addresses, monitor and evaluate the quality of education offered to students, thus effectively promoting creative teaching-learning processes for the benefit of the students and making the institution a centre of excellence for engineering and technological studies.

#### **2. SERVICE POLICY STATEMENT**

SIETK is committed to grow as premier institution of higher learning by offering quality education through excellent infrastructure, quality teaching learning process and pleasant atmosphere. The innate talents of students are nurtured through overall development by providing a number of curricular, co-curricular and extracurricular activities. The institute is also committed to implementing effective and transparent appraisal system. A good exposure to the students is offered through enhanced industry-institution interaction, MOUs, expert lecturers, entrepreneurship, research and consultancy. The institution provides conducive work environment to the faculty and staff by offering best facilities and salaries as per the UGC guidelines for knowledge update and qualification improvement. In all fronts of governing academic, administrative and financial matter the institute functions through a stipulated “Institutional Policy”.

The “Service Rules & Regulations”, hence forth may be called as SRR, is the SRR of Siddharth Institute of Engineering & Technology, hence forth referred as SIETK. The “Institute” is also

relevantly referred as “College” at certain points in this SRR book. The constitutional matters published in this document are for the Governance of Siddharth Institute of Engineering & Technology, sponsored by Jaya Educational Society, Vijayapuram, Chittoor Dt., Andhra Pradesh. The document is a combination of products based on

- i. The Institution Grants Commission, New Delhi, India guidelines for autonomous institutions.
- ii. Bye laws of Jaya Educational Society, Vijayapuram, Chittoor Dt., Andhra Pradesh.
- iii. Rules and regulations for affiliated institutions of Jawaharlal Nehru Technological Institution, Anantapur.
- iv. Previous documents viz. administrative manual and Human Resource Policy of the institution.
- v. Existing Best Practices in the institution.

The Service Rules and Regulations document has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilization of manpower, infrastructure and facilities available in the institute and thereby enhance the quality of education and research. The rules and regulations will lead to transparency and accountability in the academics and administration. The expected benefits due to implementation of good governance through the guidelines presented in this document may include:

- i. Strengthening of the existing good practices.
- ii. Implementing transparency at all levels of governance and administration.
- iii. Maintaining integrity in appointments at all levels.
- iv. Strengthening the Industry-Institute interaction.
- v. Complying with rules and regulations for a systematic growth of the institute.
- vi. Establishing strong and capable financial processes and procedures related to procurement, appropriate utilization of funds and audit.
- vii. Involving the entire stake holders at various levels as deemed fit with regard to guidelines of statutory bodies.
- viii. Maintaining registry of interests of members of the governing body.
- ix. Achieving optimum utilization of infrastructure, resources for better output.
- x. Establishing processes for risk management.
- xi. Meeting the requirements of accreditations.
- xii. Improvement of quality of teaching-learning process.
- xiii. Setting up more centres of excellence in research & development and enhancement of quality of research and consultancy.
- xiv. Setting up and strengthening student support programs, training for enhancement of quality in placements and higher education.
- xv. Improving systems for feedback, self-appraisal of faculty and staff.
- xvi. Creation of a dynamic process of bench marking in reference to other institutes of repute.

The document provides information on organization of the institute along with its organization structure, functions, and responsibilities of all four statutory bodies namely 1. Governing Body (GB), 2. Academic Council, 3. Board of Studies (BoS) and 4. Finance Committee as per the UGC guidelines for autonomous institutions. In addition, it outlines the responsibilities of various



functionaries in the academics and administration including non-saturatory committees formed for the smooth and effective functioning of the institution.

The Service Rules and Regulations can be appended subject to approval of Governing Body Members and if any ambiguity occurs in the process the Affiliating Institution Guidelines will be followed. The Governing Body has the authority to interpret, clarify, modify and to improve the SRR.

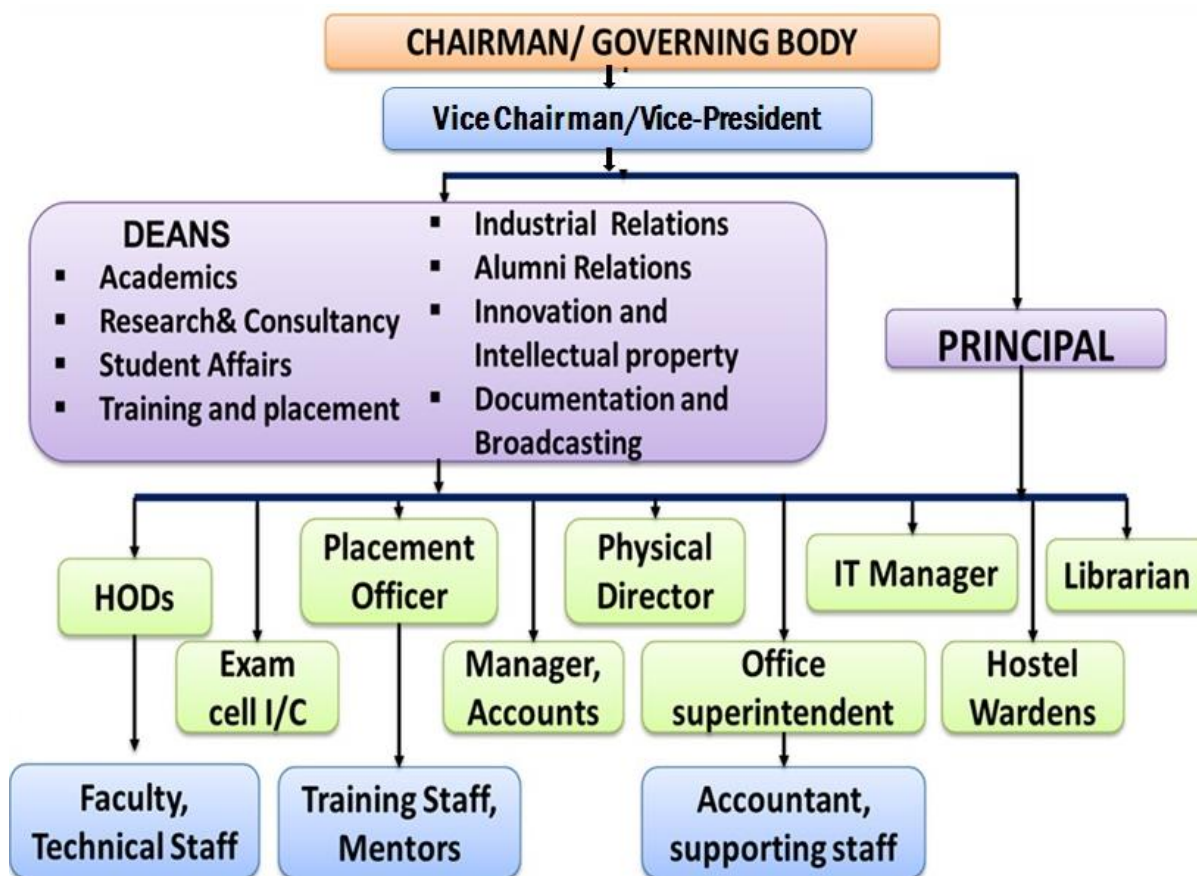
- i. The regulations stated herein below shall be called the Siddharth Institute of Engineering & Technology “Service Rules and Regulations” document”.
- ii. These regulations shall be in force from the academic year 2016-2017 with the date of approval by the Governing Body of the institution.
- iii. In the event of any doubt about the interpretation of these regulations, the matter shall be referred to the Governing Body and its decision shall be final.
- iv. The Governing Body shall have the authority to modify, amend and repeal any of the provisions of these regulations.

### 3. DEFINITIONS

In this Service Rules and Regulations document, unless there is anything repugnant to the subject or the context otherwise requires :-

- i. “**Institution**” means “Siddharth Institute of Engineering & Technology”, Puttur.
- ii. “**Student**” means a candidate who has taken admission into B.Tech / M.Tech / MBA course of this institution as per the guidelines stipulated from time to time by the Government of Andhra Pradesh for admissions into various courses of study and the affiliating institution, Jawaharlal Nehru Technological Institution, Anantapur.
- iii. “**Government**” means the Government of Andhra Pradesh.
- iv. “**Governing Body**” mean the members of the Governing Body constituted as per the guidelines of UGC.
- v. “**Academic Council**” means the Academic council constituted as per the guidelines of UGC.
- vi. “**Board of Studies**” means Board of Studies constituted in each department as per the guidelines of UGC
- vii. “**Finance Committee**” means the committee constituted as per the guidelines of UGC to look into financial aspects of the institution.
- viii. “**Chairman**” means chairman of the Governing Body of Siddharth Group of Institutions.
- ix. “**Vice Chairman**” means the Vice Chairman of Siddharth Group of Institutions.
- x. “**Vice President**” means the Vice President of Siddharth Group of Institutions.
- xi. “**Secretary**” means the Secretary of T.K.R Educational Society, Hyderabad.
- xii. “**Principal**” means the Head of the institution.
- xiii. “**Controller of Examinations**” means the Controller of Examinations of the Institution.
- xiv. “**Head of the Department**” means the Head of the Academic Department of the Institution.
- xv. “**Faculty member**” means the teacher (Assistant/Associate/Professor) working on regular basis in any of the Academic Departments of the Institution.

#### 4. ORGANIZATIONAL CHART



#### 5. GOVERNANCE OF THE INSTITUTION

Various statutory bodies ensure necessary governance at various levels including academic, general administrative and financial affairs. The statutory bodies as follows are constituted as per the guidelines of UGC:

1. Governing Body
2. Academic Council
3. Board of Studies
4. Finance Committee

Before commencement of the meetings of the statutory bodies the meetings of the relevantly concerned committees of the department must be held at least 15 days in advance and the proposed agenda items are to be ready for circulation to the members of the appropriate statutory body along with the circular of the meeting to be held.

##### 5.1 Governing Body

The Governing Body is the highest approving authority that monitors the functioning and progress of the institution and suggests activities for the growth and overall development of the

institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education.

The Governing Body of the institution has been constituted as per the University Grants Commission (UGC), New Delhi, India, guidelines for autonomous institutions during the eleventh plan period (2007-2012).

The main objective of the Governing Body is to ensure transparent and effective governance in building and developing the institution, taking the confidence of stakeholders. Jaya Educational Society, the sponsoring academy of the institution, in one of its executive meetings resolved to have an eminent educationist as the chairman of the Governing Body, even though the UGC empowers the president of the society as the chairman of Governing Body. The Jaya Educational Society felt that under the stewardship of an eminent personality with highly focused and concerted ideas in the field of education can definitely build the institution for the future. As per the UGC guidelines, five members of the Jaya Educational Society will represent in the Governing Body.

### 5.1.1 Composition of Governing Body

The Governing Body is constituted as per the Guidelines of the UGC. The Governing Body will be reconstituted every two years except in the case of UGC nominee who will have term of Six Years.

Number	Category	Nature	Period
1 Chairman	Educationist	Chairman	As per the resolutions and bylaws of Jaya Educational Society
5 members	management	Nominated by the Jaya Educational Society	
2 members	Teachers of the Institution	Nominated by the Principal based on Seniority.	2 years from the date of appointment
1 member	Educationist or industrialist	Nominated by Jaya Educational Society.	2 years from the date of appointment
1 member	UGC nominee	Nominated by the UGC	6 years from the date of nomination by the UGC
1 member	State government nominee	Nominated by the State Government, an Academician from	As per State Government

		Technical education sector.	
1 member	Institution nominee	Nominated by the institution	As per the Institution
1 member	AICTE nominee	Nominated by the AICTE	As per AICTE
1 member	Principal of Institution	Ex-officio	

### 5.1.2 Meetings of the Governing Body

Meetings of the Governing Body will be conducted a minimum of 2 times in a year to discuss about the approval of policies of the institute and functioning of Academics, Administration and Finance.

### 5.1.3 Accountabilities of Governing Body

The Governing Body of the institute is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved. The Governing Body is accountable:

#### A. Approving the mission and strategic vision of the institution

The key responsibility of the Governing Body is to develop and implement the mission, vision, quality policy, and strategic plan of the institution. The short term and long term goals are reviewed periodically and if necessary revised strategies are implemented. It should suggest to the institute to achieve quality both in internal and external parameters like teaching and learning process, good academic and administrative practices, bench marking, risk management including financial, physical asset, faculty and staff so as to meet the interests of stakeholders are students, parents, alumni, employers, local communities, government and others representing public interest.

The Governing Body is supported by various committees in different aspects like, revision of curriculum, operational planning of strategic issues to meet the vision and mission statements in true sense. The Institutional Development Committee ensures the implementation of the Governing Body suggestions. The strategic plan may be reviewed once in five years.

#### B. Ensuring efficient systems of control

The Governing Body shall ensure the preparation of annual budgets and review the audit and performance reports for smooth functioning of the institution by acting on following issues.

- a. To submit to the AFRC/State Government the expenditure report for the fixation of the fees and other charges payable by students on recommendations of the Finance Committee who seeks admission into the institution.
- b. Deciding institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- c. To follow proper procurement guidelines and ensure appropriate spending for the right cause.
- d. Reviewed from time to time the associated risks and advise suitable remedial measures to have sustainability.

### **C. Monitoring institutional performance and quality assurance**

The Governing Body shall advise the institute from time to time in respect to the following:

- a. Timely submission of documents for accreditations.
- b. Ensuring that the statutory requirements are met in respect of accreditation and sustain quality of education.
- c. Introducing benchmarking as a tool for performance monitoring to ensure change in quality of education, and credibility in the society for the institution.
- d. Carrying out gap analysis and identifying the areas for improvement.

### **D. Monitoring managerial and administrative performances**

Members of Governing Body shall ensure that the Head of the institution implements its decisions in true spirit for the growth of the institution using the process of decentralization that:

- a. the Head of the institution shall plan the future growth of the institution.
- b. the required documentation is maintained to meet the statutory requirements.
- c. the processes to evaluate the performance of Head of institution are established.

#### **5.1.4 Transparency in Operation of Statutory Working Bodies**

In order to maintain high ethical standards, transparency, openness shall be ensured in the working of the institution by the Governing Body.

- a. All members of the Governing Body shall give a declaration of interests, if any in the working of the institution. The register of interests should be collected and made available to the stakeholders and keep them updated whenever necessary.
- b. All the minutes of meetings of various committees are to be made available for the primary stake holders.
- c. Preparing annual reports showing the activities in an academic year and putting the report on the website.
- d. Conducting proceedings of statutory working bodies as open in manner as possible (and permissible by statutes), including the review of those of the working body and any reports on the outcomes of such reviews.
- e. Detailing student admission information to ensure public trust in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.

- f. Ensuring that vacancies are widely publicized both within and outside the institution.

### **5.1.5 Key Attributes of Governing Body.**

The Governing Body has been constituted in accordance with the guidelines of the UGC for autonomous institutions. As per the guidelines, as and when required, independent members may be co-opted into the Governing Body to carry out primary responsibilities.

The Chair of the Governing Body is responsible for the leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders. The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution. The head of the institution is accountable to the Governing Body, and regularly reviews, having regard to the authority conferred by the instruments of governance.

### **5.1.6 Role and Responsibilities of Chairman of Governing Body**

The important roles and responsibilities of Chairman of the Governing Body are listed below for effective administration to satisfy the needs of the stake holders as well as the future growth of the institution.

- a. Provide inspiring leadership for transparent and effective administration.
- b. Ensure effective, efficient and optimal use of resources towards the growth and development of institution.
- c. Develop processes and controls for financial resources with the help of finance committee.
- d. Motivate the members and other committees to function in unison to implement strategic plan of the institution.
- e. Encourage and ensure proper maintenance of register of interests and shall solve amicably, if any, conflicts of interests.
- f. Suggest to implement the best suitable practices in and around to enhance quality of teaching-learning process, employability of students, good support mechanism to students and staff.
- g. Allow the head of institution to work independently and effectively.
- h. Prepare appropriate appraisal systems including the Head of the institution.

### **5.1.7 Effectiveness and Performance Review of Governing Body**

- a. Ensure that the members are properly inducted for further development, as deemed necessary.
- b. Regular review process to be conducted and revise the regulations as deemed necessary.
- c. Item wise bench marking may be adopted for review process.

### **5.1.8 Regulatory Compliance**

Governing Body ensures that all statutory working bodies of the institute are functioning in compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as the AICTE and UGC, as well as regulations laid down by the State government and affiliating institution (if any).

- a. Take all final decisions on matters of fundamental concern to the institution.
- b. The regulatory compliance includes demonstrating compliance with the ‘not-for-profit’ purpose of education institutions.

### **5.1.9 Functions of the Governing Body**

Subject to the existing provision in the bye-laws of respective institution and rules laid down by the state government/parent institution, the governing body of the institution shall have powers to:

- a. Undertake all the activities as mentioned above.
- b. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- c. Approve new programmes of study leading to degrees and/or diplomas.
- d. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives of autonomous institution.

*(Governing Board/Board of Management/Executive Committee/Management Committee/Governing Council etc. will be synonymous with the Governing Body).*

## **5.2 Academic Council**

The Academic Council will be solely responsible for all academic matters including framing of academic policy, approval of courses, regulations, syllabi. Academic Council shall propose ways and means to maintain quality norms. The Council will involve faculty at all levels and also experts from outside, including representatives of the institution and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the institution. The decisions of the Academic council are to be placed before the Governing Body for final approval and changes, if any, by its member secretary.

### **5.2.1 Composition of Academic Council**

The composition of the Academic council shall be as per the guidelines formulated by the UGC for Autonomous institutions.

<b>S.No</b>	<b>Category</b>
1.	The principal (Chairman).
2.	All the heads of department in the institution.
3.	Four teachers of the institution representing different categories of teaching staff by rotation on the basis of seniority of service in the institution.
4.	Not less than four experts from outside the institution representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.
5.	Three nominees of the institution
6.	A faculty member nominated by the Principal (member secretary).

## **5.2.2 Functions of Academic Council**

The Academic Council can exercise its powers to:

- a. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- b. Implement the orders issued time to time by the State Government and the affiliating Institution in the admission of students to different programmes of study offered by the institution.
- c. Frame regulations consistent with Institution norms to conduct examinations and initiate measures for improving the quality of teaching, students' evaluation and advisory system in the Institution.
- d. Approve the list of successful candidates for the award of degree, diploma / certificate.
- e. Encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
- f. Recommend proposals for institution of new programmes of study to the Board of Governors.
- g. Recommend to the Governing Body the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- h. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- i. Perform such other functions as may be assigned by the Governing Body.
- j. Recommend for Representative by Jawaharlal Nehru Technological Institution in the Academic Council.

