



POLICY DOCUMENT

KESHAV MEMORIAL INSTITUTE OF TECHNOLOGY

Narayanaguda, Hyderabad – 500029

(Approved by AICTE, New Delhi and Affiliated to JNTUH)

PREFACE

Any professional institution, aspiring for growth and development in the field of education, should have a clear vision of its policies and procedures for the furtherance and fruition of its activities. Notwithstanding good infrastructure in terms of buildings, laboratories, staff and other amenities, over-all academic achievement will be painfully low if the procedures, duties, responsibilities and target of every member of the teaching faculty and other employees are not clearly defined and strictly adhered to.

Individuals can put in their best efforts and direct their energies to the total fulfillment of their tasks, only if their duties and responsibilities are clearly known to them. Efficient functioning, achieving the targets, building individual profiles, avoidance of confusion and creation of good rapport with colleagues are possible only if the individuals are fully aware of the procedures and policies.

With this perspective in view, comprehensive, Human Resource norms, guidelines, procedures, duties and responsibilities for various activities have been conceived and given shape to by the combined efforts of the head of the institution and the management.

It is hoped that strict observance of these procedures and achievement of targets will eventually turn every teacher and employee into a role model to be emulated by every student of this Institution. It is also the earnest hope of the management that every member of the teaching faculty and all the employees will put in their right effort to give a positive direction towards synthesizing and imparting cost-effective quality technical education of an exceptionally high standard, for molding the personalities of future engineers.

Principal

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CHAPTER – 1

SERVICE RULES

GENERAL RULES:

INTRODUCTION:-

These rules may be called as “General Service Rules” of KMIT herein after called as “College” and they shall come into force with effect from the date of approval of the Governing Council of the College.

These rules shall apply to the holders of all the categories of posts, whether temporary or permanent, under the employment of the College.

DEFINITIONS:-

1. **College means:-** Keshav Memorial Institute of Technology,
Narayanguda, Hyderabad District.
2. **Governing Council means:-** Governing Council of the College
3. **President means:-** Chairman of the College
4. **Principal means:-** Principal of the College
5. **Employee means:-** The employee of the College
6. **Approved Candidate means:-** A candidate whose name appears in the authorized list of candidates approved by the competent authority or committee for the appointment to a particular post or category.
7. **Temporary means:-** A member appointed initially for a limited period.
8. **Permanent means:-** A member appointed initially in a category or post and who has satisfactorily completed the minimum years of service prescribed by the competent authority.
9. **Backward Class means:-** The community declared so, by the Government of Telangana.
10. **SC/ST means:-** The community declared so, by the Government of Telangana.

RECRUITMENT PROCEDURE:-

The normal method of recruitment to any service in the teaching cadre is either solely by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to higher cadre, approved by the competent authority.

SERVICE BOOK:-

Service Book in the prescribed form should be maintained by the College for all the employees of the college. It shall contain among others, the particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments given to them, from the date of entry up to the date of their leaving the College. Attestation of the entries in the Service book should come from the Principal, from time to time.

QUALIFYING SERVICE:-

The total period of service put in by an employee either in other Engineering Colleges or in KMIT Engineering College shall be considered in all Engineering disciplines, Science and Humanities.

EXTENSION OF TEMPORARY SERVICE:-

If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfactory, that the notes / memos of warning issued to them had no avail and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the period of temporary service.

REMOVAL OF PERMANENT STAFF FROM SERVICE:-

If the permanent staff is found not suitable to carry out the entrusted work or possesses / displays bad conduct which may be detrimental to the student community as a whole, a show cause notice shall be given to the individual by the Principal. The explanation of the individual shall be placed before the appointing authority for final orders either for continuance or for reduction of cadre or reduction of salary or removal from service.

SENIORITY:-

The seniority of a person in a category shall, unless he/she has been placed to lower rank as a punishment, be determined by the total qualifying service rendered by him/her in the post.

Seniority will be lost based on the number of LOPs and EOL s availed.

RESIGNATION BY EMPLOYEES:-

A candidate, when appointed as a staff in this college shall work for a minimum period of one year. He/she shall be relieved only at the end of the semester after completing one year of service and also completing all the academic work pertaining to the semester concerned. They should also give one month notice in writing or remit one month gross salary to the college in lieu of notice period. For notice period, no vacation or casual leave in their credit will be taken into account. In case of any shortage in two months notice period, appropriate recovery will be made.

INCREMENTS:-

All the staff members in a post or cadre on time scale of pay are eligible for increments in that time scale by putting in one year of service as on 1st December unless it is withheld as a measure of punishment. An increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory or there has been many LOPs and EOLs.

RETIREMENT:-

Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however be permitted to continue in service till the close of the academic year.

ANNUAL PERFORMANCE APPRAISAL REPORT:

The faculty member shall submit the open and transparent performance report every year, containing the teacher's academic activities and achievements. The H.O.D. shall offer his remarks and observation on the report. The Performance Assessment Committee headed by the Secretary shall review the reports and finalize. The assessment shall be used for the following purposes.

1. Award of annual increments.
2. Award of special increments and awards for superior performance.
3. Award of career advancement and promotion.
4. Monitoring and recording of the regular growth of each faculty member.

POWER TO MODIFY THE RULES:-

These rules are subject to modifications or amendments as may be made from time to time by the Governing Council.

If any dispute arises in the interpretation of these rules, the decision of the Governing Council shall be final.

CHAPTER 2

RECRUITMENT PROCEDURE – FACULTY

PRINCIPAL

Category	:	Principal Scale of Pay: Rs.37400-67000 + AGP-10000 (Plus a special allowance Rs.10000/=)
Qualification	:	1. Ph.D. in Engineering & Technology
Experience	:	Professor in relevant discipline with total experience of 15 years in the field of Teaching / Industry / Research
Age	:	Maximum age limit for holding the post of Principal shall be 65 years of age or the age fixed by the AICTE
Mode of recruitment :		(i) Advertisement in leading National Dailies, indicating the post shall be made. (ii) Applications received against the advertisement shall be scrutinized by a Committee and a list of eligible Candidates shall be short listed. (iii) All eligible candidates will be called for an interview. (iv) There shall be a Selection Committee consisting of the following Members: 1. Chairman/ Secretary 2. Advisor 3. One member from Governing council 4. Two external experts.

Appointing Authority: Secretary

RECRUITMENT PROCEDURE - COMMON TO ALL DISCIPLINE

Advertisement will be made in leading Dailies, indicating the posts.

Applications received against the advertisement shall be scrutinized discipline wise and a list of eligible candidates will be prepared.