## **5.2.3 Term of Academic Council**

The term of the nominated members of Academic Council shall be two years.

## **5.2.4 Meetings of Academic Council**

The Principal shall convene a meeting of the Academic Council at least twice in a year, while discusses proposals for the next academic session and monitor status of newly introduced courses.

## **5.3 Board of Studies**

The Board of Studies (BoS) is the basic constituent of academic system of the institution. Its functions include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system and all other matters related to good governance of academics.



### 5.3.1 Composition of BoS

Board of studies of every department shall be constituted as per the UGC guidelines.

S. No.	Category	Status
1.	Head of the department concerned.	Chairman
2.	The entire faculty of each specialization.	Member
3.	Two experts in the subject from outside the institution to be nominated by the Academic Council.	Member
4.	One expert to be nominated by the vice-chancellor from a panel of six recommended by the institution Principal.	Member
5.	One representative from industry/corporate sector/allied area relating to placement.	Member
6.	One postgraduate meritorious alumnus to be nominated by the Principal.	Member
7.	The chairman, Board of Studies, may with the approval of the principal of the institution, co-opt (a) Experts from outside the institution whenever special courses of studies are to be formulated. (b) Other members of staff of the same faculty.	Member

### 5.3.2 Functions of BoS

The Board of Studies of a department in the Institution shall:

- a. Prepare syllabi for various courses keeping in view the objectives of the institution, interest of the stakeholders and national requirement, for consideration and approval.
- b. Elaborate discussions on starting of new courses, programmes etc.,
- c. Suggest methodologies for innovative teaching and evaluation techniques.
- d. Suggest panel of names to the Academic Council for appointment of paper setters, evaluators, examiners etc.
- e. Coordinate research, teaching, extension and other academic activities in the department/institution.

### 5.3.3 Term of BoS

The term of the nominated members shall be two years.

### 5.3.4 Meeting of BoS

The principal of the institution shall draw the schedule for meeting of the Board of Studies by different departments. The meeting may be scheduled as and when necessary, but at least once a year to finalize the syllabi of various programs and courses offered by the institution.

## 5.4 Finance Committee

The Finance Committee will advise the Governing Body on financial matters. It shall prepare income and expenditure statements of the institution in the prescribed format to submit to Andhra

Pradesh Fee Regulation Committee (AFRC) for fixation of tuition and others fees of the institution. The Finance Committee will be an advisory body to the Governing Body.

#### 5.4.1 Composition of Finance Committee

The following is the composition of the Finance Committee as per the guidelines of UGC.

S. No.	Category	Status
1.	The principal	Chairman
2.	Chief Finance Officer of the institution	Member
3.	One person to be nominated by the Governing Body of the institution for a period of two years	Member
4.	One senior-most teacher of the institution to be nominated in rotation by the principal for two Years	Member
5.	To be nominated, if required	Member
6.	To be nominated, if required	Member

#### 5.4.2 Functions of Finance Committee

Finance committee shall meet and appraise the Governing Body on the finance related matters and execute following functions.

- a. Budget estimates relating to income from fees and other sources.
- b. Budget estimates relating to the grant received/receivable from the UGC/AICTE, if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- c. To seek all major and minor expenditure proposals from different committees, analyze them, establish the priorities and forward a tentative budget to the Governing Body in time.
- d. To plan proper utilization of resources for implying effective fund management.
- e. To prepare a detailed plan of expenditure for day-to-day running of the Institution.
- f. Preparation of audited account reports for the above incomes and expenditures.
- g. To mobilize resources through donations from society, through funding agencies under various schemes, programmes and avenues.
- h. To sanction all the expenditure to procure major equipment as advised by the Governing Body.
- i. To sanction expenditures for constructing new buildings after getting approval from the Governing Body.
- j. To update the budgetary provisions by working out the budgetary implications of various recommendations of Planning & Institutional Development Committee.
- k. Propose honorarium to the examination branch staff and shall get approved by the Governing Body.
- l. Recommendation of appointment and salary of full time office staff in the examination cell on contractual basis.
- m. The Principal is authorized to spend the amount approved by the Finance Committee.

#### 5.4.3 Term of Finance Committee

The term of the nominated members shall be two years.

#### **5.4.4 Meetings of Finance Committee**

Finance committee shall meet at least twice in a financial year. The meetings can be organized in the month of April and September of every year. The meeting in the month of March shall be the budget meeting and in September it will be another budget meeting for review. The Meeting of Finance Committee can be called for at short notice in case of urgent and immediate requirements.

#### **5.4.5 Delegation of financial power**

Principal is delegated the power of operating financial account of the institution. All the financial transactions are carried out through this account. Principal prepares the annual financial budget of the plan and non-plan expenditures of the institute, whereas the HODs and In-charges of different facilities prepare the financial budget of their respective activities. All the budget proposals are consolidated by the principal and submit to the Governing Body for approval prior to commencement of academic year. The department heads and the In-charges of different facilities have the financial power to access through the principal's account. The HODs have the financial power to spend maximum up to Rs. 40,000/- per month in multiple number of purchase. In case of the proposed expenditure for a single purchase is exceeding Rs. 2.0 Lakh, the proposal should be forwarded to the principal of the institution for approval. Principal shall submit quarterly in a financial year the status of the expenditure along with any required interim modification of budgetary allocation to the Chairman.

#### **5.4.6 Purchase Procedure**

The persons entrusted the administrative duties as Principal, Directors, Deans, Heads of departments, Chief accounts officer, and Chief administrative officer are authorized to process any purchase in the interest of running the institute by following the stipulated procedural norms and steps as described below. Principal is authorized to approve and execute any purchase with due approval of the Chairman of the Governing Body according to the prescribed norms and limits of the cost of purchase.

Norms and steps of purchase procedure to be followed:

- a. Annual budget has to be prepared for general infrastructure, offices, departments and central facilities by the respective person's in-charge with budgetary quotation of the specified items and duly approved by the Governing body followed by the Finance committee.
- b. Purchase should be made in the line of the approval of the Finance Committee regarding the item and budgetary cost.
- c. Specifications of the items to be purchased are to be authentically prepared as per requirement with no ambiguity and biasness.
- d. Shield quotations are to be invited with specified last date of submission for procuring items at a competitive cost of logically lower price satisfying the specifications of the item.
- e. Opening of quotation after the last date of submission has to be made in front of witnesses.

- f. Comparative statement of the quoted cost with terms and conditions has to be prepared and recommendation of purchase by placing the order to the particular firm is to be made by the authorized person in-charge who has initiated the purchase process.
- g. The recommendation of purchase of an item should be duly approved by the Principal prior to placing the order.
- h. Accounts Office should take immediate necessary action to place the order to the recommended firm as approved by the principal.
- i. On receipt of any item it must be certified by the person in-charge as “Received in order and/or in operating condition” and be entered in inventory/stock book prior to processing the final payment.

## **6 HUMAN RESOURCES PLANING & ADMINISTRATION**

### **6.1 Planning & Executing Authority**

Principal of the institute is responsible for assessment of requirement and managing the human resources for smooth functioning of the academics and administration.

- a. He shall assess in the month of April every year the staff requirement for the subsequent academic year.
- b. He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- c. He will consider appointing a Professor/Associate Professor to be the Head of every discipline, besides the number of Assistant Professors and Lecturers required in accordance with the teacher student ratio prescribed herein.
  - i. As per existing norms of AICTE, the teacher student ratio shall be 1:20.
  - ii. Cadre ratio 1:2:6 (Professor : Associate Professor : Assistant Professor)
  - iii. The minimum contact hours during the week for each category shall be maintained as follows:
 

Professor	14
Associate Professor	14
Assistant Professor	16
  - iv. He will constitute a Recruitment Committee to conduct the recruitment process. The committee will consist of three senior faculty members and HODs.
  - v. He will appoint a Selection Committee for recruitment in each discipline, composed of one chairman’s, the HOD, one senior faculty member from the department and Experts from the discipline of interest. Principal will be there in the committee as ex-officio member.
  - vi. If necessity arises, he may also invite eminent experts from reputed institutes as a member of the selection committee.

### **6.2 Recruitment Procedure**

Basic requirements of faculty recruitment are considered as adaptability of smart creative teaching of subjects and ability to involve students in learning beyond classroom on real life advanced issues. Faculty members must have justified ability to prepare research project for submission to sponsoring agency to fulfill the commitments of the institute to excel in research and innovation.

- a. Recruitment Committee shall prepare a job description and job specification for the candidate to be recruited and process the advertisement of the posts through potential sources.
- b. The Recruitment Committee will also screen the applications and shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
  - i. Advertisement in the National Newspapers
  - ii. Files maintained for storing the unsolicited applications
  - iii. Campus recruitment
  - iv. District or Special Employment Exchanges
  - v. Communicating the vacancies to the reputed institutes/universities including IITs, NITs and IIITs
  - vi. If the Recruitment Committee deems it fit, may also arrange Walk- in- Interviews for augmenting the required candidates.
- c. Selection Committee shall short list the candidates by suitably going through any or all of the following processes:
  - i. Personal Interviews
  - ii. Aptitude tests, including class room demonstrations
  - iii. Presentation of research work
- d. The Selection Committee shall finalize the short listed/selected candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman, who in turn consider/discuss with the candidates and decide on the appointment.
- e. An Offer of appointment shall be released by the Chairman in the Form-1 appended to this manual.
- f. Recruitment shall be made as per AICTE Norms.

### 6.3 Faculty Recruitment Norms

#### 6.3.1 BE./B.Tech. : Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor : Associate Professor : Assistant Professor)

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	BE/B.Tech. & ME/M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech. or ME/M.Tech.	Aptitude to formulate research problem and idea to establish research lab to carry out research work is preferable.
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. Students are highly desirable.	Minimum of 5 years' experience in teaching / research /industry out of which 2 years post Ph.D. experience is desirable. Research experience should be supported by good research papers published in SCI/SCOPUS Journals.
	Professor	Qualifications as above that is for the post of	i. Minimum of 10 years teaching/ Research / industrial experience out of which at least 5 years should

		Associate Professor, as applicable. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	be at the level of Associate professor. Or Minimum of 13 years' experience in teaching and / or Research and /or Industry. ii. In case of research experience, good academic record and books/ research paper publications in SCI/SCOPUS journals / IPR/patents, etc., as deemed fit by the expert members of the selection committee. iii. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books and/or research paper publications in SCI/SCOPUS journals/IPR/patents, etc., as deemed fit by the expert members of the Selection committee.
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#### **ME/M.Tech.**

Faculty required **1:12** (Teacher : student ratio)

Cadre ratio 1:2 (Professor: Associate / Assistant Professor)

Qualifications as prescribed above

**Note:** Sanctioned students intake shall be considered for all (4) years in respect of UG and (2) years in respect of PG programmes for calculating Teacher: Student ratio.

#### **6.3.2 : DIPLOMA EDUCATIONAL QUALIFICATIONS:**

A candidate should possess the academic qualifications and experience including practical experience prescribed, if any, for the post on the date of the notification for direct recruitment issued by the concerned recruiting agency.

<b>Post Code</b>	<b>Name of the Post</b>	<b>Educational Qualification</b>
01	Lecturer in Architectural Engineering	1st Class Bachelor's Degree in appropriate branch or Engineering / Technology.
02	Lecturer in Automobile Engineering	
03	Lecturer in Bio Medical Engineering	
05	Lecturer in Ceramic Technology	
06	Lecturer in Chemical Engineering	
08	Lecturer in Civil Engineering	
09	Lecturer in Computer Engineering	

10	Lecturer in Electronics & Communication Engineering	
11	Lecturer in Electrical & Electronics Engineering	
12	Lecturer in Electronics & Instrumentation Engineering	
16	Lecturer in Marine Engineering	
18	Lecturer in Mechanical Engineering	
19	Lecturer in Metallurgical Engineering	
20	Lecturer in Mining Engineering	
23	Lecturer in Textile Technology	
14	Lecturer in Garment Technology	Must possess First Class Bachelor's Degree in Textile Technology or First Class Master's Degree in Home Science with Clothing and Textile as subjects from an University in India recognized by UGC/AICTE.
17	Lecturer in Mathematics	1 <sup>ST</sup> Class Post Graduate Degree in appropriate subject.
22	Lecturer in Physics	
07	Lecturer in Chemistry	
13	Lecturer in English	
15	Lecturer in Geology	
21	Lecturer in Pharmacy	First class Bachelor's Degree in Pharmacy.
04	Lecturer in Commercial & Computer Practice (to teach Commerce, Typewriting and Shorthand subjects)	i). Must possess 1st Class Master Degree in Commerce. ii). Type writing Higher Grade in English and Shorthand Higher Grade in English conducted by State Board of Technical Education and Training.

**Note:** i) In case of recruitment of candidates belonging to SC/ST for the posts of Lecturers in Engineering & Non-Engineering, a relaxation of 5% marks shall be accorded and candidate having 55% marks and above in appropriate Branch of study shall be eligible for appointment to the post of Lecturer in Engineering & Non-Engineering.

**6.3.3 MCA: Faculty required 1:20 (Teacher: student ratio)**

Cadre ratio 1:2:6 (Professor: Associate Professor : Assistant Professor)

Programme	Cadre	Qualification	Experience
Master of Computer Applications	Assistant Professor	BE/B.Tech. & ME/M.Tech. in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech. and MCA with 1 <sup>st</sup> class or equivalent in Either BE / B.Tech / or MCA with 1 <sup>st</sup> class or equivalent with 2 yr relevant experience	Aptitude to formulate research problem and ability to establish research lab to carry out research work is preferable
	Associate Professor	Qualifications as mentioned above for the post of Assistant Professor is applicable and	Minimum of 5 years' experience in teaching / research /industry out of which 2 years post Ph.D. experience

		Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students are highly desirable.	is desirable. Research experience should be supported by good research papers published in SCI/SCOPUS Journals.
	Professor	Qualifications as mentioned above for the post of Associate Professor are applicable. Post Ph.D. publications and guiding Ph.D. students are highly desirable.	<ul style="list-style-type: none"> <li>i. Minimum of 10 years teaching /Research/industrial experience out of which at least 5 years should be at the level of Associate professor. Or Minimum of 13 years' experience in teaching and / or Research and /or Industry.</li> <li>ii. In case of research experience, good academic record and books/ research paper publications in SCI/SCOPUS journals / IPR/patents, etc., as deemed fit by the expert members of the selection committee.</li> <li>iii. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books and/or research paper publications in SCI &amp; SCOPUS journals /IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.</li> </ul>

**Note:** Sanctioned students intake shall be considered for all (2) years for calculating Teacher: Student ratio.

**6.3.4 MBA:** Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Programme	Cadre	Qualification	Experience
Master of Business Administration	Assistant Professor	First class or equivalent in Master Degree in Business Administration or equivalent with 2 yr relevant experience desirable	Aptitude to formulate research problem and ability to carry out research work is preferable.
	Associate	Qualifications as mentioned above for the	Minimum of 5 years' experience in teaching / research



	Professor	post of Assistant Professor is applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students are highly desirable.	/industry/corporate house out of which 2 years post Ph.D. experience is desirable. Research experience should be supported by good research papers published in SCI/Scopus Journals.
	Professor	Qualifications as mentioned above for the post of Associate Professor are applicable. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	<ul style="list-style-type: none"> <li>i. Minimum of 10 years teaching /Research /industrial experience out of which at least 5 years should be at the level of Associate professor. or</li> <li>ii. Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications in SCI/SCOPUS) journals /IPR/ patents etc., as deemed fit by the expert members of the selection committee.</li> <li>iii. If the experience in industry/ corporate house is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality management, innovating, training and books/research paper publications in SCI/SCOPUS journals/IPR/patents, etc., as deemed fit by the expert members of the Selection committee.</li> </ul>

**Note:** Sanctioned students intake shall be considered for all (3) years for calculating Teacher: Student ratio.

**6.3.5 Humanities & Sciences:** Faculty required 1:20 (Teacher: student ratio)  
Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

<b>Programme</b>	<b>Cadre</b>	<b>Qualification Experience</b>
Humanities & Sciences	Assistant Professor	<ul style="list-style-type: none"> <li>i. Good academic record as defined by the concerned University with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign University.</li> <li>ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test(NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</li> <li>iii. Notwithstanding anything contained in (i) and (ii), candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for requirement and appointment of Lecturer or equivalent positions in Universities/ Colleges/ Institutions. Candidates having M. Phil degree on or before 10th July,2009 shall remain exempted from the requirement of NET.</li> </ul>
	Associate Professor	<ul style="list-style-type: none"> <li>i. Good academic record with a Ph.D. Degree in the concerned/ allied/ relevant disciplines</li> <li>ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).</li> <li>iii. A minimum of 08 years of experience of teaching and/ or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry excluding the period of Ph.D research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.</li> <li>iv. Contribution to educational innovation, design of new curricula and courses, and technology- mediated teaching learning process with evidence of having guided doctoral candidates and research students.</li> </ul>
	Professor	<ul style="list-style-type: none"> <li>i. A minimum of 10 years of teaching experience in Institution/institution, and/or experience in research at the Institution/National level Institutions/ industries out of which 5 years should be at the level of Associate Professor including experience of guiding candidates for research at doctoral level. OR Minimum of 13 years of teaching experience in Institution/institution, and/or experience in research at the Institution/National level Institutions/ industries.</li> <li>ii. Evidence of published work with a minimum of 4 publications in SCOPUS journals / good impact factor International Journal of repute.</li> <li>iii. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraised System (PBAS), set out in this Regulation in AICTE Regulations 2012.</li> </ul>

### 6.3.6 Principal / Director :

Programme	Cadre	Qualification	Experience
	Principal / Director	Qualifications as mentioned above for the post of Professor. Postdoctoral work with Post Ph.D. publications and guiding Ph.D. scholars is highly desirable.	<p>i. Minimum of 10 years' experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor.</p> <p>or</p> <p>Minimum of 13 years' Experience in teaching and / or Research and/or Industry. In case of research experience, good academic record and books / research paper publications in SCI/SCOPUS journals / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>ii. If the experience in industry is considered, the same shall beat Managerial level equivalent to Professor level with active participation record in devising /designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications in SCI/SCOPUS journals / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.</p> <p>iii. Flair for Management and Leadership is essential.</p>

### 6.4 Orientation Activity

There will be a 3-week long induction program as per the AICTE for the UG students entering the institution, right at the start of an academic session. Normal classes start only after the induction program is over. Its purpose is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity and understanding of the self, people around them, society at large, and nature. Various activities during the above induction program like Physical Activity, Creative Arts and Culture, Mentoring & Universal Human Values, Familiarization with College, Dept./Branch, Literary Activity, Proficiency Modules, Lectures & Workshops by Eminent People,

Visits in Local Area, Extra-Curricular Activities in institution conducted by the BS&H department as per AICTE guidelines. Feedback and Report on the Program should be prepared by Head of the department (BS&H) and submitted to the principal. The induction programme includes the following activities.

- a. The Principal addresses the gathering of the students along with their parents, about various codes of conduct observed in availing the facilities in the Institution on the first day of induction program.
- b. The concerned HODs will take him/her on a tour to the campus, explains the facilities in the department and institution.
- c. The HOD (BS&H) will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the office team.
- d. The HOD (BS&H) will introduce the new faculty member in the first class he/she is going to teach in every section of his assignment.

## 6.5 Recruitment of Non-Teaching Staff

### 6.5.1 Non-Teaching technical staff:

Category	Qualification
Programmer	First class Diploma in Engineering in relevant field with excellent academic record in Computer Science & Engineering.
Laboratory Assistant	B.Sc. Degree in relevant field from a recognized University/Institute (Laboratory Assistant) [B.Sc. in Physics along with ancillary subjects / B.Sc. in Chemistry along with ancillary subjects / B.Sc. in Biotechnology / Microbiology/ Biochemistry] OR Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician or Work Assistant). {ITI in Fitter/Welder/Machinist/Electrical/Automobile} OR Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade (Technician or Work Assistant). {ITI in Fitter/Welder/Machinist/Electrical/Automobile} OR Diploma in Engineering of three years' duration from a recognized Polytechnic / Institute (Technician, Work Assistant). [Diploma in Civil Engineering / Electrical Engineering / Mechanical Engineering / Electronics & Communications Engineering / Metallurgical & Materials Engineering / Chemical Engineering / Computer Science & Engineering].
Librarian	A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.

## 6.5.2 Administrative Staff

### A. Ministerial

Category	Qualification
Clerk	The qualifications, age, experience etc., as per A.P. State Government / University norms in respect of Non – Teaching staff.
Attender	

### B. Financial Account

Category	Qualification
Superintendent / Accountant	Essential Superintendent First class (Hons.) Bachelor's Degree or equivalent grade from a recognized University or Institute in any discipline (In universities without a system of Honours degree, equivalent number of courses)  OR  Master's Degree from a recognized University or Institute with excellent academic record. (ii) Knowledge of Computer applications viz. Word processing, Spread Sheet. Accountant First class Bachelor's Degree in Commerce with Honours in Accountancy / Finance or equivalent in grade from a recognized University or Institute.  OR  (i) Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record. (ii) Knowledge of Computer applications viz. word processing, Spread Sheet and computer-based accounting software.

## 7. POSITIONS AND PAY SCALES

### 7.1 Positions of Hierarchy in the Institute

#### 7.1.1 Teaching Departments

- A. Principal
- B. Special positions, including Deans and Directors
- C. Professors
- D. Associate Professors
- E. Assistant Professors

#### 7.1.2 Ministerial and Administrative sections

- A. Superintendent
- B. Accountant Officer
- C. Librarian
- D. Programmer
- E. Laboratory Assistant
- F. Personal Secretary
- G. Clerical Assistant
- H. Data Entry Operator
- I. Office Assistant
- J. Attender

## 7.2 Pay Scales for Teaching and Non-teaching Positions

### 7.2.1 Scales of pay for teaching positions

The Scales of pay shall be as per AICTE norms as follows,

- i. Principal - Pay as per AICTE norms, commensurate with the qualifications and experience.
- ii. Professor - Rs. 37400-67000 Fixed at a stage not below 43000 with AGP of 10000
- iii. Associate Professor - Rs. 37400 – 67000 with AGP of 9000
- iv. Assistant Professor - Rs. 15600-39100 with AGP of 6000

### 7.2.2 Scales of Pay for non-teaching positions

According to 9<sup>th</sup> pay scale norms as follows:

A. Superintendent	Rs. 7770-18575
B. Accountant Officer	Rs. 7770-18575
C. Librarian	Rs. 15600-39100 with AGP of Rs. 6000
D. Programmer	Rs. 7770-18575
E. Laboratory Assistant	Rs. 6195-14175
F. Personal Secretary	Rs. 6,500 – 10,500
G. Clerical Assistant	Rs. 2,000 – 4,000
H. Data Entry Operator	Rs. 4,000 – 7,000
I. Office Assistant	Rs. 4,000 – 6,000
J. Attender	Rs. 2,650 – 3,300 – 4,000

In addition, staff can be given additional benefits of Rs. 125/250/500 for his/her additional skills or Bachelor or Master degree. Previous experiences carry Rs. 75 per year of experience. Lab assistants get Rs. 2,500 or Rs. 2,000 based on their diploma or ITI Qualification.

### 7.2.3 The 6<sup>th</sup> pay scales for teaching positions

According to 6<sup>th</sup> pay commission the pay scale for various teaching positions as per AICTE norms will be as follows from 2011-12 :

- A. Professor with pay band of Rs. 37,400 – 67,000 plus academic grade pay of Rs. 10,000
- B. Associate Professor with pay band of Rs. 37,400 – 67,000 plus academic grade pay of Rs. 9,000
- C. Assistant Professor with pay band of Rs. 15,600 – 39,100 plus academic grade pay of Rs. 6,000

### 7.2.4 9<sup>th</sup> Pay scale for non-teaching positions

According to 9<sup>th</sup> pay scale as per A.P. State Government norms shall be as follows from 2011-12:

A. Librarian/AO	Rs. 16,400 – 450 – 20,900 – 500 – 22,400
B. Cashier/Accountant	Rs. 8,000 – 275 – 13,500

C. Programmer	Rs. 8,000 – 275 – 13,500
D. Personal Secretary	Rs. 6,500 – 200 – 10,500
E. Clerical Assistant	Rs. 2,000 – 250 – 4,000
F. Data Entry Operator	Rs. 4,000 – 125 – 7,000
G. Office Assistant	Rs. 4,000 – 100 – 6,000
H. LAB Assistant	Rs. 4,500 – 125 – 7,000
I. Attender	Rs. 2,650 – 65 – 3,300 – 70 – 4,000

### 7.2.5 Dearness and other allowances

- In addition to the Basic Salary, a monthly dearness allowance shall **be paid to** Teaching Faculties with the exception of those in consolidated pay category.
- Management can also decide other allowances for Professor, Principal and Special posts.
- Dearness, House Rent and other allowances, as per AICTE norms for teaching staff and as per Andhra Pradesh State Govt. norms for non -teaching staff , are extended by Management from time to time to all regular employees of the college.

### 7.2.6 Increments

- Siddharth Institute of Engineering & Technology college follows Annual Increment Cycle i.e. once in a year.
- Employees are eligible for the increment along with the annual appraisal subject to his/her performance and Institute's preference.
- Ad-hoc increment can be given subject to the Management's decision.

## 8 INCENTIVES AND REWARDS

### 8.1 Incentives and Rewards for the Faculty members

Faculty Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.

Points (d) to (i) are applicable to faculty members with minimum 1 year of service at the Institution.

- For producing 100% results in a theory paper: Rs. 5,000/- Cash Award.
- For producing 95% results in a theory paper: Rs. 3,000/- Cash Award.
- For producing 90% results in a theory paper: Rs. 1,000/- Cash Award.
- Department-wise, Yearly, BEST TEACHER AWARD: Rs 2000/- Cash Award.
- Paper publications in National journals/seminar – 50% TA, 100% Registration Fees, On Duty and Rs. 1,500/- Cash Reward
- Paper publications in International SCI/Scopus) journal/seminar – 50% TA, 100% Registration Fees, On Duty and Rs. 3,000/- Cash Reward.
- Paper publications in National Conferences/seminar – 100% TA, 100% Registration Fees, On Duty and Rs. 1,000/- Cash Reward
- Paper publications in International Conferences/seminar – 100% TA, 100% Registration Fees, On Duty and Rs. 2,000/- Cash Reward.
- Paper publications in Local Conferences/seminar – 100% TA, 100% Registration Fees, On Duty and Rs. 500/- Cash Reward

- j. If any of the projects carried out by students have won prizes at project exhibited outside Institution, the supervisor of such project and the students will be rewarded Rs. 2,000/- (total) to such batch
- k. If any of the papers / PPTs presented by students are accepted at other institutions the students and the staff supervision will be awarded Rs.1,000/- for such batch
- l. Faculties undergoing Full-time, higher Education (PhD/ME/M.Tech etc) – Fees 100%, 50% Salary against 5 Years Service Agreement on completion of degree.
- m. Faculties undergoing Part-time, higher Education (PhD/ME/M.Tech etc) – Fees 100%, 100% Salary against 3 Years Service Agreement on completion of degree.
- n. Summer/Winter Schools/Seminars/Conferences/Workshops - 50% TA, 50% Fees and On Duty for faculties with less than 3 years' experience. 100% TA, 100% Fees Payables for faculties with more than 3 Years' experience at the Institution(1 program/Year)
- o. Financial assistance is provided for membership in various professional bodies.
- p. Financial assistance is provided for fellowship.
- q. Accredited departments with 5 years –Faculties are given onetime cash award of Rs. 2,000/- each and Support Staff members Rs. 1,000/- each.
- r. For bringing any major lab equipment of costing at least Rs. 10,00,000/- under a sponsored Research project an incentive as a recognition of successful effort will be paid to the PI of the Project. The value of incentive may be one fifth of the cost of the equipment
- s. Faculty member, organizing a national or international academic event with a sponsorship of at Least Rs. 2 lakhs and 4 lakhs respectively will be paid an amount of Rs. 5,000/- and 10,000/ Respectively as a token of encouragement
- t. The faculty members, who are recipient of honorable award from the state or national Government or from any statutory national and international organizations, by virtue of their Extraordinary contributions in academics, research, innovation, industrial cooperation and Institute administration, will be suitably rewarded by the institute.
- u. The faculty member scoring greater than 85 in 100 point scale of smart book for teaching any subject will be identified as a smart teacher and will be considered for a suitable award.

## 8.2 Accredited Departments with 3 Years Accreditation

- a. Faculties are given onetime cash award of Rs 1000/- each and Support Staff members Rs. 500/- each
- b. Support Staff Members are provided with free computing skills programs. In addition, they can avail fees and on-duties towards higher education against service agreements.

## 8.3 Minimum Requirements for Consideration as Performer

- a. Faculty members publishing a minimum of 5 papers in referred (SCI/Scopus) journal in a slot of Three years can be considered as a performer.
- b. Performer of three and six consecutive overlapping slots of 3 years may be considered for early Promotion of Assistant Professor to Associate Professor and Associate Professor to Professor Respectively.
- c. For early promotion the faculty member as Principal Investigator (PI) must procure at least one Sponsored research project of costing minimum of 25 lakhs in every independent slots of 3 Years.



- d. For early promotion the faculty must earn average very good rating of student response as Primary requirement in five years
- e. Filing of patents and obtaining copy right will be considered as a research publication
- f. Faculty member must participate efficiently in the senior administrative duties as Head of the Department (HOD) or as Dean of any institute level administrative office with innovative contribution for the growth of the institute excelling performance of the student.

## 9 LEAVE & VACATION

### 9.1 Annual Leave

The summer vacation for the faculty will be applicable as per the following guidelines.

Experience in this Institution	Vacation
Less than 1 year	2 weeks
More than 1 year	4 weeks

### 9.2 Casual Leaves

For staff (denoted as faculty/staff) who have completed one year of service at Siddharth Group of Engineering Institutions will have 15 CLs per calendar year (1<sup>st</sup> January to 31<sup>st</sup> December) out of which 8 CLs will be credited on 1<sup>st</sup> January to every year, and remaining 7 will be credited on 1<sup>st</sup> July. One can use only 8 CLs before June, 30<sup>th</sup> and if all 8 are exhausted, before this time, they cannot use remaining 7 CLs before 1<sup>st</sup> July. The additional leaves taken exceeding 8 CLs from 1<sup>st</sup> January to 30<sup>th</sup> June will be treated as LOP. However, if any CLs are left unused during January to June will be carried forward to June to December slot.

If any CLs are left over beyond 31<sup>st</sup> December, the same will be lapsed. Staffs are advised not to utilize more than 2 CLs in a month, exceeding which will be treated as loss of pay (LOP).

#### 9.2.1 Staff with less than 1 year of experience

Staff with less than one year experience at Siddharth Group of Engineering Institutions, will get one CL for every month of service completed and will be carried out subsequent months if not utilized. Staffs who have joined on or before 5<sup>th</sup> of month will get one full day CL for that month and who joins after 5<sup>th</sup> and before 20<sup>th</sup> will get ½ day CL for that month. Staff joining on or after 21<sup>st</sup> of a month is not eligible for CL for that month.

#### 9.2.2 Permissions

Permission means coming late to Institution, leaving the Institution before the Institution hours. Permission is accorded only for one hour for all the above cases. Only two permissions are allowed in a month. Further permissions in the same month will be treated as half day CL or LOP.

### 9.3. Maternity Leave

- a. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- b. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

### 9.4 Study & Special Leave

- a. Marriage Leave: 3 days special leave will be allowed for the marriage of the staff members who have completed service for atleast 6 months in this Institution.
- b. Deputation to outside works: Staff members are deputed to attend works from outside college; it will be treated as “On Official Duty (OOD)” only.
- c. Deputation to Conferences/Workshops/Seminars/Symposiums etc.: The faculty who have put up at least 3 years of service in this Institution will be permitted for 12 days of special leave in a year, not exceeding 6 days in a semester, for attending Conferences/Workshops/ Seminars/Symposium in the interest of the Institution.
- d. Higher Studies: Leave for higher studies (Ph.D./M.Tech./M.Phil./B.Tech.) is admissible as per CDA rules of the Institution.  
A faculty member may be granted a maximum of 24 months of study leave without salary for pursuing higher studies, with a duly executed bond to serve the Institution after completion of course.
- e. Staff permitted to pursue higher studies should execute a bond to serve the Institution after completion of their courses as per following rule :

S. No.	Course	Course Duration	Bond Duration
1	Ph.D.	4 years maximum	3 years
2	M.Tech. or M.Sc.	2 years course –Full time 3 years course – Part time	2 years
3	M.Phil.	2 years course – Full time 3 years course – Part time	2 years

However, otherwise faculty/staff members will be permitted for higher studies without pay only.

### 9.5 On Duty Leave

The Institution can permit any faculty/staff member to take special assignments with other Institution or industrial units, for specific period of time or to attend seminars or training programs in the interest of the institute.

The activity of an employee which can bring recognition to the College, or which has to be performed for work of the affiliating University may be considered for grant of this leave. OD cannot be availed of unless previously sanctioned/approved by the Principal. There is no provision for post facto approval of OD. The Duty leave will normally be restricted to a maximum of Six days during an academic year but may be extended subject to the approval of competent authority.

The period of absence due to such assignments shall be treated in the following manner:

- a. Where the assignment is under arrangement between the Institution and other unit, the faculty/staff will continue to receive the pay and perquisites from the Institution as per terms and conditions of the agreement and the assignment.
- b. Where the assignment is arranged by the individual faculty/staff member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the Institution. Under such circumstances, the Principal/Chairman/ Correspondent shall decide the leave of absence, based on current responsibilities and requirements in the Institution.
- c. Where the faculty/staff is proceeding on a training programme duly sponsored by the Institution, the entire period will be treated as on duty and he /she will be eligible for the pay and perquisites as though he has been working in the Institution during such period.

## **10 PROMOTION / INCENTIVE FOR SUCCESSFUL GROWTH IN ACADEMICS AND RESEARCH**

### **10.1 Faculty Members**

Performance of faculty member will be considered by successful contribution in Teaching, Research & Consultancy and Administration clearly ensuring benefits to the students and consequently a growth of the institute. The process of promoting a faculty member will be administered as follows.

- a. All promotions shall be considered on the basis of merit-cum-seniority.
- b. The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/other Institutions.
- c. To the condition that there has not been any disciplinary action taken against such The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this section and as per AICTE norms, subject candidate for any misconduct he/she has committed during the service.
- d. Under general circumstances the senior most member of the teaching staff shall be considered for promotion to the next higher level position, subjected to, he/she had completed the years of service with appreciation in the present position and should have obtained AICTE prescribed qualification as stated below:
  - i. Engineering/MBA/MCA

Assistant Professors to Associate Professor

- \* M. Tech/MBA/MCA. with 5 years' experience. Ph.D. is desirable.

#### Associate Professors to Professor

- \* 10 years of experience with Ph.D. and at least 5 year's working experience with cadre of Associate Professor Grade.
- ii. Basic Sciences and Humanities (Physics, Chemistry, English, Mathematics and Environmental Science)

#### Assistant Professors to Associate Professor

- \* M.A / M.Sc./ M.Sc. (Physics, Chemistry, English, Mathematics and Environmental Science) with M.Phil. and 7 years of experience or Ph.D. with 5 years of experience.

#### Associate Professor to Professor

- \* 12 years of experience with Ph.D. and at least 6 year's working experience with cadre of Associate Professor Grade.
- e. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- f. All decisions on promotions shall be taken up from the month of June every year.

The promotion and incentives of the faculty members to encourage their enthusiastic contribution in growth of the institute in academics and research will be generously considered as per the guidelines given in **Annexure - 2**.

## **10.2 Staff Members**

Staff members will be promoted by fresh appointment to any position depending on their qualification and appreciable performance in service to the institute. However, in all such cases the continuity in service for all service benefits will be maintained.

## **11 RETIREMENT**

### **11.1 Retirement from Service**

- a. All teaching and non-teaching staff shall retire on completing the age of superannuation, which are 62 for teaching and 60 for non-teachings.
- b. When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1<sup>st</sup> of May of the succeeding year.
- c. The Institution will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.

- d. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- e. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

## **11.2 Retirement Benefits**

- a. All employees who are coming under the purview of the Employees' Provident Fund legislation shall be enrolled as members of date of their joining of the Institution and on completing one year of service.
- b. The Institution shall contribute 12% of the pay subject to the ceiling of Rs 780 per month per person, towards the Employer's contribution to the EPF Scheme
- c. The Institution shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme
- d. The Institution shall remit both the contributions as stated above to the EPF Scheme authorities.
- e. The Institution shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
- f. The Institution shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement or leaving the Institution.
- g. The Institution shall also pay to the employee the following benefits at the time of his/retirement:
  - i. Gratuity, if any, payable under Payment of Gratuity legislation
  - ii. Encashment of Salary towards accumulated leave on his/her Annual leave account
  - iii. Arrears of Salary, if any, payable.