All eligible candidates will be called for the interview and interview will be conducted by the selection committee.

There shall be a Selection Committee consisting of the following Members:

- 1 Chairperson
- 2 Principal
- 3 Two Subject experts
- 4 Two experts from JNTUH.

- i. Interview procedure: The candidates shall be requested by the Committee to give a technical presentation on any one topic of their interest for about 10 minutes, to assess their communication skills and then the personal interview shall be conducted to assess their technical knowledge. For some branches(CSE/IT) a coding test is also conducted as a qualifier. The Committee shall prepare a panel of selected candidates in the order of merit.

- ii. Age : Should not have completed 70 years of age as on 1st July of the year for which recruitment is being made. The Governing Council may however, relax this age rule in favour of any deserving individual on the recommendation of the Principal.

This is applicable to all categories

- iii. Scale of pay:
- | |
|-------------------------|
| Assistant Professor |
| 15600-39100 + AGP 6000 |
| Associate Professor |
| 37400-67000 + AGP10000 |
| Professor |
| 37400-67000 + AGP 11000 |

- iv. Reckoning of service : Qualifying period of experience and service referred for promotion in sections 2.3 will be reckoned as on 1st August of that year.

- v. Appointing Authority : Secretary

b. FACULTY NORMS

The qualification experience and other requirements for various posts relating to different departments are given below:

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.	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Researchand /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. 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/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.

HUMANITIES AND SCIENCES

FACULTY NORMS

S.No.	Cadre	Qualification	Experience	Essential Requirement
1	Professor	Ph.D. in the relevant area	15 years Teaching Experience in Engineering College, out of which 5years should be in the cadre of Asst. Professor.	<ol style="list-style-type: none"> 1. Shall publish at least one technical paper every year in National / International conference National / International journal, seminar and symposium at regional level 2. Get consistently satisfactory performance appraisal report
2	Assistant Professor	P.G.(55% Marks) with M.Phil	9 years teaching experience in engineering college at the level of Assistant professor	<ol style="list-style-type: none"> 1. Shall publish at least one technical paper every year in National / International conference National / International journal, seminar and symposium at regional level 2. Get consistently satisfactory performance appraisal report
		Ph. d in relevant area	5 years teaching experience in engineering college at the level of Assistant professor	
3	Assistant professor (selection grade)	P.G.(55% Marks) with M.Phil	7 years teaching experience in engineering college at the level of Assistant professor	<ol style="list-style-type: none"> 1. Non ph.d holders shall register for ph.d. within 2 years from the date of appointment and shall obtain ph.d within 7 years 2. Shall publish at least one technical paper every year in National / International conference National / International journal, seminar and symposium at regional level 3. Get consistently satisfactory performance appraisal report
4	Assistant professor (senior grae)	P.G.(55% Marks) with M.Phil	3 years teaching experience in engineering college	<ol style="list-style-type: none"> 1. Candidates shall register for ph.d within 2 years from the date of appointment
5	Assistant professor	P.G.(55% Marks) with M.Phil	Fresh Candidates	

CHAPTER – 3

RECRUITMENT PROCEDURE – NON-TEACHING STAFF

TECHNICAL POSTS

Categories of Post :

- a. System Programmer / System Administrator Scale of Pay :9300-34800
- b. Technical Assistant Scale of Pay:5000-34800
- c. Skilled Assistant Scale of Pay: 4000-20200
- d. Office Assistant Scale of Pay: 3000-10000

Qualification and Experience :

Sno.	Designation	Qualification	Experience
a	System Programmer / System Administrator	B.Sc.(CS) or BCA or Dip.in Computer Tech (D.C. Tech)	Minimum one year experience is required in the field of Computer maintenance and trouble shooting
b.	Technical Assistant	A pass in the Diploma course in the relevant field	Minimum one year experience is required in Engineering College maintaining laboratory equipments / apparatus and handling laboratory experiments for helping the students.
c.	Skilled Assistant	A pass in 10 th class with ITI or + 2 or 10 th class with Minimum 2 years experience in Engineering Colleges	-
d.	Office Assistant	A pass in 10 th or +2 or its equivalent	Experience in Engineering Colleges will be given preference

- Age : Should have completed 18 years of age but less than 60 years as on 1st July for all the above categories of post.
- Mode of recruitment : Advertisement in leading Dailies, indicating the posts shall be made.
- i. Applications received against the advertisement shall be scrutinized by the HODs concerned and put up a list of eligible candidates to the Principal.
 - ii. All eligible candidates will be called for an interview.
 - iii. There shall be a Selection Committee consisting of the following members:
 - i. Secretary
 - ii. Advisor
 - iii. Principal
 - iv. Management Representative - Member
 - v. Director / HOD concerned
 - vi. Registrar
- Appointing Authority : Secretary

LIBRARY AND PHYSICAL EDUCATION STAFF

Categories of Post :

- a. Librarian Scale of Pay: 15600 –39100
- b. Library Assistant Scale of Pay:5200-20200
- c. Director of Physical Education Scale of Pay:15600 –39100
- d. Physical Training Instructor Scale of Pay:5200-20200

3.2.2	Qualification and Experience :	
a.	Librarian	A PG Degree in Library and Information Science (MLIS) with Computer Knowledge and 10 years of experience in an academic institution preferably in engineering Colleges or University out of which 5 years must be in the capacity of Assistant Librarian.
b.	Library Assistant	A Pass in 10 th or +2 with certificate course in Library science, with a minimum one year experience in a local Library or College Library.
v.	Director of Physical Education	A PG Degree in Physical Education with M.Phil in the relevant field and computer knowledge and 5 years of experience in an academic institution, preferably in Engineering Colleges.
d.	Physical Training Instructor	Any Bachelors Degree with a Certificate course in Physical Education with Computer knowledge.

Age : Should have completed 18 years of age but less than 60 years as on 1st July for all the above categories of post. However retired persons can hold the post up to 65 years.

Mode of recruitment : Advertisement shall be made in leading Dailies, indicating the posts.

1. Applications received against the advertisement shall be scrutinized by the Department concerned and a list of eligible candidates will be put up to the Principal.