## **12 DISCIPLINE AND GRIEVANCE PROCEDURE**

### **12.1 Code of Conduct for Teachers & Staffs**

- a. Teachers shall be at the scheduled classroom in time without any exception.
- b. Every teacher shall take attendance of the student at the beginning of the teaching hour.
- c. Class room & laboratory should be left by teacher at the end of the class hour.
- d. A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
  - taking correctional action if it is within his/her power, or
  - reporting the matter to the Principal
- e. Every faculty member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- f. Faculties and staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the Institution.
- g. Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- h. Teachers and staff members shall maintain a respectable work conduct with continuous improvement of :

- i. preparation for the particular day's classes, with latest information added to earlier course content.
- ii. all teaching aid material required for conducting the class in an orderly manner.
- iii. practices according to session plan for the day and completing the syllabus for the semester without any backlog.
- iv. following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- v. ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- vi. obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- i. Teachers and staff members shall observe good personal conduct in terms of:
  - i. Not using any abusive language towards students, fellow teachers, parents and other members of public.
  - ii. Not entering into quarrels, fights or any act of disrespectable nature.
  - iii. Not engaging any activity of business inside the Institution premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
  - iv. Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution?
- j. Faculties shall conform to the Ethical Standards of a teacher as described in **Annexure-1**

## 12.2 Discipline

- a. Any teacher who is violating the code of conduct defined in Section 12.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.
- b. If a teacher commits an act of misconduct or misdemeanour by violating the code of conduct, anyone can report in writing to the Principal.
- c. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- d. If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- e. He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- f. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- g. The course of action for disciplining a teacher or staff member shall be under the following categories:
  - i. Memo and Censure.
  - ii. Warning in writing, with recovery of monies, where financial loss is involved in the act.
  - iii. Suspension from work without remuneration.
  - iv. Dismissal or discharge from service.
  - v. Any teacher or staff member receiving more than two memo or warning will be given punishments mentioned in c or d.

- h. Where the punishment proposed is in the categories c or d as stated above, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- i. The Principal shall report the proceedings periodically to the Chairman/Correspondent.

### **12.3 Grievances Redressal**

- a. The Principal shall constitute a Grievance Committee with due approval of the Governing Body to redress the Grievance of the teaching and non-teaching staff.
- b. The Grievance Committee shall be composed of three persons in the ranks of Head of the Departments, Principal/Director/Dean and Chairman/Correspondent.
- c. The Principal shall notify the Constitution of the Committee and the names of members at the beginning of every academic year.
- d. The grievance committee shall:
  - i. have a member secretary, to monitor the proceedings.
  - ii. meet once every week on a stipulated day and time.
- e. Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- f. The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- g. The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
- h. The Member-Secretary shall record and maintain the minutes of the meetings

### **12.4 Sexual Harassment Redressal**

Any aggrieved person (She/He) can make, in writing, a complaint of sexual harassment at work place to the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. Committee should function for investigating the matter in the light of the following:

- a. In pursuance of the Sexual Harassment of a person at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints.
- b. Additional documents and list of witnesses can be submitted to ICC at a later stage during the proceeding.
- c. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
- d. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents).

- e. The Committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.
- f. The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.
- g. The Committee shall have the right to terminate the enquiry proceedings and to give an ex party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
- h. The Committee has the powers of a civil court in the following cases:
  - i. Summoning and enforcing the attendance of any person related to the incident.
  - ii. Requiring the discovery and production of any documents.
  - iii. Any other matter related to the incident as decided by the Committee from time to time.

### **13. RESEARCH & DEVELOPMENT AND CONSULTANCY PROJECTS**

The Institution encourages its teachers to take R&D and Consultancy projects within Institution, with other institutions or Industries, appropriate to the teachers' competence.

#### **13.1 Sponsored Research & Development Projects**

- a. The faculty members holding Ph.D. will submit research projects based on their specialization/expertise to the national/international sponsoring agency for financial support.
- b. The faculty members involved in PG/Masters level teaching will plan research oriented topics for the students and submit thematic proposal to appropriate sponsoring agency for financial support. Institute may also consider extending support to these projects as initiation grant depending upon their merits related to objective and requirements.
- c. Institute will create and maintain basic laboratory/infrastructural facilities for smooth running of the project.
- d. Outcome of the research projects must be considered for generation of Intellectual Property (IP) of the institute.
- e. Scientific content of new understanding of the research projects shall be published in referred/indexed journals.
- f. The Project coordinator shall utilize the project funds received as per the terms and conditions agreed upon with the funding agencies.

#### **13.2 In-house Research & Development Projects**

- a. The Institution encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members, especially in the line of the section 13.1(b).
- b. Each Department is given a minimum sanction of Rs. 25,000/- in a year, to promote in-house R&D activities.
- c. Faculty members can submit their proposals through the Head of the Department and can avail an essential financial support for project to develop prototype model.



### **13.3 Consultancy Projects**

- a. The teacher shall undertake a consultancy project
  - c. when the institution is approached for such cooperation. Institute will assign the project to a particular teacher or
  - d. when the teacher is approached by an outside agency for such cooperation.
- b. In either case, the teacher shall take up the project by obtaining the approval of the Principal/Chairman/Correspondent in writing.
- c. The teacher shall avail the administrative and infrastructure facilities available in the Institution for carrying out his/her project work.
- d. The teacher may also associate other members of the faculty for working in the project.
- e. The teacher shall levy such professional charges on the benefiting agency; However, the charges shall be shared with the Institution on the following basis:
  - i. Where it is a R&D or consultancy project type, involving the infrastructure facilities and work time, it shall be 60:40 (40% to Institution).
  - ii. In all other cases like consultancy projects, it shall be 80:20 (20% to Institution).
- f. Where members of staff are associated in the project undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, with the approval of the Principal/Chairman/ Correspondent.
- g. The Project coordinator shall utilize the project funds received as per the terms and conditions agreed upon with the funding agencies.

## **14. OUTSIDE ASSIGNMENTS AND ORGANIZING SPONSORED ACADEMIC ACTIVITIES**

### **14.1 Part Time Outside Teaching Assignment**

- a. The Institution permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section.
- b. A Faculty member, who wants to give the guest lecturer in outside college, shall make a request to the Principal, and get permission.
- c. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

### **14.2 Conference/Seminars/Workshops**

- a. The Institute Management encourages its faculties to organize AICTE/ISTE or any other public/private funded Conference, Seminar and Workshop for the benefits of fellow teachers, students and academic fraternity.
- b. Head of the department should take necessary action to organize at least one such national programme once in two years and an international programme one in four years.
- c. The Institute Management provides additional 100% funds for any AICTE/ISTE funded programs and 50% funds for other programs organized by the Department (maximum of Rs. 25,000/- per Department). This grant should preferably be used as seed money.

## **15. INCENTIVES TO STUDENTS**

The Management is pleased to announce the following incentives and rewards for Students:

- a. Student securing 1<sup>st</sup> and 2<sup>nd</sup> Ranks in a department, with a minimum of 80% Marks in aggregate in a semester, will get Rs. 500/- and Rs. 300/- respectively as cash awards and additional library tokens.
- b. Students consecutively achieving 1<sup>st</sup> or 2<sup>nd</sup> ranks with a minimum of 80% Marks in aggregate are eligible for 25% FEES WAIVER during the subsequent year.
- c. For any Institutional Rank holder (Top 3 Positions out of 10), 50% Fees will be refunded. For Others 25% Fees will be refunded.
- d. There will be a BEST-OUTGOING AWARD
- e. There will be BEST STUDENT AWARD (Department-wise).
- f. 50% of Professional Society Fees (annual) will be paid by the Institute Management for Students with 80% aggregate.
- g. There will be free personality development, entrepreneur-ship development, ethics learning, communication and computing skills development and placement specific programs for Students.
- h. There will be free and subsidized add-on skills programs as per Industries Requirements.
  - i. Student participates in any event (Technical & Non-Technical) in the outside college and won the prize, appreciation will be given in the institution and display the name list on the notice board and institute website.
  - ii. The institution conducts Sports and Cultural events in every year. The best performers are facilitated with the prizes, medals and certificates in the annual day and sports day celebrations.

## **16. ROLES AND RESPONSIBILITIES OF COMMITTEES AND ADMINISTRATIVE POSITIONS**

### **16.1 List of College Committees**

The Institution has the following stipulated committees for the effective functioning of the organization. Members of all the committees should be proposed by the Principal for due approval of the Governing Body and the approved committees should be notified by the Principal. The objectives and functions of the committees are structured as per the guidelines of the Governing Body of the institution.

Sl. NO.	Name of the Committee (Coordinator)	Composition of Committee Members (Schedule of Meetings)	Responsibilities
1	<p style="text-align: center;"><b>College Academic Committee (Principal)</b></p>	<p>Director/Principal, Dean Academics, HODs, Librarian, Exams In-charge, AAO (Once in a semester)</p>	<ul style="list-style-type: none"> <li>➤ Setting the calendar of committee meetings and preparing agendas to conduct the meetings.</li> <li>➤ Maintaining curriculum standards by assisting faculty in the curriculum development process of different discipline of subject (usually to be done with the faculty member of the curriculum committee from different <b>division</b>.)</li> <li>➤ Preparing appropriate system of record keeping of documentary evidences of every academic activities and their outcome according to requirements of <b>Handbook</b> and Accreditation</li> <li>➤ Reviewing and articulation of academic activities and performance of different programmes under general education and distant education.</li> <li>➤ Reporting program review regularly to the academic senate.</li> <li>➤ Maintaining affiliations for each academic year such as fee payment, application process and approvals for AICTE, JNTUA Anantapur.</li> <li>➤ Improving the status and standards of the college with NBA, NAAC, Autonomous, University.</li> <li>➤ Developing institute by having the memberships in various professional bodies like MISTE, IETE, Institute of Engineers, IEEE etc.</li> <li>➤ Planning for the Rights of Publishing own International Journals from various Departments with license having high impact factor.</li> <li>➤ Assuring that committee functions smoothly: <b>technical review, prerequisite.</b></li> </ul>

2	<b>Grievance Redressal Committee (Principal)</b>	Director/Principal, HOD's, 2 Senior faculty members of the institute (representation of lady member and reserve category member must be assured) and 2 students from each academic year with equal representation of boys and girls. (Once in a month).	<ul style="list-style-type: none"> <li>➤ Identifying the Grievances among the students.</li> <li>➤ Reporting to the HOD/Principal for necessary action.</li> <li>➤ Identifying the sources of problem and rectifying the problem.</li> <li>➤ Maintaining required confidentiality of any conversation about the <b>Grievances Offering solutions for the Grievances.</b></li> <li>➤ Any other responsibility assigned by the HOD / Principal from time to time.</li> <li>➤ To accept and consider written and signed complaints of the Faculty and staff in respect of matters directly affecting them individually or as a group;</li> <li>➤ To enquire into the grievances, and make recommendations and report to the concerned authorities for redressal or suitable action; To recommend appropriate action against complainant(s), allegations made are found to be baseless.</li> </ul>
3	<b>Student Counseling Committee (Dean of Students)</b>	Faculty Coordinators from each department (once in a semester).	<ul style="list-style-type: none"> <li>➤ Apprising the concerned staff counselors of all the departments to follow the counseling books of students.</li> <li>➤ Maintaining up to date record of counseling in the prescribed book.</li> <li>➤ Identifying the problems of students and submitting reports to HOD/Principal.</li> <li>➤ Monitoring the status of academic strength of the students.</li> <li>➤ Monitoring the students with less than 75 % attendance every month and communicate it to the parents with appropriate documentation.</li> <li>➤ Informing the parents about the status of attendance and academic performance of the students having attendance less than 65% through phone calls along with appropriate documentation.</li> <li>➤ Any other responsibility assigned by the Dean of Students/HOD from time to time.</li> </ul>

4	<b>Finance Committee (Principal)</b>	Principal, Senior faculty and Accounts in-charge (once in a semester).	<ul style="list-style-type: none"> <li>➤ Preparing budget proposal by collecting the details from various departments for the entire academic year and governing the finance related activities.</li> <li>➤ Planning for purchase requirements and monitoring the system of conducting the purchase procedure with care for maintaining the details record of purchases and payment.</li> <li>➤ Maintaining the separate store to place the stationary and building maintenance items.</li> <li>➤ Maintaining separate registers for each department regarding purchases, bills etc.,</li> <li>➤ Planning and maintaining of accounting system of all overhead expenditures.</li> </ul>
5	<b>Public Relations, Press &amp; Media, Publication Committee (Dean of Documentation &amp; Public Relations).</b>	Faculty representing each department and representative of Training & Placement, Industrial Relations, R&D and Consultancy Services, Student Admission, Alumni Affair, Innovation Centre and Student Representatives with due representation of boys and girls. (Once in a month).	<ul style="list-style-type: none"> <li>➤ Intimating the details of any events and activities of the college to various press &amp; media peoples.</li> <li>➤ Arrangement of hospitality other facilities required for the press &amp; media peoples attending the programs to be conducted by the institute.</li> <li>➤ Budget planning to maintain close relationships with press &amp; media to promote value based education for the society.</li> <li>➤ Maintaining close public relations in the society by exposing the ethical strengths, educational standards and commitments to the society of the college.</li> <li>➤ Inviting eminent personalities, educationists, technocrats, scientists, etc., in various events and activities of the college.</li> <li>➤ Publishing articles in reputed journals, news papers, magazines showcasing glories and achievements of the college.</li> <li>➤ Maintaining a separate file for the information about programs and functions with hard copies and soft copies.</li> </ul>

6	<p><b>R&amp;D and Consultancy Committee (Dean of Research &amp; Consultancy Services)</b></p>	<p>Faculty representing each department and representative of Industrial Relations, Alumni Affair, Innovation Centre and Student Representatives with due representation of boys and girls. (Thrice in a semester).</p>	<ul style="list-style-type: none"> <li>➤ Preparing rules and regulations for the research activities in the college.</li> <li>➤ Planning of creating well organized utility based laboratory facilities for effective execution of advanced research projects.</li> <li>➤ Identifying the funding agencies and follow up for submission of research proposals.</li> <li>➤ Promoting culture and competency of the faculty to prepare the project proposal as per guidelines and formats of sponsoring agencies.</li> <li>➤ Conducting workshops and seminars by eminent scientists to improve research activities in the college.</li> <li>➤ Organizing preparation of research oriented curriculum based project proposals and allocations in batches to strengthen student's research.</li> <li>➤ Monitoring the progress evaluation of status of innovation in research in order to showcase best project for each academic year.</li> <li>➤ Suggesting the names of various national and international journals, authorized standards and literatures for procurement to strengthen research.</li> </ul>
7	<p><b>Training &amp; Placements Committee (Dean of Training &amp; Placements)</b></p>	<p>Faculty representing each department and representatives of Industrial Relations, Alumni Affair, Innovation Centre and Student Representatives with due representation of boys and girls. (Once in a month).</p>	<ul style="list-style-type: none"> <li>➤ Collecting of student performance database and preparing merit based classified list of priority.</li> <li>➤ Maintaining analytical database related to on and out (within one year) of campus placement.</li> <li>➤ Arranging and monitoring training and preparatory classes for competitive tests.</li> <li>➤ Preparing list of core and allied companies.</li> <li>➤ Inviting companies with improved opportunities.</li> <li>➤ Preparing employment brochure for showcasing professional strength and achievements of the students in the line of interests of various employers.</li> <li>➤ Planning to provide more quality placements of the students.</li> <li>➤ Planning for improved communication with the students regarding placements.</li> <li>➤ Maintaining placement efforts and records with documentary evidence.</li> <li>➤ Coordinating with T&amp;P in-charges.</li> <li>➤ Being compulsorily available for all On-Campus placement activities.</li> <li>➤ Any other responsibility assigned by the HOD / Principal from time to time.</li> </ul>

8	<b>Hostel Management Committee (Principal)</b>	One faculty from each department, Health centre in-charge, Hostel Worden, Security in-charge (representation of lady member and reserve category member must be assured) and 2 students from each academic year with equal representation of boys and girls. (Once in a month).	<ul style="list-style-type: none"> <li>➤ Framing administrative rules and regulations for good governance within the stipulated power.</li> <li>➤ Maintaining discipline in the hostel.</li> <li>➤ Monitoring the status of facilities in the hostel such as food, power supply, water supply, accommodation and hospitality of guests.</li> <li>➤ Maintaining the quality in all aspects.</li> <li>➤ Intimating the up to date status of the hostel to the management.</li> <li>➤ Conducting enquiries involving hostel students as per enquiry protocol as prescribed by the Governing Council from time to time</li> <li>➤ Taking care of safe dispatch hostellers to their home at the earliest if their names appear in the list of year drop/ Semester drop (not to be notified in the notice board).</li> </ul>
9	<b>NSS Committee (Dean of Student Affairs)</b>	Faculty representing each department and Student Representatives with due representation of boys and girls. (Thrice in a semester).	<ul style="list-style-type: none"> <li>➤ Maintaining the NSS schedule with a prior plan.</li> <li>➤ Providing all the facilities to the members of NSS in case of camping in rural areas.</li> <li>➤ Maintaining the funds properly for the participating students and members of NSS.</li> <li>➤ Identifying the rural areas to be developed in sanitation.</li> <li>➤ Scheduling the NSS camps for the entire academic year at the semester starting.</li> </ul>
10	<b>Social Welfare (BC/SC/ST) Committee (Principal)</b>	One faculty from each department and Student Representatives with due representation of boys and girls (Twice in a semester).	<ul style="list-style-type: none"> <li>➤ Identifying the welfare schemes available for the BC/SC/ST students.</li> <li>➤ Listing out all the supported students under welfare schemes.</li> <li>➤ Conducting awareness meeting with all the students about welfare schemes and application procedure.</li> <li>➤ Issuing circulars for welfare schemes with their last dates for submitting applications.</li> <li>➤ Listing all the guidelines and rules for the welfare schemes.</li> <li>➤ Intimating the students regarding approval of welfare fund by the Government.</li> <li>➤ Attending meetings conducted by the state and central govt. on welfare schemes.</li> <li>➤ Implementing the welfare schemes with relevant administrative supports and necessary awareness to the students.</li> </ul>

11	<b>Sports &amp; Games Committee (Dean of Student Affairs)</b>	One faculty from each department and Student Representatives with due representation of boys and girls. (Twice in a semester).	<ul style="list-style-type: none"> <li>➤ Developing leadership qualities through games and sports.</li> <li>➤ Preparing proposals to improve the sports and games facilities in the college and obtaining approval from the authority.</li> <li>➤ Listing the sports and games materials and conducting purchase procedure as per rules and regulations in this regard.</li> <li>➤ Maintaining inventory of the sports and games materials in separate stores.</li> <li>➤ Issuing circulars related to selection trials for the students in each academic year.</li> <li>➤ Conducting trail tests in different games and sports for selection of students for the sports festivals organized by the college.</li> <li>➤ Planning schedule of games and sports for the sports festival every year.</li> <li>➤ Publishing brochures related to sports festival and events.</li> <li>➤ Collecting all the other colleges information and intimating the sports festival information to them.</li> <li>➤ Arranging courts for various sports and games events.</li> <li>➤ Providing food and hospitality arrangements for all the participants in sports festivals.</li> </ul>
12	<b>Transportation Committee (Principal)</b>	One faculty from each department and Student Representatives with due representation of boys and girls. (Once in a semester).	<ul style="list-style-type: none"> <li>➤ Taking care about transport facility for the students and faculty.</li> <li>➤ Collecting the strength and seating capacity for the transport facility in the campus.</li> <li>➤ Collecting and maintaining transport fee and fine etc.,</li> <li>➤ Issuing bus pass ID cards to the students and faculty in various routes.</li> <li>➤ Identifying the transport facility needed in different routes.</li> <li>➤ Maintaining the facility to run smoothly serving interests of the students and faculty.</li> </ul>



13	<b>Arts/Cultural committee (Dean of Student Affairs)</b>	One faculty from each department and Student Representatives with due representation of boys and girls. (Twice in a semester).	<ul style="list-style-type: none"> <li>➤ Conducting meeting with members to plan for various cultural events to be conducted in the annual day celebrations.</li> <li>➤ Listing all the cultural events to be conducted in the campus.</li> <li>➤ Conducting various arts and cultural events, competitions and selections by issuing necessary circulars I time.</li> <li>➤ Selecting best performers in arts/culture for college day celebrations.</li> <li>➤ Selection of best performers in cultural competitions.</li> <li>➤ Arranging facilities and venue to perform cultural events.</li> <li>➤ Facilitating the training and practicing avenue for improvement of arts/cultural competence of the students, e.g. by arrangement of SPICMACAY programme in the campus.</li> </ul>
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14	<b>Examinations/ Time Table Committee (Principal)</b>	One faculty from each department and Student Representatives with due representation of boys and girls. (Twice in a semester).	<ul style="list-style-type: none"> <li>➤ Coordinating with examination in-charges for Invigilation duties.</li> <li>➤ Communicating faculty time table changes to exam cell</li> <li>➤ Distributing Exam Application and semester marks memo to the students.</li> <li>➤ Maintaining files and records properly.</li> <li>➤ Providing any data required by exam cell like spot, observer, panel, etc.</li> <li>➤ Entering the marks in “Marks Statement Log Book”.</li> <li>➤ Coordinating with all time table in-charges strictly following the University guidelines.</li> <li>➤ Allotting slots for T&amp;P hours.</li> <li>➤ Allotting extra classes for difficult subject/vast syllabus.</li> <li>➤ Documenting Timetables <ul style="list-style-type: none"> <li>○ Class Timetables</li> <li>○ Individual Timetables</li> <li>○ Master Timetables</li> <li>○ Workloads</li> </ul> </li> <li>➤ Getting Principal’s approval for modifications in timetables, if any.</li> <li>➤ Displaying time tables well in advance.</li> <li>➤ Maintaining the list of Subjects and Subjects Allocation file</li> <li>➤ Getting Results copy from the exam cell.</li> <li>➤ Analyzing the performance in each subject.</li> <li>➤ Informing any omission of results/discrepancy to the Exam cell/Principal for further action.</li> <li>➤ Comparing the performance with previous year’s data.</li> <li>➤ Comparing the performance with other colleges.</li> <li>➤ Submitting the Result Analysis copy to the Principal through the HOD immediately after the announcement of the results.</li> <li>➤ Preparing detained students list with lack of credits.</li> <li>➤ Verifying the Latest Cut-off Credit System with the Exam Cell and filing the related G.O.</li> <li>➤ Any other responsibility assigned by the HOD / Principal from time to time.</li> </ul>
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15	<b>Library Committee (Principal)</b>	One faculty from each department, Librarian, Dean Academics, Dean R&D and Consultancy Services and Student Representatives with due representation of boys and girls. (Thrice in a semester).	<ul style="list-style-type: none"> <li>➤ Preparing list of books, journals, magazines and stationary required for library.</li> <li>➤ Deciding facilities required in library.</li> <li>➤ Planning budget details for library facilities and getting approval from the college authority in the beginning of each academic year.</li> <li>➤ Conducting purchase procedure as per purchase rules and regulations to procure books, journals, magazines etc., in every academic year.</li> <li>➤ Planning the schedule for students and faculty for usage of library facilities beyond college working hours.</li> <li>➤ Arranging systems for online digital library and access to journals facilities.</li> <li>➤ Subscribing reputed magazines and journals for the research and consultancy services.</li> <li>➤ Numbering and maintaining stock registers for library books, journals and magazines etc., separately.</li> <li>➤ Maintaining register for repairs and solutions.</li> </ul>
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16	<p><b>Industry Institute Interaction Committee (Dean of Industrial Relations)</b></p>	<p>Heads of all departments, Dean Alumni, Dean Academics, Dean Training &amp; Placement, Dean R&amp;D and Consultancy Services, Representatives of Alumni, Representatives of industries from IAP programme and Student Representatives with due representation of boys and girls. (Thrice in a semester).</p>	<ul style="list-style-type: none"> <li>➤ Promoting effective interaction between the college and the industry to train and develop right kind of technical manpower by sustaining techno-commercial education to support social growth.</li> <li>➤ Maintaining close interactions between the college and industry/enterprise for the awareness of best practices, latest technological advancements and their implementation bringing impact on the Industry.</li> <li>➤ Organizing programmes to develop close links between Industry-Institute to forge advanced interactions for contemporary needs of technological advancements.</li> <li>➤ Developing interactions with R&amp;D and consultancy organizations for conducting joint research and consultancy works involving faculty and students.</li> <li>➤ Successful execution of IAP (Industry Academia Partnership) programme for training and innovation satisfying mutual requirements of class room teaching in the college and project based work assisted by the industry experts and interactive sessions in industry with the researchers from the college for advanced knowledge on latest technological growth.</li> <li>➤ Providing infrastructure to meet the in-house and out of campus training in the area of communication skills, job analysis, management skills and up gradation of technical knowledge on current topics required by the industry.</li> </ul>
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17	<b>Innovation and Entrepreneurship Development Committee (Dean Innovation &amp; Intellectual Property)</b>	Heads of all departments, Dean Alumni, Dean Academics, Dean R&D and Consultancy Services, Representatives of Alumni, Representatives of industries from IAP programme and Student Representatives with due representation of boys and girls. (Twice in a semester).	<ul style="list-style-type: none"> <li>➤ Developing institutional mechanism to create entrepreneurial culture in the college to foster growth of innovation and entrepreneurship amongst the faculty and students.</li> <li>➤ Organizing Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes and Faculty Development and Skill Development Programmes in the college.</li> <li>➤ Organizing annual business plan competitions.</li> <li>➤ Guiding/ assisting prospective entrepreneurs on various aspects such as preparing project reports obtaining project approvals, loans and facilities from agencies of support system, information on technologies etc.,</li> <li>➤ Arranging interactions with successful entrepreneurs and create a mentorship scheme for prospective student entrepreneurs.</li> <li>➤ Facilitating creation of Innovation/entrepreneurs club in the campus.</li> <li>➤ Conducting market surveys and preparation of feasibility reports to establish innovation on developments in project works assigned to the students with appropriate industrial exposure for their benefit.</li> </ul>
18	<b>Soft Communication and ICT/IOT Promotion Committee (Principal)</b>	Heads of all departments, Dean of Documentation & Public Relations, Dean Alumni, Dean Academics, Dean R&D and Consultancy Services, Representatives of Alumni, and Student Representatives with due representation of boys and girls. (Twice in a semester).	<ul style="list-style-type: none"> <li>➤ Developing the academic website to provide appropriate and relevant information to the existing stakeholders and prospective stakeholders in public domain for effective awareness and services towards further advanced growth of the academic mission of the college.</li> <li>➤ Developing the procedures for continuous review and updating of the information on the website.</li> <li>➤ Developing college website with modern concept of information technology for best up to date informative world class user friendly presentation.</li> <li>➤ Providing ICT tools for the departments.</li> <li>➤ Providing Internet facility throughout the campus and maintaining of LAN, routers throughout the college.</li> <li>➤ Providing high security for college data from outside vulnerable attacks.</li> </ul>

19	<b>Alumni Coordination Committee (Dean of Alumni)</b>	Heads of all departments, Dean Academics, Dean R&D and Consultancy Services, Representatives of Alumni, and Student Representatives with due representation of boys and girls. (Twice in a semester).	<ul style="list-style-type: none"> <li>➤ Maintaining classified information about the Passing-Out students.</li> <li>➤ Getting classified information about the faculty and staff.</li> <li>➤ Maintaining full coordination with the final year students and developing their contacts with the alumnus of interest.</li> <li>➤ Updating the data bank of alumni every year.</li> <li>➤ Preparing the Alumni books on passed out students.</li> <li>➤ Updating the alumni data like placements, phone and electronic contacts of passed out students etc.,</li> <li>➤ Forming and strengthening coordination with the alumni associations.</li> <li>➤ Collecting information and records of achievements forming analytical views on more glorious prospect of the college.</li> <li>➤ Coordinating with the Nodal Officer for updating the files.</li> <li>➤ Any other responsibility assigned by the HOD / Principal from time to time.</li> </ul>
20	<b>Internal Quality Assurance Committee (Principal)</b>	Director /Principal, 2 Senior Faculty and all HOD's (Twice in a semester).	<ul style="list-style-type: none"> <li>➤ Developing a system for conscious consistent and catalytic action to improve the academic and administrative performance of the college.</li> <li>➤ Organizing workshops, seminars on quality related themes and promotion of quality circles.</li> <li>➤ Documentation of the various programmes /activities leading to quality improvement.</li> <li>➤ Providing a sound basis for decision making to improve institutional functioning.</li> <li>➤ Recording and monitoring quality measures of the college.</li> <li>➤ Maintenance of the event registers.</li> <li>➤ Displaying mission of the college.</li> <li>➤ Collecting feedback forms from the students about quality of the college.</li> <li>➤ Appointing student counselors.</li> <li>➤ Making available a student information system which provides all types of data related to each student.</li> </ul>

21	<b>Sexual Harassment Prevention and Redressal Committee (Principal)</b>	Director /Principal, one faculty from each department with due representation of both the genders and Student Representatives with due representation of boys and girls. (Twice in a semester).	<ul style="list-style-type: none"> <li>➤ Investigating the written complaint of sexual harassment at work place submitted to the ICC by any aggrieved person.</li> <li>➤ Committee should function in the light of the stipulated rules and regulations given in the Service Rule Book in this regard with appropriate notifications in time.</li> <li>➤ Committee should consider all the additional documents and witnesses submitted during the proceedings.</li> <li>➤ Committee shall submit its report to the institute with recommendation for any action or no necessary action to be taken on the matter of complaint prima facie.</li> </ul>
22	<b>RTI Processing Committee (Principal)</b>	Director /Principal, one faculty from each department. (As and when required)	<ul style="list-style-type: none"> <li>➤ Conducting awareness workshop on Right to information (RTI) act with all the faculty and students.</li> <li>➤ The right include inspection of work, documents and records;</li> <li>➤ The Act gives the citizen a right to information at par with the members of parliament and members of legislatures.</li> <li>➤ A citizen has a right to obtain an information in the form of diskettes, floppies, tapes, video cassettes or in any electronic mode or through print outs.</li> <li>➤ The committee has to support all the peoples for seeking information as per RTI act.</li> </ul>

23	<p align="center"><b>Anti- Ragging Committee (Principal)</b></p>	<p>Principal, HOD's and Senior Faculty Members. (Twice in a semester)</p> <p>Faculty coordinators from each department</p>	<ul style="list-style-type: none"> <li>➤ Monitoring the anti ragging activities in the institution.</li> <li>➤ Considering the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.</li> <li>➤ Forming Anti Ragging Squads, one for the girl's and another for boy's hostel. The anti-ragging squad will comprise of the following:- <ul style="list-style-type: none"> <li>One faculty member</li> <li>Respective Hostel Wardens</li> <li>Hostel Staff</li> <li>Non teaching staff</li> <li>Senior students</li> </ul> </li> <li>➤ Framing overall guidelines for functioning of the Anti-Ragging Squad with the following primary activities. <ul style="list-style-type: none"> <li>• Vigil and patrolling functions.</li> <li>• To remain mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots.</li> <li>• To conduct regular and surprise checking at various places, hostels and class rooms from time to time, and will appraise the ARC.</li> <li>• Spot investigation into any incident of ragging and make recommendations to the ARC.</li> <li>• Conducting anonymous random surveys among fresher to check whether the Campus is indeed free from ragging.</li> <li>• Ensuring that anti-ragging posters are displayed in designated places.</li> <li>• Occasional dining with the newcomers in the hostels to instill confidence among them.</li> <li>• It shall provide a report to the Anti-Ragging Committee (ARC) every day for the first month and thereafter as directed by The Dean.</li> <li>• Conducting awareness workshops on anti-ragging.</li> <li>• Collecting complaints and actions from the students on any issues related teasing.</li> </ul> </li> </ul>
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24	<b>Women Empowerment Committee (Principal).</b>	Faculty coordinators from each department (Twice in a semester)	<ul style="list-style-type: none"> <li>➤ Preparing agenda to conduct meeting on women empowerment activities</li> <li>➤ Conducting women skill development activities</li> <li>➤ Creating environment to improve the technical skills of women's.</li> <li>➤ Organizing workshops and sensitization programmes both for staff and students by eminent Psychologists and social workers. The committee also should address similar kind of issues on various occasions like: · Women's day · Mother's day · Father's day · Orientation day</li> <li>➤ Conducting seminar, workshop to impart knowledge of opportunities and tools available and train the women.</li> <li>➤ Creating a conducive counseling environment for female gender to share their problems.</li> </ul>
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**Note:**

1. Apart from the scheduled meetings of any committee, meeting can also be held as and when required in case of emergency.
2. In case of any difficulty, Ex-officio members of any committee should attend the meeting by deputing their nominees.

**16.2 List of Department Committees**

Every department must have different committees to support effective functioning of the relevant institute committees. The committees should work under the leadership of the Head of the Department (HoD). All the committees proposed by the HoD are approved and notified by the Principal and reported to the Governing Body. The objectives and functions of the committees are structured as per the guidelines of the Governing Body of the institution.

<b>Sl. NO.</b>	<b>Name of the Committee (Coordinator)</b>	<b>Composition of Committee Members (Schedule of Meetings)</b>	<b>Responsibilities</b>
1.	<b>Departmental Academic Committee (HoD)</b>	Atleast one senior faculty member representing each course of the curriculum, OCs of different academic activities. (Twice in a semester)	<ul style="list-style-type: none"> <li>• Looking into availability and effective utilization of working hours of the institute for improved academic purposes.</li> <li>• Appointing Officer in Charge (OC) for different academic activities of the department.</li> <li>• Monitoring academic performance for necessary measures of improvement.</li> <li>• Moderation of paper setting addressing all interests/objectives of the course work and learning.</li> <li>• Moderation of marking answer book and results avoiding any kind of biasness.</li> </ul>

2.	<b>Departmental Board of Studies (HoD)</b>	Faculty members representing all courses of the syllabus, At least one representative from industry and at least one senior academician of repute from premier academic institute. (Once in a semester)	<ul style="list-style-type: none"> <li>• Assessing efficacy of course structure to deliver required knowledge base through class room teaching and necessary measures for improvement.</li> <li>• Analyzing the improvement in performance of the students in examinations and assignments.</li> <li>• Monitoring the effective use of industrial training/internship for knowledge and professional development.</li> </ul>
3.	<b>Departmental Administrative Committee (HoD)</b>	Three senior faculty members, OCs of different activities, Student Representatives one from each year of UG studies and one from final year PG studies with due representation of boys and girls. (Twice in a semester)	<ul style="list-style-type: none"> <li>• Appointing Officer in Charge (OC) for different administrative activities of the department.</li> <li>• Monitoring functioning of the OCs to discharge their responsibilities for the benefit of the students.</li> <li>• To support HoD for proper execution of all office and administrative matters.</li> </ul>
4.	<b>Departmental Advisory Board (HoD)</b>	Three senior faculty members, stakeholders two each from Parents, Alumni, and employer, Two student representatives from the third year (Once in a semester)	<ul style="list-style-type: none"> <li>• To approve all academic decisions of the department.</li> <li>• On receipt of the report of the Department advisory Committee (DAC), the DAB monitors the progress of the programme.</li> <li>• The DAB develops and recommends new or revised programme goals and objectives.</li> </ul>
5.	<b>Departmental Committee for Extracurricular Activities (HoD)</b>	Three senior faculty members, Student representatives one from each year of UG studies and one from final year PG studies with due representation of boys and girls. (Twice in a semester)	<ul style="list-style-type: none"> <li>• Facilitating production of E-Magazine/Wall Magazine.</li> <li>• Encouraging the practice and participation in performing programmes.</li> <li>• Organizing stress bursting activities in the department.</li> </ul>
6.	<b>Departmental Training and Placement Committee (HoD)</b>	One senior faculty member representing each branch of course work, two student representatives from the third and final year of UG studies and one from final year PG studies with due representation of boys and girls. (Twice in a semester)	<ul style="list-style-type: none"> <li>• Opening further avenue by establishing contact with and attracting more potential employers.</li> <li>• Preparation of data base from success and achievements of the department to project professional acumen.</li> <li>• Organizing seminar/workshop/lecture on employment opportunity by inviting experts from industry</li> </ul>

OC Timetable, OC Examinations, OC Industrial training and internship, OC Academic infrastructure, OC Library and self learning, OC Hygiene and ecosystem, OCs of laboratories, OC Store and inventory.

**Note:**

1. Apart from the scheduled meetings of any committee, meeting can also be held as and when required in case of emergency.

### **16.3.Roles and Responsibilities of Statutory Positions**

All the statutory positions for different functions are approved by the Governing Body and notified by the Principal.

#### **16.3.1 Functions of the Principal**

The principal is the academic and administrative head of the institute and works for the growth of the institute. He will be implementing the policies and approved by the Governing Body meeting, the highest decision making body of the institution. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.

He is the ex-officio member of the Governing Body, Chairman of Academic Council, Chairman of Finance committee and Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Deans, Coordinators, members and other functionaries of administration in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Council

Principal is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular. He, along with all the staff working under him, is singularly and collectively responsible to the Governing Body, Academic council, Institution, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the institution. The principal is primarily responsible:

- i. To conduct the meetings of the Governing Body as per the stipulated guidelines.
- ii. To hold Academic Council meetings as per the norms.
- iii. To coordinate and motivate the faculty, administrative authorities and the supporting staff, to play their respective roles more effectively.
- iv. To work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.