2. All eligible candidates will be called for an interview.

3. There shall be a Selection Committee consisting of the following members:

- i. Chairperson
- ii. Advisor
- iii. Principal
- iv. Management Representative -Member Director / HOD concerned

Appointing Authority : Secretary

ADMINISTRATIVE POSTS

Categories of Post:

- a. Senior Admin officer Scale of Pay :15600-39100
- b. Admin Scale of Pay :12000-18300
- c. Personal Secretary to Principal Scale of Pay:
10285-15500
- d. Junior Assistant Scale of Pay:10285-15500
- e. Office Assistant Scale of Pay:8000-13500
- f. Driver Scale of Pay: 8000-13500

Qualification and Experience:

a.	Senior Admin officer	<p>A PG Degree with Computer knowledge with 10 years of Administrative experience in an academic institution preferably in Engineering Colleges or University or Directorate of Technical Education, out of which 5 years must be in the capacity of superintendent.</p> <p>Or</p> <p>A Bachelors Degree with computer knowledge with 20 years of Administrative experience in an academic institution preferably in Engineering Colleges or University or Directorate of Technical Education, out of which 10 years must be in the capacity of Superintendent.</p>
b.	Admin officer	<p>A Bachelors Degree with computer knowledge with 15 years of Administrative experience in an academic institution preferably in Engineering Colleges or University or Directorate of Technical Education, out of which 7 years must be in the capacity of Assistant or Senior Assistant or Personal Secretary to Principal.</p>
c.	Admin Assistant	<p>A Bachelors Degree with computer knowledge with 5 years of Administrative experience in the Junior Assistant level, in an academic institution, preferably in Engineering Colleges.</p>
d.	Junior Assistant	<p>A Bachelors Degree with computer knowledge, with 2 years of Administrative experience in an academic Institution, Preferably in Engineering Colleges.</p> <p>Or</p> <p>Fresher shall also be considered, based on their merit and ability.</p>
e.	Office Assistant	<p>A pass in 10th class; good physique is essential.</p>
f.	Driver	<p>A pass in 10th class</p> <p>Must possess a valid license for driving a heavy / light transport vehicle issued by the competent authority.</p> <p>Must have elementary knowledge of auto- Mechanism.</p> <p>Must possess First Aid Certificate.</p> <p>Must have one year experience in driving.</p>

Age	:	Should have completed 18 years of age but less than 60 years as on 1 st July for all the above categories of post. However, retired persons can hold the post up to 65 years.
Mode of recruitment	:	<p>Advertisement shall be made in leading Dailies, indicating the posts.</p> <ol style="list-style-type: none"> i. Applications received against the advertisement shall be scrutinized by the HODs concerned and a list of eligible candidates will be put up to the Principal. ii. All eligible candidates will be called for an interview. iii. There shall be a Selection Committee consisting of the following Members: <ol style="list-style-type: none"> 1. Secretary 2. Advisor 3. Principal 4. Management Representative - Member 5. Director / HOD concerned 6. Registrar
Appointing Authority	:	Secretary

CHAPTER 4

PROMOTIONAL PROCEDURES

ELIGIBILITY:

The HOD shall be asked to prepare a list of all qualified and eligible candidates for promotion as Assistant Professor, Associate professor and Professor in the month of July every year. The HOD shall also request the faculty members to submit an annual performance appraisal report from various departments, along with the personal remarks of the HOD for each individual. The qualification and experience to become eligible for promotion are the same as given in chapter 2 for direct recruitment.

SCREENING COMMITTEE:

A Screening Committee will be constituted with the following Members:

1. Secretary
2. Principal
3. Director or HOD concerned

SELECTION PROCEDURE FOR PROMOTION:

The Screening Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The list will be placed before the Governing Council along with the Service Register of the individuals for approval. The approved candidates shall be promoted.

CHAPTER 5

ACADEMIC PROCEDURE

5.1 MID EXAMINATION:

The mid exams I&II are conducted for the duration of one hour twenty minutes for each exam which covers entire syllabus and marks awarded for each mid is 25 marks the pattern of mid exams are

Setting of Mid Question Paper:

3 sets of subjective and objective question papers based on blooms taxonomy are prepared for all subjects out of which one paper is randomly picked 30 mins prior to examination for printing.

Mid Exam Pattern:

PART-A: Subjective: It is conducted for one hour which consists of 4 one mark short answer questions which are compulsory and 4 long answer questions out of which 2 should be attempted with each carrying 3 marks.

PART_B: Objective It is conducted for 20 minutes which consists of 20 bits (20*0.5=10 Marks)

Assignment: is awarded for 5 marks

Averages of two mid exam marks are to be considered as final mid marks

5.2 ABSENTEEISM FOR TEST:

Absenteeism for tests is not allowed. Leave or OD will not be sanctioned on that day. Further, Students who are absent for tests will not be allowed to attend classes until his/her parent meets the H.O.D.

5.3 CORRECTIVE MEASURES FOR FAILURE IN TESTS:

Faculty will ensure that the identified students who failed (< 14 marks out of 25) in Mid I exam will attend remedial classes in their respective subjects. The class teachers will intimate the parents through an E-mail as well as an SMS in case of poor performance in tests.

5.4 COMMON COMPREHENSIVE TEST:

A common screening test (Aptitude and Coding test) covering all technical subjects will be conducted in 3rd year 2nd sem for shortlisting students into Finishing School.

5.5 REMIDIAL CLASS/SPECIAL CLASS:

The subject teacher shall arrange special class after class hours (duration 1 hour) for those students who have failed (< 50%) in tests. The special classes will commence immediately after Mid I exam. The HOD will prepare the schedule for special class and get it approved by principal. Absenteeism in coaching will not be permitted. Students absent for special classes are strictly not allowed to attend classes the next day without their parents meeting HOD/Principal. Parents need to give written undertaking. Special online coaching classes on holidays will also be conducted by subject teachers for poor learners.

The HOD will visit the special class and take attendance and ask those students who were absent for the coaching class to bring their parents for counselling. The parents should give an undertaking.

5.6 INTERNAL MARKS:

Allotment of Internal marks is purely based on mid Exam.

5.7 TEXT BOOKS:

Possession of a prescribed text book by the student for every subject in the semester concerned is mandatory. The student can either purchase all books on his own or use library.

5.8 STUDENT ATTENDANCE

The Subject teacher will take the student attendance using an App(DRONA) at the beginning of the hour and which would be directed to parents through Sanjay app , class teachers through Trinetra App to track the students attendance record.

Attendance will also be taken in all periods by the subject teacher concerned in HOURLY Attendance. Individual teachers handling theory classes and labs have to mark the attendance in that app for their periods on day to day basis. It will be monitored by the HOD.

If any student absents for more than 2 days due to sickness, the parent should send an E-mail or SMS or a medical certificate to HOD.

Under normal circumstances, such as attending a relative's marriage, or family function etc. a student should get prior permission from the HOD and submit leave letter to HOD to avail the leave. If he/she is absent without prior submission, he/she is considered absent (A).

Individual faculty has the freedom to send the student out and or mark absent for inattentiveness / indiscipline behaviour in the class in their class attendance (hourly attendance).

Late comers to class either during first hour of the day or tea break or lunch hour will not be allowed to attend the class. Students will be asked to spend that hour in the

library and attend from next hour.

The percentage of attendance is calculated by the respective subject teacher based on hourly attendance only and overall attendance will be compiled by class teacher.

The monthly attendance shall be published by the HOD. If the attendance is <75%, the parents should be informed and summoned for discussion.

Student Leave letter, Medical certificates and undertaking from parents, percent attendance etc should be maintained in HOD's office.

5.9 FACULTY ATTENDANCE

Bio-metric attendance system involving finger print will be adopted for faculty and non-teaching staff.

5.10 LECTURE NOTES

Each faculty member will have to submit a hand written lecture notes or PPT made by faculty for the first 3 units of his / her subject to the HOD before commencement of each semester.

During the course of the semester, the balance lecture notes for remaining 2 units need to be handed over to the HOD. The lecture notes will be reviewed by the HOD. During the semester, their course files will be thoroughly reviewed twice by the course file incharges. The Principal and HOD will monitor the proper submission of course files by the faculty members and pull up the defaulters. The Principal along with HOD will also review the quality of the course file contents .

5.11 COURSE FILE: (FACULTY)

Each faculty member has to maintain a **Course File** and a **Personal File**. The course file will contain a copy of the lecture notes and the following:

1	V / M / PEO / POs /PSOs
2	Course Structure
3	Course syllabus
4	Course Outcomes (CO)
5	Mapping
6	Academic Calendar
7	Time table(class &I individual)
8	Lesson plan
9	Topics beyond syllabus (TBS)
10	Web references
11	Lecture notes
12	Power point presentations / Videos

13	University Question papers
14	Internal Question papers with Blooms taxonomy and Scheme of evaluation
15	Assignment Question papers with proof
16	Tutorial evidence
17	Result Analysis to identify
18	a. Weak and advanced learners b. Remedial class proof
19	Result Analysis at the end of the course
20	Course Assessment
21	Guest talks, field visits etc.
22	Attendance register
23	Course file (Digital form)

5.12 PERSONAL FILE (FACULTY):-

Each faculty has to maintain a Personal File. The personal file will contain a copy of the following.

1. Bio- data – Latest with all contributions
2. Promotion, incentive letters
3. Self Appraisal
4. Professional Memberships
5. Contributions
6. PhD registered/ awarded/ guided
7. Research Publications
8. Faculty Development Programs attended / resource person
9. Appointment Letter / Joining Letter
10. All educational qualifications – certificates
11. Appreciation letters
12. Other certificates of experience, PAN card, Aadhaar card, Form 16 etc. If any

5.13 ACADEMIC WORK LOAD:-

The HODs and Professors will be allotted one theory subject and 2 theory subjects for other faculty members. The lab classes will be distributed in a balanced way.

5.13.1 Laboratory:

There will be a maximum of 60 students per batch. One main faculty and 2 supporting faculty will be made available.

5.14 DEPARTMENTAL FACILITIES:-

1. Each class in the department is provided with an LCD Projector
2. Each Department is provided with minimum of 5 computers with internet connectivity, 3 printer and LCD projector.

5.15 PROCEDURE FOR FINAL YEAR PROJECT

The Project Coordinator should be identified by the HOD and should be asked to coordinate the various activities relating to the project work. Individual review committees will be formed for each branch of study. The committee will consist of HOD, senior faculty members and Project coordinator. The committee meetings will be convened by the HOD as per schedule provided by the principal.

The faculty members should give the broad areas of their interest in guiding the final year project by the second week of July. The HOD and the Coordinator should group the students into batches with maximum of 4 and minimum 3 members considering their willingness and preference by second week of July. The guides for the different batches are to be identified and fixed based on the area of interest and mutual consent, by third week of July.

The students will be given time for project work during the working days after attending any class as per university syllabus given. This will facilitate the students to have continuous association with the college.

Finalized project title and external guide should be identified and lists sent to the Principal by the second week of September.

Students start their literature survey for the project work and complete by the end of the 7th semester, so that the project work can be commenced during the 7th semester itself. Review of the abstract of the project and approval by the project review committee of the department to be completed by first week of December (Tentatively), before the commencement of University Lab / Theory Examinations.

A zeroth review must be conducted for all batches before the end of 7th semester. The Project Coordinator and the group guide must evaluate the project and suggest the student on improvement / changes to be made. Zeroth review carry 50 marks and should be completed by first week of December.

The project review committee shall review the progress on the project work (First Review) by the first week of February and suggest the course of action for the timely and successful completion of the project work. The First Review will be evaluated for 50 marks.

The second review of the project work by the project review committee shall be by the first week of March. The second review – evaluated for 50 marks. Internal mark for project is based on the average mark obtained in Zeroth, first and second reviews. Project Coordinator will allot the internal marks in consultation with internal project guide of each batch.

5.16.10. The final review and approval of the documentation of the project by the review committee shall be completed by first week of April. The bound project report is to be submitted following the final review.

CONDUCT OF LAB CLASSES

The staff in-charge of lab course shall prepare the list of experiments to be conducted, subject to a minimum of 10 experiments and also shall prepare their laboratory manual and supply it to the students.

The number of students per batch shall be restricted to a maximum of 3. However individual terminals may be given for every student in the computer lab.

The faculty shall give explanation for each experiment before the commencement of the practical classes. The faculty shall inform the students to come prepared for viva-voce questions, to draw the circuit diagram if any and to explain the objectives and procedure of the experiments.

The staff in-charge shall ask viva-voce questions and also ask the students to explain the objectives and procedures for conducting the experiments for about 10 minutes and assign marks in the observation note book based on the response of the students.

The staff in-charge shall ensure that the record of experiment of the previous week is submitted by every student or else the students should be asked to sit at one corner in the lab and write the record. The list of students who have not submitted the records shall be sent to the H.O.D.

All the staff members assigned to the laboratory class are equally responsible for the conduct of the lab class. The Lab-technicians shall be trained in assembling of the circuit, use of instruments etc by the staff in-charge and they shall be asked to help the students in trouble-shooting and using the instruments.

The staff in-charge shall never engage themselves in correcting the record note books during lab class and shall be engaged only to assist the students in conducting the experiments.