#### **Administrative duties of the Principal are categorized as:**

##### **A. Academic Administration**

- i. On academic matters the Principal is guided by the rules and regulation as well as the norms laid down by JNTU, AICTE, UGC, State Government and the Governing Body of the institution.

- ii. Principal will be assisted by various Heads of the departments, Dean - Academic, Controller of Examinations of the institution, senior faculty members and various committees mentioned in the manual.
- iii. Principal will be endorsed by the Governing Body and Academic Council, for the growth of the college & approval of controlling academic issues of the institution.
- iv. In Admissions process, coordinator-admissions will assist the Principal.
- v. In the matters related to academic work, he will be assisted by the Dean-Academics, Chairman, Board of Studies and heads of the departments.
- vi. An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.
- vii. Principal shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charge.
- viii. Principal shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- ix. Principal shall hold meetings of the Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- x. If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- xi. In the matters related to internal examinations, semester end examinations (both the theory and laboratory), result analysis, detained candidates, Principal will be assisted by the Controller of examinations and additional controllers of examinations of the institution.
- xii. In matters related to student attendance, drop outs, medical condonation Principal gets assistance from Dean Academic.
- xiii. The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- xiv. Principal shall also ensure quality assurance and he should be assisted by coordinator, IQAC.
- xv. Principal shall monitor and evaluate research, development and consultancy activities. Dean, R&D, will assist the principal in this matter. He shall advise and guide the faculty members to get sponsored research projects from various funding agencies.
- xvi. Principal should promote industry-institute interaction for better employability of the students.
- xvii. Principal shall promote internal revenue generation (IRG) activities with the help of staff and students.
- xviii. Principal shall put efforts to look after overall welfare of staff and students.
- xix. For effective functioning of the institution he shall build close rapport between staff, students and management.
- xx. Principal shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.

- xxi. Principal shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UGC, Institution, State Council of Technical Education, Department of Technical Education authorities.
- xxii. Principal shall involve faculty members at different levels for various institutional activities.

## **B. General Administration**

On general administrative matters Principal shall be assisted by the Dean-Academics, Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc.

- i. Shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.
- ii. Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non-teaching staff.
- iii. Arrange performance appraisal of faculty and supporting staff.
- iv. Shall have power to sanction EL, HPL, ML, EOL up to the level of Heads of departments, except for himself.
- v. Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc.) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the institution.
- vi. All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.
- vii. Campus maintenance cell shall work under the instructions of Principal.
- viii. Directed to establish a HR Department to take care of several PRO activities of faculty, Staff and others.
- ix. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

## **C. Hostel Administration**

The hostel administration should be well organized primarily to provide a safe stay of the hostellers in a healthy, academically conducive, friendly and disciplined environment. The administration must be made with good coordination of the faculty in-charge, student representatives of the hostels and the parents/guardians of the authorized students staying in hostel. Principal has the final authority to run the hostel administration with the power to:

- take cognizance of any breach of discipline in the Hostels, and if the circumstances so require, to take immediate disciplinary action in such cases;
- supervise the Hostels in his/her charge in matters relating to the overall functioning of the hostels, the welfare of the residents and discipline;
- inspect periodically the Hostels and be in contact with the Wardens, staff and students;
- permit stay of any guest according to the Hostel Rules & Regulations (Annexure-3);

- take punitive action, including the ordering of eviction of a resident from the Hostel;
  - suspend hostel facilities in respect of resident students defaulting payment;
  - sanction leave for Wardens in the Hostel;
  - prepare and operate the budget of the Hostel with due approval of Governing Body.
- **The Principal shall be responsible:**
- to ensure maintenance of discipline and decorum in the hostels;
  - for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hostel;
  - for supervising the functioning of the Mess and the working of the Mess Staff;
  - for supervision of the purchases and procurements of mess stores, provisions etc.;
  - to ensure the correctness of receipts, issuance of mess stores, crockery etc. and or /the stock balance;
  - for the verification of Stock Register and bills received from suppliers with reference to the stock register;
  - for drawl and adjustment of temporary advance;
  - for the overall security of the Hostels in coordination with the security staff of the Institution/College;
  - to collect declaration from parent.

#### **D. Financial Administration**

- i. Principal is assisted by the Finance committee in financial administration.
- ii. Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- iii. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.
- iv. All contracts for and on behalf of the institution (except himself and the institution) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the institution shall be executed by the Principal.
- v. Principal shall forward monthly salary bills of all the staff of the institution to the finance committee for necessary action and also the members of the Governing Body and its sub committees.
- vi. Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the institution.
- vii. Principal shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- viii. Shall countersign T.A bills.
- ix. Shall have power to sanction advances and final withdrawal of EPF of the staff as applicable.

### **16.3.2 Functions of Head of the Departments**

- a. Responsible for all the academic affairs of the Department.
- b. Organizing approval of all academic activities by the stipulated bodies while maintaining the basic necessity, superiority and transparency to the stake holders.
- c. Looking in to day to day activities related to teaching and other workloads of his/her teaching and non-teaching staff.
- d. Reporting to the Principal regarding all the requirements of his/her department such as faculty member, supporting staff, equipment, books & journals, maintenance etc.
- e. Representing to the Principal about departmental requirements/short comings towards proper functioning of the department, during weekly/fortnightly meetings.
- f. Preparation of annual financial budget of the department and present it to the institute authority for approval.
- g. Using financial power within the stipulated limit to purchase and perform the requirements of the department to run it efficiently.
- h. Looking after the matter related to R & D, Consultancy and Research Publications.
- i. Arranging Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc. with necessary leadership.
- j. Responsible for mobilizing the faculty members in bringing different research grants.
- k. Responsible for conducting innovative programmes including collaboration with other institutions, universities and industries.

### **16.3.3 Basic Roles and Responsibilities of Faculty Members**

Primary responsibility of faculty members is to establish themselves as a highly dignified teacher to the students to enrich their knowledge, understanding and realization of a subject. Continuous effort on self-development through upgrading qualification, experience and knowledge through professional activities is essential. Along with teaching including laboratory work, a faculty member will develop curriculum, resource material for learning and laboratory / practicing facilities by taking due care for periodical improvement. Faculty member will do student's assessment and evaluation including administering tests and invigilation during conduct of tests, aside from acting as paper setter and executing examination work of Institution. Faculty member will counsel and guide student in personal, ethical, moral and overall character development. Faculty member will participate in co-curricular and extra-curricular activities and also will involve in the Academic and Administrative Management of the institution. Depending upon their experience and position in the department the faculty members will also carry some basic professional responsibilities.

#### **A. Professor**

- ii. Performing any other work assigned by the Principal/Management from time to time.
- iii. Organizing continuing education activities.
- iv. Keeping abreast of new knowledge and skills and dissemination of such knowledge through publications of books/monographs.
- v. Organizing seminars, workshops and conferences to enhance national and international exposure of the department.

- vi. Promoting industry sponsored projects, consultancy, testing services and Industry – Intuition interaction.
- vii. Policy-Planning, Monitoring & Evaluation, which are connected to the development.
- viii. Guiding research and promoting activities in skill development, innovation and creation of intellectual property.
- ix. Assisting the HOD in running the academic programme and administration including design and development of new programmes being actively involved with it.
- x. Preparing project proposals for financial support from sponsoring agency on R&D Work in specialized areas.
- xi. Modernization and expansion laboratory facilities with due attention to the perspectives of the department.
- xii. Proactive involvement in monitoring and evaluation of academic and research activities of the department.
- xiii. Participation in the events on policy & planning at the Regional/National level for development of technical education.
- xiv. Maintaining accountability and conduct performance appraisal.

#### **B. Associate Professor**

- i. Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental and institutional level.
- ii. To promote outside contacts for broader exposure of learning through consultancy projects and extension services.
- iii. Curriculum development and developing resource materials for learning.
- iv. Creating research activities and research guidance.
- v. Organizing Conference/seminars/workshops/guest lecturers in the department.
- vi. Any other work assigned by HOD/Principal /Management from time to time.

#### **C. Assistant Professor**

- i. Preparation of laboratory instructions manual, involvement in academic activities as class review committee member, lab in charge, coordinator attendance etc. and assistance to conduct seminars, symposia, guest lecturers etc.
- ii. Assisting the consultancy work and R & D Activities.
- iii. Assisting the activities as a member of anti-ragging committee, discipline committee.
- iv. Assisting in co-curricular and extracurricular activities and student welfare proctor.
- v. Assisting in departmental administration.
- vi. Involvement in departmental/institutional developmental activities including academic development of the institute.
- vii. Shall attend the work allotted by HOD/ Principal / Management from time to time.



### **16.3.4 Functions of the Finance Officer**

The Chief Finance Officer of the institution shall play a key role in preparing the budget of the institution. Entire staff of the accounts section works under his control. His duties will be clearly mentioned in the administrative manual of the institution. His functions also include the following.

- i. Budget estimates relating to income from fees and other sources. Annual estimation of both recurring and non-recurring expenditure such as salary of teaching, non-teaching, supporting and other staff, purchase of equipment, general maintenance etc. and obtaining approval from the Governing Body.
- ii. Responsible for formulation of procedures and guidelines for various financial transactions pertaining to the institution.
- iii. All the staff employed in the accounts section works under CFO/FO. CFO/FO shall monitor and supervises the activities of the staff under his/her control.
- iv. Preparation of pay roll.
- v. Verification of records, receipts and payments, income and expenditure, quarterly-budget control statements, statements related to cash and funds flow, and preparation of balance sheet.
- vi. Budget estimates relating to the grant received/receivable from UGC, AICTE if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- vii. Maintenance of accounts pertaining to sponsored research projects.
- viii. Maintenance of accounts of consultancy funds received through consultancy services offered by the staff/institution.
- ix. Smooth and effective conduct of annual audit by internal auditors as well as statutory auditors and necessary follow-up action.
- x. Any other work related to the accounts assigned by the Governing Body, Academic Council and the Principal.

### **16.3.5 Roles and Responsibilities of the Controller of Examination (CoE)/ACoE**

The Controller of Examination (CoE) shall be a full time salaried officer of the institution and will report to the Principal. The ACoE(s) shall also be full time salaried officer of the institution and will report to the CoE. The CoE shall be the Principal Officer in-charge responsible for making all the necessary arrangements to conduct examinations, tests and timely declaration of results. He shall discharge his functions under the direct superintendence, direction and guidance of the Principal. In the absence of CoE by virtue of any reason anyone from ACoE(s) recommended by Principal will look-after the work of CoE in addition to his own work. The CoE will be the supervisor of Examination Committee constituted by the Academic Council. The Controller of the Examinations shall inform the proceeding of the Examination Committee to the Academic Council as and when required. Subject to prior approval of the Principal, the Controller of Examinations shall perform the following duties and responsibilities namely:-

- a. To prepare academic calendar including examination schedule and implement the same.
- b. To appoint examiners and moderators as prescribed in the rules & regulations.
- c. To arrange for printing of question papers and answer books and their safe custody.
- d. To arrange the evaluation and to process the results.

- e. To arrange for timely declaration and publication of result and to refer, if, deem necessary any matter before the examination committee prior to declaration of results.
- f. To postpone or cancel examination in part or in whole, in the event where such need arises.
- g. To finalize the mode of examination for different courses in consultation with concerned Faculty/ School/ Department/ Academic Council.
- h. To appoint external agency(s)/ observer(s) for conducting and monitoring the examinations.
- i. To appoint external agency(s)/ evaluator(s) for evaluation of examination.
- j. To submit report regarding examination(s) to the Principal
- k. To ensure confidentiality and to make assessment/ improvement in the process of the Institution examination/ evaluation.

The Controller of Examinations shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by the Principal. In the absence of the CoE/ACoE(s), his duties shall be performed by any officer or teacher of the institution as assigned by the Principal.

### **16.3.6 Roles and Responsibilities of the Deans**

Deans will be reporting to the Chairman and Principal of the institute for all purposes of discharging their responsibilities to execute the policies and decision of the Governing Body towards the growth and excellence of the institute. Every Dean shall form its own working team to perform the tasks and events in different areas of delegated work. Deans will serve as a liaison with departments on preparation of academic and administrative strategic plans based on the inputs from Heads of Departments. Deans must communicate time to time their critical observations and suggestions for improvement to the institute management for consideration. Deans will discharge additional responsibilities as assigned by the Management and Principal time to time. The basic responsibilities of different deans are specifically stated below.

#### **A. Dean of Academics**

Organizing preparation and updating of academic curriculum and syllabus / Taking measures for continuous improvement of teaching quality and smart teaching for creative learning / To keep vigilance to maintain the standard and quality of class room lecture materials/ Scheduling of examination / Taking care for modernization of academic and laboratory infrastructure / Analyses of program outcome and taking necessary measures to fill the gap / To satisfy academic requirements of the university / To follow the regulations of the National Board of Accreditation (NBA) to maintain high standard of academics in the institute / To take lead of maintaining the documentary evidences of every items in the interest of accreditation of academic programs by the NBA / Organizing recruitment of high quality faculty members to maintain a high standard of teaching.

Identification of syllabus oriented scope of training in every program / Preparation of the list of industries with respect to their broad area of specialization / Attracting industries to offer internship for the students / Structuring training program involving specific faculty member and expert from industry / Post training presentation and performance evaluation / Collection of feedback and outcome analysis of training for preparation of a note on interest of industry on our students / Performance based counseling service to the students on their strength and weaknesses.

### **B. Dean of Student Affairs**

Governing the hostel services & management / Arrangement of student's health care / Facilitating in house recreation and extracurricular activities to enhance personal growth and leadership quality / Organizing cultural and technical events / Facilitating activities in sports and games / Promotion of national and international exposures and participation in various events and associations / Maintaining behavioral record of the students followed by counseling and mentoring to maintain a cordial and harmonic environment / Organizing activities for self-realization & mental empowerment / Maintaining student's discipline and taking necessary actions with corrective measures / Overseeing the formation of non-political students associations / Grievance appraisal / Felicitations of achievers.

### **C. Dean of R&D and Consultancy Services**

Creation of echo-system for research / Organizing UG/PG project works from research perspective / Promotion of R&D activities by organizing awareness programs and information services / Maintaining liaison between the funding agencies and potential sponsors and facilitating submission of project proposal to sponsoring agencies by faculty members / Managing research projects as per the terms and conditions of the funding agency regarding phase wise execution and utilization of grant satisfying the norms of the SIETK, Puttur / Promoting and managing the industrial consultancy services / Mapping and promotion of structured laboratory facilities for research and outside testing services / Target oriented phase-wise budgeting for investment in research / Outcome analysis / Research paper publication and publication of in-house R&D Newsletter / Identifying innovation and technology development and transfer / Vetting of all agreements and MoUs on research cooperation and technology transfer / Providing platform for start-ups by prospective entrepreneurs to convert their innovative ideas into commercially viable products / Organizing continuing education program and institute lectures.

### **D. Dean of Industrial Relations**

Establishing industrial liaison and promotion of Institute-Industry interactions for innovative research / Promotion of activities under Industry Academia Partnership (IAP) program / Organizing distribution of industrial projects and assignments to the students and mentoring faculty / Motivating and facilitating faculty and students to complete the industrial assignments and projects in time / Adaption of various schemes of government bodies (MSME, AP state program etc.) to establish a culture of structured cooperation with industries / Coordination with the professional bodies of industry (CII, FICCI, SAE etc.) / Implementing government and private schemes for skill development and professional quality improvement / Organizing professional events for industry interactions.

### **E. Dean of Training & Placement**

Organizing result oriented training (Personality, communication skill & aptitude development) activities / Organizing promotional and motivating expert lectures for professional and career development / Student empowerment (Debating, GD, instant talk, mock interview etc.) for improved placement / Showcasing student achievements / Attracting quality employer for campus placement / Arrangement of placement venue and proceedings / Record keeping and outcome analysis / Analysis of job market / Market based feedback & prospective future planning / Exposure to the opportunities and preparation for government jobs (UPSC, Civil services, Defence job, DAE etc.) / Organizing training and coaching services for national and international competitive examinations (GATE, CAT, GRE, GMAT etc.) for job and higher studies / Maintaining alumnus support for quality improvement in placement / To arrange

entrepreneurship camps and to motivate the students for self-employment / To arrange programs for guidance and counseling of the students regarding various sources of finance, men and material for self-employment.

#### **F. Dean of Alumni Relations**

Preparation and maintenance of master list of alumni contacts / Creation of alumni club and implementing strategies for national and international alumni relations network / Organizing alumni meet for cause and glory / Felicitation of achievers / Raising ambassador for Siddharth Institutions / Strengthening face of Siddharth Institutions for societal service / Promotion of strategic alumni relation teams to provide leadership, motivation and support to various organizational activities in order to achieve the high end objectives of different departments and institute / Developing student-alumni connections to feel proud in profession / Organizing professional conferences with the alumnus through electronic media or any other mode / Publication of newsletter to showcase the achievements and alumni group activities / Fund generation for student welfare and societal support.

#### **G. Dean of Documentation & Public Relations**

To act as inspirational leader of the students, faculty members and staffs about Broadcasting and Media Communications of all creative activities, experiences and achievements / Comparative analysis highlighting achievements and uniqueness of the institute / Creative presentation for targeted mass / Documentation to develop “Feel good” faith of stake holders / Structuring appropriate avenue to touch contemporary societal wisdom / Design, development and maintenance of website / Designing and preparation of printed documents for various activities & achievements / Highlighting contribution and dedication of Siddharth Institutions in state and national educational events / Organizing media interactions of electronic, printing and personal contacts / Showcasing novelty of the growth of Siddharth Institutions for rural India / Organizing distant education to full-time and part-time PG students through audio-visual electronic media and radio broadcasting / Organizing online interactive programs for advanced training and courses with industries and corporate.

#### **H. Dean of Innovation & Intellectual Property**

To act as the custodian of all IP rights of innovative research outcome and development of high standard academic matters / Maintaining effective objective oriented communication between students and faculty within the Institution and with other academic units in order to promote innovation and IP creation / Organizing activities to promote innovative mind and culture among students / Patronizing “Student innovation Club” with national and international coordination / Organizing programs for the awareness of rules & regulations, schemes and opportunities for innovators / Arrangement of funding for innovative work / Counselling and mentoring of innovation / Training on novelty search and business plan preparation / Awareness of Intellectual Property Rights and obtaining IP rights / Organizing and facilitating the innovative works and achievements for IP / Preparation of IPR policy documents / Supply of various IP related forms for agreements and certification / Processing the filing of patents and copyrights / Maintaining techno-park and showcasing in institute website / Techno-commercial initiatives.