The staff shall ensure that those students who have not completed any experiment up to date are summoned to the Laboratory during the free hours to complete the experiments

The record note book and observation note book should be completed by each student in all respects and kept ready for inspection. The faculty will be responsible otherwise.

The staff in-charge shall display the list of experiments in the Laboratory notice board.

CHAPTER – 6

DUTIES AND RESPONSIBILITIES

PRINCIPAL

General Administration and Finance:

The Principal shall convene the Governing council meeting at least once in every semester.

The Principal shall make recommendations regarding plans for the development of the institution in the years to come.

6. 1.1.3 The Principal shall prepare the annual budget and place it before the governing body of the college for approval.

He shall monitor the purchase of equipment and consumables, auditing and maintenance of stock registers and certify the bills for payment by Trustee. He will also ensure judicious use of equipment and consumables.

He shall help the creation of necessary infrastructure for a conducive atmosphere for education in the campus.

He shall participate in the development of campus in terms of sports and extracurricular activities.

He shall ensure the appointment of qualified staff (both teaching and non - teaching)

He shall recommend necessary welfare measures for the benefit of the staff and students.

He shall monitor the allocation of duties to various staff. He is responsible for administration of teaching and non-teaching staff and maintenance of discipline / harmonious relations.

All correspondences within the campus and to outside organizations and the University will be done through the Principal with the approval of the Governing body

The Principal shall ensure that the policies and rules of the Government and the University are strictly adhered to by the institution.

The Principal shall convene the HODs meeting at least once in 15 days and maintain the Minutes book.

The Principal will interact with the Secretary on day to day matters. He will regularly appraise through weekly reports with the Chairman/ Secretary. He will function as a team leader of teaching and non-teaching staff to achieve academic excellence.

Academic:

The Principal shall make arrangements for planning the various courses to be offered and the preparation of course materials

The Principal shall supervise the course timetable, staff allocation, staff attendance and syllabus coverage.

He shall ensure the conduct of internal continuous assessment examinations at appropriate periods.

He shall monitor the student projects, progress and the University examinations (theory and practical).

He shall review the reports of the analysis of test marks of the students and arrange for special coaching etc for academically poor students.

Student Affairs

The Principal shall plan for offering value-added courses, training and placement opportunities and educational tour to the students.

He shall provide avenues for co-curricular, extra-curricular activities, professional societies and counselling and guidance programmes to the students.

He shall also provide for a grievances redressal mechanism while ensuring strict discipline in the campus.

He shall arrange for the periodical monitoring of students attendance and their progress in studies and arrange for parent-teacher meetings as and when necessary.

He shall take appropriate action to ensure that the rules and regulations are strictly followed by the students.

He is authorized to take disciplinary action such as calling the parents for discussion, suspension of students from the college or dismissal of the student from the college or expulsion of the students from the hostel in the event of any breach of rules and regulations by a student in consultation with the management.

He is authorized to take disciplinary action on teaching / non-teaching staff such as calling for explanation, issue of memo, stoppage of incentives / increment and dismissal from service in the event of non performance of basic duties and functions or indulging undesirable activities in the college or non-compliance of instructions of the Management / Principal / H.O.D. in consultation with the Management.

The Management expects the Principal to be a coordinating point to ensure that all the policies of the management are implemented and promote the college as an excellent educational institution.

Research and Extension Activities

The Principal shall encourage conducting of seminars and symposia and such research – oriented activities in the campus.

He shall encourage the staff to become members of professional bodies, carry out consultancy works, mini projects and other extension activities.

HOD

- a. The HOD shall convene the department staff meeting once in 15 days and maintain the Minutes book.
- b. The HOD shall co-ordinate local industrial visits, guest lecturers, educational tour, test examination and purchase of library books, consumables and equipment for laboratories. He should conduct project review meetings in consultation with students and staff and implement

The HOD shall be accountable for all the academic activities of the department and shall guide the faculty members, to improve the student performance, teaching, research, laboratory facilities etc.

He /She shall check the record of class work once in 15 days, supervise the lab and theory class work on daily basis, co-ordinate preparation of annual budget for various activities and arrange for annual stock verification.

He /She shall maintain the files and records as per NBA guidelines.

He /She shall co-ordinate the activities like conduct of project viva, seminars, symposia, special lectures and provide support services for student placement, and department student association.

The HOD will be responsible for semester academic planning, manpower planning, subject allocation, lab equipment maintenance, conduct of test, final year project review, class committee, meeting time table, allotment of department work, staff meeting etc.

The HOD will implement activities as per in academic calendar of the college and submission of reports.

The HOD will be in charge of students academic and personal data base maintenance, Society activities, professional societies and alumni.

He/ she shall fully be responsible for conducting coaching class, verification of log books and coverage of syllabus for all semesters, internal assessment marks and lab works.

He /She will be responsible for the scrutiny of lesson plan, lecture notes, lab manuals and question bank, log book, etc and for monitoring theory classes, lab sessions, students attendance and discipline, guest lecture and industrial visits.

TEACHING STAFF

Every faculty member shall be given a teaching load as per the norms and any one or two of the following administrative responsibilities, or as assigned by respective HOD.

- a. Laboratory in charge
- b. Class Coordinator
- c. Subject coordinator
- d. Lab coordinator
- e. Allocation of workload, preparation of class work time table, master time table, practical examination time table, hall arrangement and lab allocation.
- f. Alternative class work arrangement, annual budget preparation (other than lab), purchase of library books, data submission to Principal's office for inspection, staff leave register, educational tour, faculty recruitment and local visits.
- g. Co-ordination of final year student projects and faculty mini- projects, student data maintenance, placement cell co-ordination and arrangement of guest lectures and student paper presentation.
- h. Any other special administrative works assigned by the competent authority.

Every teacher shall carry out the following as per the schedule:

- a. Submission of mid examination marks on or before the 3rd day after the test.
- b. Record of class work shall be submitted once in 15 days to H.O.D and at the end of the semester to Principal.
- c. Details of lesson plan to be submitted to HOD & subject coordinators before commencement of classwork

Every faculty member shall give assignments to students for all the subjects taught by him/her and it shall be included as a part of course file. The assignments shall be corrected and given back to students.

Every faculty member shall submit a list of text books to be purchased by the students one week prior to commencement of class work to the H.O.D and he/she should announce the text books followed by him/her. The H.O.D shall in turn submit it to the Principal for procuring them for library.

Every faculty member shall prepare questions and answers for every unit based on blooms taxonomy and give them to the students as soon as the unit is covered. Every teacher shall prepare the laboratory manual, lecture notes by compiling the questions and answers and questions bank and give them to the students.