#### **16.3.7 Chief operating officer**

Chief operating officer serves on some special duty to organize the matters facilitating the prospect of the institute by developing its contacts with the agencies in the interest of students to excel in academics and professionalism. The office primarily operates as follows.

- i. Event Management including Campus Interviews, Placements, Industrial Tours, Institution-Industry Relations.
- ii. Supervision over building activity including execution of expansion Plans.
- iii. Liaison with external agencies.
- iv. Field-level supervision of all developmental activities on the campus.
- v. Liaison work at the time of Admissions etc.,
- vi. Accounts and auditing, Financial Services as may be entrusted from time to time.

### **16.3.8 Librarian**

Librarian must be relevantly qualified and experienced in Library Science/Management. Librarian is fully responsible for the arrangement of modern library facilities and their implementation for better and convenient learning. It should be made available with wide scope of consultation and interaction of books and literatures for the students, researchers and faculty members. Digital library facility should be established for more active and efficient learning. Librarian should make available all the e-learning facilities in the system. Availability of books and journals has to be regularly updated. Utility of the library facility and its ambience should be kept attractive, congenial and transcendental for learning. Coordination should be maintained with the departmental libraries on the available scopes and facilities and their utilization. Documentation of all facilities and their service to the users must be maintained and periodically analyses for necessary action for its improvement. Suggestions from stake holders are always to be considered for developing a more effective library in the institute.

## **16.4 Roles and Responsibilities of Advisory Positions**

All the Advisory positions for different functions are approved by the Governing Body and notified by the Chairman.

### **16.4.1 Functions of the Vice-Chairman (VC)**

The vice-chairman is the chief of all administrative affairs of the Siddharth group of Institutions, and provides leadership in attaining good governance to every administrative issue in the interest of all the stake holders.

The VC works closely with all the administrative colleagues, and assumes overall responsibility for the planning, development, and implementation of more effective and efficient administrative system in the Siddharth group of institutions. The VC maintains a close contact with the heads of the institutions to ensure that it is delivering to its mission on serving the students with a broader perspective. Vice-chairman acts as an advisor to the Chairman of the institute.

### **16.4.2 Functions of the Vice-President**

The vice-president (VP) is the chief of all academic affairs of the Siddharth group of Institutions, and provides leadership in attaining academic excellence across all of its students and faculties of institutions.

The VP works closely with the academic and administrative colleagues, and undertakes overall responsibility for the planning, development, and implementation of academic/research plan in the Siddharth group of institutions. The Vice President maintains a close relationship with the heads of the institutions to ensure that the institutions as a whole are delivering on its mission,

on serving its students, and on the goals of a broader academic plan. Vice president acts as an advisor to the Chairman.

## **16.5 Roles and Responsibilities of Supporting Staffs**

### **16.5.1 Laboratory staffs**

Laboratory staffs must ensure the following for effective operation of laboratories for learning while maintaining safety and health care along with appropriate use of laboratory components.

- i. Laboratory manuals are maintained for all experiments listed for each study course. The manuals must be kept sufficient in numbers to make it conveniently available to all the students.
- ii. List of experiments for all the courses is available to the students along with a general display in the laboratory.
- iii. Laboratory must have a notice board displaying class time table, number of students attending the classes and other updated relevant notifications.
- iv. The laboratory timetable is strictly followed.
- v. The students entering in the laboratory are following the safety dress Code.
- vi. All the safety systems are actively present there in place and the first aid box is freshly maintained.
- vii. Supervising laboratory sessions with due attention to the performance of all the students.
- viii. The experiments are completed within the given time of class time table.
- ix. The workspace is kept clean and tidy at all time.
- x. Handling/using all apparatus is done with care.
- xi. Students are liable for any damage to equipment due to their own negligence.
- xii. All equipment, apparatus and tools are returned to their original places after use.
- xiii. Students are strictly prohibited from taking out any items from the laboratory without permission.
- xiv. Students are NOT allowed to work alone in the laboratory.
- xv. Students are educated and helped to operate the laboratory equipment.
- xvi. Immediate care is taken for any injury occurs to a student during working in laboratory.
- xvii. Immediate reporting to the appropriate authority about any damage to equipment, hazards, and potential hazards.
- xviii. Maintaining an up-to-date inventory of the laboratory equipment all the while, and to make an inventory check at the end of every semester.
- xix. Maintaining all equipment always in tip-top condition and to make them available at all time.
- xx. To propose and assist in procurement of latest equipment/accessories/components necessary for teaching and research.
- xxi. Taking care for self-learning and training to update knowledge on all laboratory facilities for proper necessary assistance to the students.
- xxii. Taking care of grading all laboratory assignments properly in time and results submitted to the respective Department/Unit on schedule.
- xxiii. Carrying out duties and assignments as required by the Head of Department/Dean from time to time.

## 16.5.2 Library staffs

Library staffs should have should have relevant education and training in operational and maintenance jobs of a modern library. They must always be readily present at on and off line service to all the users of library facilities. They are the staffs responsible for maintaining the ambience of thoughtful reading and learning of library users and facilitate readily getting their searching material in hand. All the books, literatures and facilities of library should be always placed in order after every use as per standard library management procedure. They must maintain a system of categorical recording of count, observations and suggestions of the users for immediate necessary action to keep the library facility smart and updated for service.

## 16.5.3 Ministerial staffs

### **PA to Chairman/Vice-President/Principal:**

Act as personal assistant to Chairman/Vice-President/Principal maintain confidential reports pertaining to College and Committee enquiry reports. Any other duties assigned by the Chairman/Vice-President/Principal Maintain strict confidentiality pertaining to important administrative matters of the college.

### **Superintendent:**

Maintain office records, disposal of closed files to record room and periodical destruction of the records, Supervision of records, registers & Personal Registers maintained by the section assistants and over all supervision of the section work.

### **Senior Assistant:**

Receiving currents from section superintendent and put-up files with rule positions pertaining to the allotted works, which he/she is attending He/She should acquaint with the administration, accounts including maintaining Attendance Registers, cash books, leave rules and issue orders based on the approval of the higher authorities.

### **Steno:**

Act as personal Assistant to the Officer and maintain confidential Records. He will record minutes of different meetings and maintain the concerned files.

### **Cashier:**

Drawing and disbursing of cash with respect to salaries and other contingencies maintain relevant records and different cash books, cash remittances in the bank including bank transactions.

### **Electrician:**

Maintenance, repairs and replacement of electrical items, Responsible for the proper and efficient working of workshops and concerning electrical works

### **Lab Assistant:**

Proper maintenance and upkeep the laboratory equipment and assisting the Scientists/Teachers in conducting of practical's and practical exams

### **Lab Attendant:**

To maintain cleanliness of all the lab equipment including lab building, assisting in conducting practical's and practical exams.

### **Store Keeper:**

Maintain stores and stocks of the sections and also maintain all the relevant records. He is also responsible for the lapses occurred in maintaining the stocks and stores during his tenure. Any other duties assigned by the higher authority.

#### 16.5.4 Attenders

- i. They should strictly follow the institution timings regularly.
- ii. They are required to report to their duty at 8.00 A.M every day for the working hours up to 4.30 PM.
- iii. They are required to monitor the students' dress code from 8.00 A.M to 8.45 A.M. every day at the assigned places.
- iv. From 8.45 AM, they are required to be in the department.
- v. They are required to clean the tables & chairs, desk systems, furniture etc. of HOD, staff, class and laboratory rooms.
- vi. They are required to take care of circulation of the circulars issued by the authority to the person concerned in time and get signature.
- vii. After confirmed circulation, it should be reported back to HOD and ensured its filing appropriately.
- viii. They are required to maintain the Notice Board by clipping the Notice Board circulars and also filing of old circulars from the Notice Board.
- ix. They are required to take care of providing drinking water and refreshment/tea to the faculty members and visitors in the department as it is required.
- x. While they go for tea, they should not waste time in between in canteen or at any other department un-necessarily.
- xi. They should always be available and remain alert in their place of duty during the working hours.
- xii. They should to take care of opening and closing of the classrooms.
- xiii. They are required to check the cleanliness of toilets, class rooms, labs and ensure that they are clean.



## **17 IT POLICY**

The IT facilities available in our college can be summarized as follows,

### **17.1 LAN Facility**

There are 13 data network switches (Giga Byte), 18 POE network switches (GB) for access points, 300 CCTV cameras. 1 Gbps of Internet connectivity is shared across the campus for the students, provided by Limras Eronet Broadband service Pvt. Ltd. and BSNL Broadband. The Infrastructure consists of 1 Gbps Fiber optic cable network connecting all the building blocks of the college; Wired and Wi-Fi equipment of 25+ Hub racks, 100+network switches, 30+ routers. Wi-Fi access points are placed in various places. Total of 1235 computers are available to carry out academic and administrative work.

### **17.2 IT Policy of the College**

The IT Policy of the college covers relevant ethical aspects of internet use on the campus and instructs all stakeholders on how the network facilities of the college may be used in accordance with the existing laws and regulations of the nation. Users of network on the computer are required to refrain from any activities resulting in compromising the data security and integrity of the cyber infrastructure of the institution. Any monetary or other damage arising from not following the rules stipulated in the policy will be deemed as the liability of the user responsible for the same. The IT infrastructure of the institution is primarily intended to enable the free and fair access to information for students and staff. Rules are framed to prevent local and remote data breaches or attacks. The policy also makes provisions for the use of the college website and its social media accounts. The college has required legal software and it is the policy of college to promote the use of open source software wherever applicable.

### **17.3 Website – Secure Hosting**

The college has procured a secure domain for itself. All the academic departments and independent cells under the college are provided with sub-domains. All the domains rely on secure communication protocols for information exchange. The domain of the college possess data security features such as Software Security, SSL Support, Regular Backups, DDoS Attack Monitoring, Malware Scanning, Firewall Protection, etc.

### **17.4 Provision for Firewall**

The college intranet is secured with dedicated firewall protection sourced from LIMRAS ERONET who is a leading enterprise security solutions provider. Both hardware and software firewalls are provided to secure network traffic on the college premises. Our leased line Internet connection is connected to the firewall, and all network queries are routed through it accordingly after successful user login confirmation.

Our Server room is secured with 24X7 CCTV surveillance. Physical access to the server room is also limited. Only authorized personnel are granted entry into the server room. All other

measures (including fire and electrical protection systems) are provided to protect servers installed within the server room.

### **17.5 Budget**

As per the IT policy of our institution, funds are allocated for updating the IT facility appropriately, and whenever systems purchase need arises, an additional budget is allocated.

## ANNEXURE - 1

### **ETHICAL STANDARDS & CODE OF CONDUCT FOR TEACHERS**

#### A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
  - a. to respect parents, teachers and elders.
  - b. to express the love of brotherhood to fellow students.
  - c. to accept and extend due respect to every religion and social grouping.
  - d. to love the Nation and commit their endeavors to Her progress.
- shall have a sense of belonging to the Institution.
- shall assume total dedication to the teaching profession.
- shall always have an urge to excel in professional expertise.
- Shall have the interest and ability for continuous learning.

#### A Teacher

- shall wear a respectable attire, befitting the society's expectations.
- shall keep up immaculate personal hygiene at all times.
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.

#### A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

#### A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help.
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the School or of fellow teachers, students or any other member of society.

#### A Teacher

- shall always accept the entity of fellow teachers, honor their sentiments and respect their value system.
- shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

## **ANNEXURE - 2**

### **POLICY DOCUMENT FOR SUCCESSFUL GROWTH IN ACADEMICS AND RESEARCH**

#### **A. Requirements for Faculty Recruitment**

1. Must be having Ph.D. degree from highly reputed academics organization in relevant Interest of the program.
2. Must have minimum 2 publications from the Ph.D. work in reputed international journal
3. Adaptability of smart and creative teaching of engineering subject
4. Ability to involve students in learning beyond class room on real life advanced technical issues
5. Must have justified ability to prepare research project for submission in sponsoring agency

#### **B. Faculty Retention**

1. Faculty members should be advised to stay and academically contribute to the institute for a Minimum period of 3 years
2. Faculty members must be provided sufficient office space and amenities to yow with academic excellence and research and to interact with the students
3. Faculty members must be provided sufficient laboratory space to establish research facilities
4. Faculty members must be provided amicable time slot free to devote in preparation of Innovative teaching and research with specific outcome
5. Faculty members especially those who are engaged in research and administration should be provided family residence within institute campus along with minimum facilities for shopping of Daily family requirements and children education
6. Campus must have facility for emergency medical aid and follow up health care support
7. Campus must have some recreation facility with good ambience

#### **C. Faculty Promotion/Incentives**

##### **Promotion:**

1. Faculty members will be regularly considered for performance based career growth.
2. Performance of faculty member will be considered as successful contribution in Teaching, Research & Consultancy and Administration dearly ensuring benefits to the students and consequently a growth of the institute.
3. Faculty member must ensure a quality teaching with passing of students not less than 80% on any subject in a semester.
4. Faculty members should publish on an average at least one paper in referred SCi/Scopus)Journal and one paper in national conference organized by highly reputed academic institute like IIT, IISC, IIIT, IM, NIT etc. per year
5. Faculty member must earn average good rating of student's response and must not have poor Rating at any academic session during last 3 years within the period of consideration

6. Faculty member must participate efficiently in the administrative duties, at least as delegated by The Head of the Department (HOD), with innovative contribution for the benefits of the student Minimum requirements for consideration
7. Faculty members publishing a minimum of 5 papers in referred (SCI/Scopus) journal in a slot of Three years can be considered as a performer
8. Performer of three and six consecutive overlapping slots of 3 years may be considered for early Promotion of Assistant Professor to Associate Professor and Associate Professor to Professor Respectively
9. For early promotion the faculty member as Principal Investigator (PI) must procure at least one Sponsored research project of costing minimum of 25 lakhs in every independent slots of 3 Years
10. For early promotion the faculty must earn average very good rating of student response as Primary requirement in five years
11. Filing of patents and obtaining copy right will be considered as a research publication
12. Faculty member must participate efficiently in the senior administrative duties as Head of the Department (HOD) or as Dean of any institute level administrative office with innovative Contribution for the growth of the institute excelling performance of the student

**Incentives:**

13. The faculty member scoring greater than 85 in 100 point scale of smart book for teaching any subject will be identified as a smart teacher and will be considered for a suitable award
14. For the pass percentage of >90% of any class containing >50 students, the faculty member will be paid a sum of Rs 5,000/- as a token of recognition of providing quality teaching
15. For each publication in top class referred (SCI/Scopus) journal with high impact factor in a Subject domain, the faculty member will be paid a sum of Rs. 10,000/- for SCI journal and Rs. 5,000/-for Scopus journal, as a token of encouragement.
16. For bringing any major lab equipment of costing at least Rs. 10, 00,000/- under a sponsored Research project an incentive as a recognition of successful effort will be paid to the PI of the Project. The value of incentive may be one fifth of the cost of the equipment
17. Faculty member, organizing a national or international academic event with a sponsorship of at Least Rs. 2 lakhs and 4 lakhs respectively will be paid an amount of Rs. 5,000/- and 10,000/ Respectively as a token of encouragement
18. The faculty members, who are recipient of honorable award from the state or national Government or from any statutory national and international organizations, by virtue of their Extraordinary contributions in academics, research, innovation, industrial cooperation and Institute administration, will be suitably rewarded by the institute.

## ANNEXURE – 3

### **ETHICAL STANDARDS & CODE OF CONDUCT FOR NON-TEACHERS**

#### **A. Professional Values**

- Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- Staff must maintain an impeccable standard of integrity in all their professional relationships.
- Staff should display the highest possible standards of professional behavior that is required in an educational establishment.
- Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them
- Staff should not use their position in the Institute for private advantage or gain.
- Staff should avoid words and deeds that might bring the Institute into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

#### **B. Non-Teaching Staff Responsibilities Towards Faculties And Students**

- Staff must at all times observe the Institute Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies.
- As the technical and administrative staffs are expected to work closely with the faculty of the university in day-to-day activities, the staff must Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- Develop friendly and co-operative relationship with the faculty members Provide full cooperation and support to the faculty members for the development of Institute
- A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit.
- Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Refrain from passing information about colleagues to any individual or agency without his/her express permission.

#### **C. Non-Teaching Staff Responsibilities towards colleagues**

- Non-Teaching Staff Should Treat their colleagues in the same manner as they themselves wish to be treated.
- Speak respectfully of other colleagues and render assistance for betterment of the University. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

#### **D. Non-Teaching Staff Responsibilities towards Authorities**

- No Staff employed in an Institute shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No Staff employed in an Institute shall engage directly or indirectly in any trade or business.

- No staff employed in the Institute shall send any application for employment under any other agency, except through the Authority under the Institute.
- Any staff employed in a college when involved in criminal proceedings shall inform the University.
- No staff employed in an Institute shall engage himself/herself in any political activity. He/ She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff employed in a university shall engage himself/herself or participate in any activity which tends to create disharmony in an Institute.

## **ANNEXURE – 4**

### **ETHICAL VALUES & CODE OF CONDUCT FOR STUDENTS**

1. Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
2. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
3. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
4. The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
5. Strict silence must be observed in a Library.
6. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
7. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.
8. Students must not wait on the Institute premises while the classes are going on.
9. Talking and other disruptive behaviors are not permitted while classes are in session.
10. Students must not attend classes other than their own, without the permission of the class teacher or HOD.
11. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
12. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
13. When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.
14. Students shall do nothing either inside or outside the Institute that will in any way interfere with its orderly conduct and discipline.
15. Be polite and respectful towards others, instructor and other students.
16. If the teacher is absent, the class leader should inform the Head of the Department alternative arrangements.
17. No Society or Association shall be formed in the Institute and no person will be invited to address a meeting without the HOD's or Principal's prior permission.
18. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Principal.
19. No student will be allowed to take active part in current politics.
20. No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
21. Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring



- walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
22. Students should not leave their books, valuables and other belongings in the classroom.
  23. The Institute is not responsible for lost property.
  24. Students applying for certificates, testimonials, etc. which require the principal's signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the principal for his/her signature.
  25. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
  26. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the Institute and University Examinations.
  27. All Institute activities are organized under the guidance and supervision of the Principal and Professor In-Charge.
  28. Students must not associate themselves with any activity not authorized by the Institute Principal. Serious action will be taken of students found organizing or participating in such unauthorized activities.
  29. Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
  30. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time.
  31. Disciplinary action will be taken against students found carrying and/or using cell phones, pagers, walkmans, Discmans, iPods etc. on the institute premises.
  32. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.
  33. Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis. The Institute management is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises. Students and staff may utilize the limited parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences.
  34. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited
  35. Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
  36. No type of vehicles shall be used during celebrations inside the institute campus.
  37. Students joining the Institute are bound by the rules and regulations of the Institute.
  38. The Principal is the ultimate disciplinary authority in the institute.