In addition to normal academic and administrative work loads, every faculty member shall carry out other work assigned by the management, Principal and H.O.D.

Every faculty member shall check the discipline of students in the class, Laboratory and in the campus and if any student is found misbehaving, it should be immediately reported to the Principal for action. The faculty member shall never use any abusive language or punish any student, when the student indulges in misconduct or misbehaviour in the premises of the college.

No teacher shall cancel any theory class or laboratory class or send a fellow teacher to his/her class without permission from the H.O.D/Principal, when the latter is present in the college.

Every teacher shall arrange special remedial class for academically weaker students on holidays or evening time in consultation with H. O.D / Principal / Management.

Every teacher shall prepare the course plan for teaching the theory courses in his /her own way and ensure to get a minimum pass percentage of 95 and more in his/ her subject. The percentage pass marks obtained by the students will be taken into consideration while considering the increments/raise in the salary.

Every teacher shall encourage and guide students in the preparation of technical papers for presentation in conferences.

Every teacher shall review the analysis of mid test marks, university examination marks and counsel the weak students.

It is mandatory on the part of every faculty member to maintain a personal and a course file. Every teacher shall publish minimum one Technical paper every year.

In case a teacher resigns his/her job, they should give one months prior notice or one months' salary in lieu thereof. The relieving orders will be given only at the end of a semester.

Wherever a teacher fails to fulfil the mandatory functions or works or responsibilities he/ she will be issued a memo calling for an explanation by the Principal.

If the teacher fails to fulfil the mandatory functions or works frequently during an academic year, he/she will be relieved from his / her post without notice.

Every teacher shall submit representation relating to any grievance in work place or problems encountered with students or any other matter to the Principal or Grievance and Redresal cell for necessary action.

The H.O.D is authorized to call for explanation and issue memo to any faculty member if he/ she fails or refuses to carry out the work. The H.O.D shall submit a report to the Principal on all such cases.

PLACEMENT AND TRAINING OFFICER

The placement and training officer shall be the co-ordinator of placement and training cell. The cell shall meet once in every month and finalize plan of activities for II, III, and IV year students to improve employability of students and submit the plan for the approval of the Principal and Management.

The HOD discusses with faculty members about the weak areas of the students and informs the same to Placement cell and then the FS decides the syllabus.

He/she shall collect the student profile and academic record of the final year students (Starting from their second year) and retain the same at his office.

He shall prepare a detailed brochure highlighting the facilities in the college, department and student activities and academic performance and placement particulars both in soft and hard copies and send it to selected industries for

facilitating the conduct of campus interviews.

He shall collect the addresses of selected companies and shall meet the HRD or relevant officer of the companies for visit and subsequently arrange for the campus interview.

He shall make all arrangements for the conduct of the campus interview including Conduct of test, group discussions, personal interviews etc.

He shall maintain the records of placement, student records, college brochure, list of companies etc. He shall also provide support services in the preparation for GRE, TOFEL and procurement of passport, and submission of application to foreign universities.

In-house trainers are appointed by the placement officer

- i. Personality skill development
- ii. Soft skill development.

A minimum of 4 special programmes per semester shall be arranged.

He shall strictly adhere to the time schedule for organizing placement training programmes and mock tests as given the time table and academic schedule.

He also collect the criteria by various companies so as to decide on the latest technologies available. They are made available as a part of SONET.

He is responsible to collect feedback of students and share it with HOD.

He shall arrange regular training classes for VII semester students on the following topics through outside agencies.

Personality and communication skill

- a. Oral communication
- b. Written communication
- c. English grammar
- d. Comprehension in English
- e. IQ and aptitude test
- f. Personal interview.

He shall maintain the year-wise placement records such as the companies which have conducted placement interviews in our campus and in other places, employment records of students containing the names of students, designations of posts etc.

PHYSICAL DIRECTOR

He shall daily monitor the general discipline of students during the working hours and report to the Chairman if any breach has been noticed.

The disciplinary aspects to be monitored include adherence to dress code, maintenance of silence, promptness in attending classes, engagement of classes by faculty members preventing the students from loitering in the corridors, damaging the property, defacing walls or teasing of girl students in the Verandah

He shall take adequate measures to prevent any misbehaviour, misconduct, especially during extracurricular activities and other college functions.

He shall be the secretary of the Sports Board. All the H.O.D's shall be the members of the board and Managing Trustee shall be the patron of the board and the Principal shall be Chairman of the board.

He shall convene the Sports Board meeting at the beginning of every semester to discuss and finalize the sports & games activities for the semester concerned.

He shall prepare the annual budget for the sports and games accessories such as nets, balls, etc and submit them to the Principal.

He shall train students for participating in various tournaments and also organize University Tournaments in our college.

He shall arrange intramural sports and games for our college students.

He shall employ the security personnel for periodical inspection of the verandas and class rooms in the main building and get reports on disciplinary aspects.

LIBRARIAN

A Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section. He /She should inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.

In the Circulation section the Librarian will take up the duties such as lending of books to

students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of Library card, correspondence related to missing of books, missing of Library cards, renewal of books to the students and staff etc.

In the Reference section, the Librarian should maintain the reference books according to classification and also help the staff and students for general reading. He /She should also display the latest arrival of the books in a prominent place to attract the readers.

In the Periodical section, the Librarian is responsible for ordering the journals and back volumes, display the latest journals etc.

In the Acquisition section, the Librarian is responsible for selecting the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.

In the Technical section, the Librarian is responsible for routine classification of books, cataloging of books.

In the Maintenance section, the Library staff is responsible for shelving the books, maintaining the stack area and self rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and online public access catalogue (OPAC).

CLASS AND YEAR COORDINATORS/SUBJECT COORDINATORS

The coordinators are expected to monitor, assess and workout strategies for ensuring the best academic performance in the particular class or year for which the person is assigned as coordinator. For achieving this objective they will have to regularly monitor, assess and work out strategy for following the academic schedules and processes effectively.

Verifying the Logbook maintenance by various faculty members.

Syllabus coverage and the extent to which the course plan has been adhered to.

Follow up of assignments in terms time of issuing, submitting and returning and the students' performance in the assignments.

Follow up regarding the regularity in timely provision of question papers to exam Cell, smooth conduct of exams, performance of students in tests, discussion with Faculty and arriving at strategies for improving the performance of the students in Future.

Regular discussions with students for understanding their problems and grievances with reference to academic activities and work out strategies for Eliminating any problems faced.

Conduct of regular class committee meetings, ensuring that the minutes are recorded and follow up action is initiated based on the outcome of the meeting.

Ensure that faculty members are present in the classes as per the time table and are also arranging proper alterations when they are on leave. No unnecessary alterations when the faculty member is present in the college.

Ensure that laboratory classes are going on effectively and the students are feeling satisfied with the knowledge they are gaining through practical classes.

Maintaining the test analysis report, the record of monthly percentage of attendance, university examination result analysis report and University examination rank list. (The analysis will be done by Result Assessment committee)

Maintenance of the student record such as name, phone number, parent's Permanent address, E-mail ID, category of admission etc. He shall also maintain the record of students transferred from other colleges, students prevented from writing examinations, dropouts, suspension, dismissal etc.

Collecting the list of text books to be purchased by the students for each subject from the respective teachers and forward the same to the H.O.D for further processing.

LAB IN-CHARGE

He/ She shall ensure that the required quantity of equipment and consumables are purchased and kept in the laboratory as per the norms of JNTUH.

He shall arrange for servicing of all equipments as and when required and maintain all the equipment and trainer kits, instruments etc. in working condition.

He shall make use of the services of the lab technician to keep the lab equipment and other items neat and clean.

He shall train the lab technician to assemble the experimental setup, carry out trouble-shooting and to conduct the laboratory experiments and make them to assist the students in assembling the circuit diagrams and using the instruments etc.

He shall prepare the annual budget estimate for the purchase of equipment, consumables and servicing and repair under three separate headings namely equipment, consumables, servicing and repair for the laboratory concerned and submit it to H.O.D.

He shall prepare the display chart to display the following information in the Laboratory concerned.

- i. List of laboratory courses and faculty members conducting the course.
- ii. List of experiments for the lab course.
- iii. List of laboratory courses conducted in the room.
- iv. Lab Time-Table.

He shall maintain the non consumables and consumables stock registers and arrange for annual stock verification during vacation in consultation with H.O.D.

He shall initiate action well in advance for the purchase of consumables and non-consumables for the laboratory.

He shall make stock entry for consumables and non-consumables and certify the bills for payment whenever the items are newly purchased.

He shall maintain a list of equipment specified by JNTUH and the list of the available items in the concerned laboratory in the format given by the university and arrange for stock verification during vacation in consultation with H.O.D.

He shall prepare the Physical layout and other technical details for the installation of new equipment whenever required and submit the same to the Principal through the H.O.D for execution.

At the end of each semester he will submit a list of equipments / instruments damaged by the students along with value and forward to Principal for further action.

COLLEGE LEVEL

KMIT - 42

S. No.	Faculty-in-Charge	Responsibilities
2	<p>CENTRE FOR RESEARCH AND INSTITUTE - INDUSTRY COLLABORATION</p> <p>Dept. Co-ordinators:</p>	<ol style="list-style-type: none"> 1. M.O.U. with reputed Industries. 2. Short term courses and Seminar / Symposium in collaboration with Industries. 3. Students' in-house Mini projects. 4. Paper presentation by students and faculty. 5. Attending Conferences / Workshops / Seminars by students and faculty. 6. Organizing Conferences / Workshops / Seminars /symposia 7. Association activities 8. Organizing Faculty Development Programme. 9. Higher studies -faculty members 10 In training for students and faculty. 11. Students projects from Industries. 12 Research proposals to funding agencies. 13 Consultancy works. 14. E class rooms 15. Audio-Visual centre 16. Creation of centre for student's project.

S. No.	Faculty-in-Charge	Responsibilities
3.	<p>CENTRE FOR PLACEMENT & TRAINING</p> <p>Inhouse Training course co – ordinators</p> <p>Dept Placement co-ordinator</p>	<ol style="list-style-type: none"> 1. Organizing-in-house training classes for Communication skills, aptitude , computer programming, G.D and Mock Interviews. 2. Conducting model Aptitude Tests, communication skill and computer programming tests. 3. Organizing workshop/guest lectures on personality development with external agencies 4. Preparation of student profiles and placement brochure. 5. Procurement of placement training related Books, CD, VCD, template etc. for GRE, TOEFL GMAT etc and creating a library. 6. Establishing contact with prospective employers and IT companies to arrange campus interviews. 7. Creation of student data base and company data base 8. In-house resource creation relating to interview skills and GD techniques. 9. Common time table for placement training courses. (Language lab, internet lab, computer lab) and Co-ordination of preparation of study materials and workbooks for in house training. 10. All works related to placement and training activities.

S. No.	Faculty-in-Charge	Responsibilities
4.	EXAMINATION CELL	<ol style="list-style-type: none"> 1. Daily Test / Unit / mid / University Examination as per procedure. 2. Examination fee collection and submission to COE. 3. Paper revaluation and Xerox copy of Answer script. 4. University Exam Accounts maintenance and submission. 5. Issue of Hall tickets and University Mark statements 6. Appointment of Squad member and Examiners for paper valuation 7. All correspondence with COE. 8. Procurement of Stationery items for Test and University exam. 9. Maintenance of Xerox machines. 10. Maintenance of Stock book for stationery items. 11. Submission of Internal assessment marks and Attendance to COE 12. Complaints on Question paper to COE 13. Semester drop out and re-admission for attendance shortage 14. Lecture Hall allocation and desk arrangement. 15. Exam malpractice reports
5.	ACADEMIC MONITORING CELL	<ol style="list-style-type: none"> 1. Student and staff daily attendance report. 2. Collection of data from department 3. Preparation of required reports. 4. Student leave, permission and all other matters. 5. Maintenance of student data bank with address, phone number etc. 6. All reports to parents. 7. University result analysis report 8. First year student +2 mark analysis. 9. Implementation of Academic calendar schedule. 10. Units completion, Lab experiments, completion report etc and submission to Principal. 11. Any other Work.