## ANNEXURE – 5

### **GUIDELINES FOR THE SCHEME OF SCHOLARSHIP FOR COLLEGE STUDENTS**

#### **A. Objective**

To provide financial assistance to meritorious students who are not getting Fees Reimbursement from the Government to meet a part of their day-to-day expenses while pursuing higher studies.

#### **B. Scope**

The scholarships will be awarded on the basis of the results of previous year examination. 5 fresh scholarships per annum [1 Freeship + 4 Scholarship] will be awarded for graduate studies from each branch in colleges.

#### **C. Allocation of scholarships**

The total number of scholarships will be divided amongst the five students from each year in each department, after segregating share of one freeship and four scholarships on the basis of number of students passing out from previous semester who had secured the highest percentage.

#### **D. Eligibility**

Students who are secured top five positions of successful candidates in the relevant stream for a particular Examination, in last semesters, and as may be further modified from time to time, pursuing UG, MBA & MCA courses from our institution and not availing of any other scholarship scheme, would be eligible for consideration under this Scheme. This is applicable to all categories of students both 'general' and 'reserved'.

#### **E. Selection Procedure**

The college Academic Council Committee chaired by Principal will draw up a merit list of scholars likely to be eligible for scholarship within five weeks after the results of the examinations announced for all students. The income of the students' parents will be taken into account before preparing the list. The authorized person will write to the eligible students from the top of the merit list up to the number of scholarships available through a registered letter to confirm within 15 days whether he/she is prepared to accept the scholarship. The candidates from whom replies are not received within 30 days seeking their willingness will not be considered for scholarship and the award will be given to the next eligible candidates in the merit list.

## **ANNEXURE – 6**

### **RULES AND REGULATIONS FOR HOSTEL RESIDENTS (Boys & Girls)**

#### **1. Hostel Management**

1. The following officers constitute the Hostel Management:
  - a. Chief Warden – The Principal
  - b. Warden - senior faculty member of the college
  - c. Resident Warden
  - d. Wing In-charge - Department senior faculty members
  - e. Hostel Supervisor / Mess Supervisor
2. The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

#### **2. Accommodation**

1. Hostel accommodation is available for B. Tech / M. Tech / M.B.A / M.C.A / Diploma for a maximum length of stay for Four years/Two years/Two years/Three years respectively. Every year end they have to vacate the hostel.
2. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. The telephone number of the parent with STD code must be provided. Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel management in writing, at once.
3. Residents are expected to update their personal information in the hostel whenever there is any change in the address, parent's contact number(s), etc.
4. The Hostel Management will generally provide minimum furniture and fittings for each room, consisting of one for each. Residents will be personally responsible for the safety of their belongings.
5. Students should occupy the rooms allotted to them. If any resident is in need in change of room in hostel, he/she is required to get prior permission from the Hostel Management.
6. Before vacating the rooms, the students should fill up the Room Vacating Slip. The electrical installations including the fan should be handed over intact, in addition to the furniture.

#### **3. Code of Conduct**

1. All residents are expected to produce the ID Cards when demanded by Wardens/ Staff Members / Security persons.
2. Day scholars are not allowed to enter into the hostel.
3. Residents shall maintain a high standard of decorum and behavior.
4. At the time of joining in the hostel, students are expected to make sure that furniture, walls and electrical equipment are in good condition. If any damage is noticed, the same may be reported to the Warden in writing.
5. The residents shall not remove any fittings/furniture from any other room and get them fitted/kept in his/her room.

6. Residents shall not fix posters, notices, pictures, or anything that might deface or damage the walls and/or other infrastructure.
7. The rooms, common areas and surroundings should be kept clean and hygienic.
8. Residents are expected to dress decently while visiting the mess hall.
9. Warden / Resident Warden have the authority to conduct surprise checks in hostel rooms. Any act of threats or violence, willful damage to property or drunken and riotous behavior constitutes an offence and attract severe punishment.
10. Finger print (Biometric) registration must be proper for daily attendance. If not registered within the time, they have to pay penalty. (Girls Hostel)
11. Student must be proper for daily attendance taken by the wing in-charges. If not given in proper time, they have to pay penalty. (Boys Hostel)
12. Silent/study hours shall be maintained from 8.00 p.m. to 10.00 p.m. Only inmates are allowed to sit inside the room. Keep room door in open condition.
13. No movement of inmates from one room to another room is allowed during study hour at any case. If any found, their names will be reported to the Warden.
14. Except Saturday, all days study hour is compulsory.
15. No writing work is allowed in study hour (including assignment, homework, observation and record).
16. Residents should not use Charger, Mobile phones and Laptops during Night study hours. (Keep inside the bag. Under bed and pillow is not allowed).
17. Once mobile or Laptop found by Wing in-charge during night study, Students should hand over the electronic gadgets to warden.
18. Residents should get permission letter from their Department to use Laptop in study hour (In case of presentation day & PPT in other colleges).Get prior permission from wing in-charge for illness cases.
19. Lights in the room shall be switched off at 12:00 midnight. Residents are allowed to use laptops in their rooms only till 12:00 midnight.
20. Those who wish to continue studies after 12:00 midnight can do so in the common study area only.
21. Dispose the waste and napkins properly in the respected dustbins. If improper disposing is found in any floor, the entire floor students will be fined. (Girls Hostel)
22. Don't leave slippers outside of the room. (Girls Hostel)
23. 15th and 30th of every month, Students room cleanliness will be checked and taken action.
24. Best & Worst performer of the month/wing will be displayed in the notice board.
25. Residents are expected to sign in the movement register while going out of the hostel other than to the campus on working days and holidays.
26. Any Resident observing that his/her room-mate(s) is/are facing any difficulty and needs/need external help, the same may be informed to the Warden / Resident Warden immediately.
27. Residents are permitted to use mobile phones in the hostel only between 07:00 p.m. and 08:00 p.m. A fine will be levied if residents are found using the phone outside the stipulated hours. The phones will be confiscated if the offense is repeated.
28. Inmates are not allowed to bring bikes and motor vehicles to the hostel premises.
29. Students are not permitted to convene meetings of any kind in the hostel without the written permission from the hostel management.
30. Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute.

31. Birthday celebrations, bursting crackers (during Diwali, Pongal, etc.), throwing colors are not allowed in hostels and on the campus.
32. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
33. In case of damage to or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Associate Warden.
34. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
35. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with punishments very severely.
36. For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, "display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:- Teasing, abusing, of playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do".
37. Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and suspended from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
38. Residents should not participate in any anti-national, anti- social or undesirable activity in or outside the campus. The visit of a person of opposite gender in the hostel is restricted up to common room and lounge.
39. Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
  - a. He / she will be expelled from the hostel.
  - b. A record of his/her misconduct will be made in the personal file.
  - c. The cost of damage will be fully recovered from him / her together with penalty.
  - d. He / she will also be fined commensurate with the offence committed.
  - e. The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.
  - f. No recommendations will be given to him / her for studies abroad.
40. Residents shall settle all the dues on time.
41. Hostel or college authorities are not responsible for any loss of private property of the students residing in the hostels.
42. Residents shall deposit valuables, if any, in the locker. They shall use their own lock for their lockers.

43. Visitors / parents / relatives to the Hostel are to meet the inmate in the reception area on the ground floor with the Warden's / Resident Warden's knowledge only.
44. Warden / Resident Warden will inspect rooms at 09:30 a.m. on working days to ensure that no student is staying in the hostel without permission.
45. Residents shall return to their respective hostels before 06:30 p.m(Girls)/08.00 p.m (Boys).In case if any student wants to go out for a genuine reason, prior written permission shall be taken from the Chief Warden.
46. When vacating the hostel, the inmates shall get the signature from the Warden/Resident Warden certifying that all the furniture and the room are returned in good condition.
47. Misbehavior with wardens or any employee of the institution will attract strict action.
48. Residents are expected to make conscious efforts to take into account the larger interests of the institution and promote a healthy feeling of friendship during their hostel life. Students shall not keep unauthorized property and unauthorized guests in their room.

#### **4. Use of Appliances**

1. The use of electrical appliances such as electric stove is forbidden in any of the rooms allotted for residence. Private cooking in the hostels / Student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
2. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.
3. When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

#### **5. Leave Procedure**

1. Residents can avail Monthly 2 Leave and for the further leave parents has to come in person. It can be availed only for continuous 2 days holidays.
2. Late entry and not proper extension of leave cases; LOGIN ID will be automatically blocked by the software. For their next visit to home, in person parents approval is required.

#### **F. Approval Procedure:**

6. Leave approval procedure
  - a. One day before During working days – Department Approval
  - b. Saturday & Sunday – Resident Warden Approval
  - c. Common holidays – Enabled automatically by Resident Warden
7. Outing procedure
  - a. One day before Sunday Only – 4 hours Resident Warden Approval
  - b. On that day apply for leave approval is not allowed.

Students can check their approval status before 3 hours of their leaving of hostel.

<b>STUDENT IN – OUT TIMING Details</b>	<b>Girls Hostel</b>		<b>Boys Hostel</b>	
	<b>EXIT from Hostel (MORNING) after</b>	<b>ENTRY to Hostel (EVENING) Before</b>	<b>EXIT from Hostel (MORNING) after</b>	<b>ENTRY to Hostel (EVENING) Before</b>
<b>Regular Days</b>	5.30 AM	6.30 PM	5.30 AM	8.00 PM
<b>Approved cases with HoD's permissions</b>	5.00 AM	8.00 PM	5.00 AM	9.00 PM

### G. Visitors

1. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
2. The visit of men students to the women's hostel and vice- versa is not permitted.

<b>Parents/guardians will be allowed to visit the inmates only during visiting hours on specified days</b>	<b>Timings</b>
Working Days	05.00 p.m. to 06.30 p.m.
Holidays	09.00 a.m. to 06.00 p.m.

### H. Mess Rules

1. No student is allowed to stay in the hostel without being a member of hostel.
2. Residents should not take the food and drinks (milk, tea, coffee & Snacks) to their room.
3. The mess timings are as follows and the students should strictly adhere to these timings:

<b>Details</b>	<b>Start Time</b>	<b>End Time</b>
Breakfast	08.00 AM	09.00 AM
Lunch	12.00 Noon	01.30 PM
Snacks	04.00 PM	06.00 PM
Dinner	07.00 PM	08.0 M

4. The mess menu can be subjected to change every month.
5. The quantity of food will be unlimited except in the case of special items.
6. Non-vegetarian will be served as extra items on specified days of the week.
7. Mess reduction is admissible to the residents of Hostels on the following grounds:
  - a. Approved Study Holidays and Semester Vacation declared by the Principal.
  - b. Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
  - c. Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.

8. Application for mess reduction should be made in the form prescribed and it should be submitted **three days** in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Hostel Manager for having applied for mess reduction.
9. Any absence of a student from the mess exceeding 24 hours, should be intimated to the Hostel Warden / Deputy Warden though the student is not eligible for mess reduction.
10. In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess reduction should be submitted within the next 3 days.
11. No student can claim mess reduction unless he/ she had intimated his / her absence in advance by applying for mess reduction in the form prescribed and signed the Mess Leaving Register at the time of his/ her leaving the mess.
12. Residents can avail Mess reduction, if they avail more than are equal to 6 days leave.
13. Residents will be entitled for mess reduction only for N-1 days where N is the total number of days absent from the mess.
14. At the time of joining the mess after availing mess reduction, the students should sign the Joining Register kept in the mess.
15. Students on no account whatsoever will be permitted to take food outside the mess.
16. No food will be served in the rooms of the hostel for any student in their rooms.
17. Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed.
18. Students should not bring any pet animals into the mess halls or encourage such practice.

#### **I. Penalty for Acts of Indiscipline:**

The Faculty Warden, together with the Chief Warden reserves the right to charge fine for the following acts of indiscipline, without any further enquiry or proceedings:

- i. Use of tobacco / chewing pan / any intoxicating substance in the hostel premises
- ii. Shouting / whistling / using abusive words
- iii. Frequent late coming to the hostel even after warnings
- iv. Disobedience towards Warden / Faculty Warden / Staff Members etc.
- v. Damaging hostel property
- vi. Use of electrical appliances, which are not allowed as per the rule
- vii. Bursting crackers or creating such avoidable noisy scenes without the Warden's Permission
- viii. Use of mobile phones / laptops etc. when they are disallowed.



## HOSTELLER'S LETTER OF UNDERTAKING (2019 – 2020)

**Date:**

I \_\_\_\_\_ SON/DAUGHTER  
of \_\_\_\_\_ Studying in \_\_\_\_\_

\_\_\_\_\_ has read all the rules and regulations of Siddharth Group of Colleges Gents / Ladies Hostel and shall follow strictly to them. I am ready to face any disciplinary action, taken by management authorities, if I am knowingly or unknowingly found to be failing in my responsibility as a hostel inmate. I am also aware that the disciplinary action may involve **WARNING, SUSPENSION FROM THE HOSTEL AS WELL AS FROM THE COLLEGE, PENALTY FOR THE DAMAGES CAUSED TO THE HOSTEL PROPERTY** or any of the combination of the above.

I herewith sign this Letter of Undertaking with full knowledge and aware of all the Hostel rules and regulations.

### **Signature of the Hostel Inmate**

**NAME OF THE STUDENT:** .....

**ROOM NO:** .....

**NAME OF THE PARENT:** .....

**PERMANENT ADDRESS:** .....

.....

.....

.....

**PARENT MOBILE NUMBER:** .....

**STUDENT MOBILE NUMBER:** .....

**STUDENT'S PERSONAL DATA FORM (Hostel Copy)**

**Academic year:**

1	Name	:	Date	:
2	Roll No	:	App No.	:
3	Date of Birth	:	Branch	:
4	Degree	:	Reg. No.	:
5	Section	:	10th Mark%	:
6	Father's Name Occupation :	:	12th Mark%	:
7	Mother's Name	:		
8	Occupation	:		
9	College	:		
10	Exam passed (HSC or Equivalent)	:		
12	Blood Group	:		
13	Religion	:		
14	Nationality	:		
15	Mother Tongue	:		

**Parent's Residence Address:**

.....  
 .....  
 .....

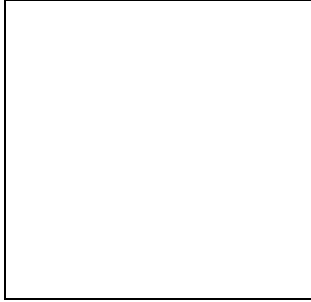
**Parent's Mobile No:**

.....

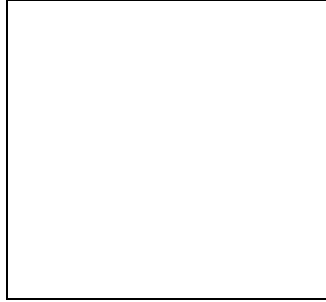
**Parent's Office no:**

..... **Parent's E-mail**

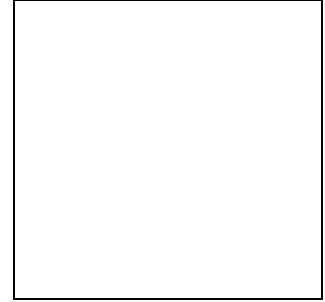
**ID:** .....



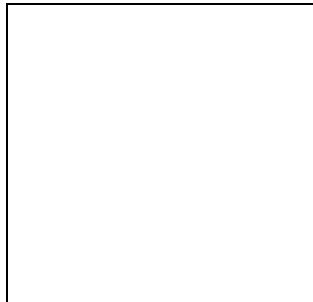
Student's Photograph  
& Signature



Father's Photograph  
& Signature



Mother's Photograph  
& Signature



Local Guardian's Photograph  
& Signature

Hostel Warden's Approval:  
(Name and Sign with date)

## ANNEXURE - 7

### APPOINTMENT LETTER FORMAT

Date:

To

Dear Dr./Mr. -----.

With reference to your application dated.....and subsequent selection interviews held on dated - ---- , we are pleased to appoint you as .....in the department of ----- of our Institution, under the following terms and conditions:

- 1) You will be reporting to the.....
- 2) You will be on probation for a period of one academic year, on successful completion of which your services will be confirmed.
- 3) You will receive a monthly basic pay of Rs....in the grade.....
- 4) You will be paid in addition a monthly dearness allowance as applicable.
- 5) You will be governed by the Service rules and regulations of the Institution.
- 6) You will retire from the Institution service on your attaining the age of superannuation, which is ....for your category of employment.
- 7) Your services can be determined by giving notice of a month either side, however, if you choose to leave the institution during the course of the academic year, you must give 6 month's notice or salary in lieu thereof.

Please sign the duplicate copy of this letter of appointment in token of acceptance of the above terms and conditions and return the same indicating the proposed date of your joining the Institution.

Welcoming you to the Institution and wishing you a successful teaching Career.

Faithfully Yours,

Principal

**ANNEXURE - 8**

**LETTER OF CONFIRMATION FORMAT**

Date:

To

Dear Mr/Ms

Further to our letter of appointment dated....., we are pleased to confirm your services in the Institution as a .....with effect from.....

You will continue to receive the same salary and allowances, as you have been receiving at present.

With best wishes,

Faithfully Yours,

Principal

**ANNEXURE - 9**

**PERSONAL DATA FORM FOR FACULTY MEMBERS**

**PERSONAL DATA SHEET**

Name		<i>Photograph</i>	
Residential Address			
Telephone No.			
Permanent Address			
Telephone No			
email ID			
Date of Birth			
<b>Education</b>			
Qualification and Year of Passing	Institution	Rank and Marks obtained	
<b>Experience</b>			
Place worked	Position	From	To
<b>Family details</b>			
Name of the member		Relationship	

References	

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Place:

Date

Signature

**ANNEXURE - 10**

**SHOW CAUSE NOTICE FORMAT**

Date:

To

**SHOW CAUSE NOTICE/MEMO.**

It has been reported against you that on dated ..... at.....you have done ..... , the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other due punishment.

You are hereby required to show cause of your wrong doing in writing within 48 hours of receipt hereof, failing which necessary action will be taken on this matter.

Principal

Enc: Copy of the original report



**ANNEXURE - 11**

**RETIREMENT NOTIFICATION FORMAT**

Date:

To

Dear Prof./Dr./Mr.

We wish to bring it to your attention that you will be attaining the age of superannuation on .... and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the Institution till the end of this academic year and you will be retired from service on April 30, 20....

The Institution with sincere thanks and due recognition places on record the services rendered by you to it for ...yrs and ...months, and we wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully,

Principal

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