S. No.	Faculty-in-Charge	Responsibilities
6	CLASS TEACHERS	<ol style="list-style-type: none"> 1. Student and staff daily attendance report. 2. Collection of Internal assessment marks from class teachers and its publication 3. Collection of consolidated Weekly test, mid Exam report from class teachers. 4. Maintenance of leave and permission letters of students. 5. Monthly attendance report of students with < 75% attendance to Parents and its publication. 6. Maintenance of student data bank with address, phone number etc. 7. Intimation of long absentees of students to parents and department 8. Sending daily test, test marks and university marks to parents. 9. University result analysis report, collection from department and intimation to parents. 10. Creation of student and faculty data base. 11. University result analysis. 12. First year student +2 mark analysis.
7.	CENTRE FOR ACADEMIC INFORMATION AND MANAGEMENT SYSTEM	<ol style="list-style-type: none"> 1. Computerization of Academic Management and Information System. 2. Online Aptitude test. 3. Online feedback. 4. Development of new software modules for academic administration.. 5. Digital publication of lecture notes and question bank 6. Software installation for academic monitoring

S. No.	Faculty-in-Charge	Responsibilities
8.	CENTRE FOR CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES	<p>I. Sports</p> <ol style="list-style-type: none"> 1. Conduct of sports & games. 2. Annual budget for the sports and games accessories 3. Sports day celebration. 4. Events for sports day. <ol style="list-style-type: none"> a. Estimate for prizes b. Conduct of the sports and games. c. Organizing the sports day functions. 5. All development works relating to sports <p>II. Cultural</p> <ol style="list-style-type: none"> 1. Finalization of cultural day events. 2. Preparation of proposal of purchase of prizes. 3. Organizing the cultural day function. 4. Preparing students to participate in cultural events and sports in other places. 5. Creation of a centre for cultural activities. 6. NSS and YRC Activities 7. Blood and Social service camp. 8. All development works relating to cultural activities <p>III. Co – Curricular Activities</p> <ol style="list-style-type: none"> 1. College Magazine. 2. Inter departmental activities 3. Professional societies Activity 4. Various Chapters

S. No.	Faculty-in-Charge	Responsibilities
9.	CENTRE FOR ACADEMIC RESOURCES	<ol style="list-style-type: none"> 1. Collection of Lesson plan, Lecture notes, question bank for all semesters and submission to Principal.(Except I Year) 2 Report on Guest Lectures, Industrial visits and submission to Principal 3. Student feedback. 4. Internet maintenance and maintenance of all records, attending to breakdown, renewals, correspondence etc.
10.	CENTRE FOR ALUMNI AFFAIRS	<ol style="list-style-type: none"> 1. To create the data base of Alumni 2. To conduct periodical meetings and annual meeting with alumni members. 3. To resort to the help of Alumni members for placement activities. 4. To mobilize funding for special purposes like scholarships, prizes, awards etc. 5. To conduct lectures by invited speakers.

S. No.	Faculty-in-Charge	Responsibilities
11.	LIBRARY AND COLLEGE MAGAZINE	<p>I. Library</p> <ol style="list-style-type: none"> 1. Collecting list of books and journals from HODs and procurement after approval 2. Indexing and stocking of books and journals. 3. Stock taking of books & periodical publication of defaulters list. 4. Indexing and stocking of lecture notes and question bank. 5. All works related to Library development. <p>II. College Magazine</p> <ol style="list-style-type: none"> 1. Preparation of College newsletters and magazine 2. Recording of Important events under the heading <ol style="list-style-type: none"> a. Technical Papers Published b. FDP Programs attended for faculty members c. Campus Placement d. MOU e. College Events

S. No.	Faculty-in-Charge	Responsibilities
12.	ACADEMIC SCHEDULE AND CALENDAR	<ol style="list-style-type: none"> 1. Academic Calendar preparation for first year, higher semester, and vacation proposals. 2. Semester Academic schedule and declaration of holidays. 3. Arrangement of HOD and faculty meeting and maintaining minutes. 4. Monitoring the implementation of all important events in calendar 5. Class representative and class teacher meeting with Principal.
13.	COORDINATORS FOR FIRST YEAR	<ol style="list-style-type: none"> 1. Collection of Lesson plan, Lecture notes, question bank for first year and submission to Principal. 2. Time table for first year classes and academic calendar preparation. 3. Photocopying and binding of Laboratory manual for first year students. 4. All other academic activities for first year.

S. No.	Faculty-in-Charge	Responsibilities
14.	LAB RECORD AND CLASS NOTE BOOKS	<ol style="list-style-type: none"> 1. Purchase of lab records & observation note books & class note books for students and issue of the same to students. 2. Purchase of note books, text books, lab coats, drawing instruments, calculators, syllabus book, bags etc for first year students and Issue of the same to the first year students. 3. Collection of minutes of class committee meetings of first year, discussions with Principal and implementation of suggestions.
15.	RAILWAY & BUS CONCESSION	Issue of Railway & Bus concessions Forms.

DEPARTMENT LEVEL

S. No	Activities and Faculty In- Charge	Dept.	Responsibilities
1.	ACADEMIC MONITORING AND CONTROL	ECE EIE CSE IT M.Tech (CSE)	<ol style="list-style-type: none"> Review of Daily absentees list of students and counselling the students. Collection of Weekly test and SA test report and counseling students. Review of test absentees list and counseling the students. Preparing list of students for coaching class and arranging coaching class. Class representative meeting and assessment of student's grievances. Arrangements for Graduation day function. Faculty recruitment works. Association activities. University result analysis Setting up department library. Proposal for Purchase of books.
2.	TIME TABLE IN-CHARGE	ECE EIE CSE IT M.Tech (CSE)	<ol style="list-style-type: none"> Subject allocation to faculty members. Master time table for theory and laboratories. Laboratory class work allocation. Semester wise and individual time table. University practical examination time table including arrears examinations. All works relating to faculty recruitment. Proposal for procurement and issue of Lab Records, Observation Book and Note Books.

S. No	Activities and Faculty In- Charge	Dept.	Responsibilities
3.	FINAL YEAR PROJECT CO-ORDINATOR	ECE EIE CSE IT M Tech (CSE)	<ol style="list-style-type: none"> 1. Writing letters to various organizations for fixing project work. 2. Formation of student batches for project work. 3. Collection of confirmation letters from companies and fixing internal guides. 4. Formation of project review committee. 5. Scheduling and arranging project review. 6. Collection of project review synopsis from students prior to each project review. 7. Maintenance of project review committee's evaluation marks. 8. Monitoring the preparation and submission of project report by students. 9. Monitoring mini projects by faculty members and students. 10. Supervision and co-ordination of technical paper presentation by students. 11. Arrangement for University examination viva-voce. 12. Collection of Unit Coverage, Lab experiment Completion report and submission to AAMC. 13. Collection of Lecture notes, and Question Bank for various semesters.

S. No	Activities and Faculty In- Charge	Dept.	Responsibilities
4a.	GENERAL DEPARTMENT WORKS – PART-I	<p>ECE</p> <p>EIE</p> <p>CSE</p> <p>IT</p> <p>M.Tech (CSE)</p>	<ol style="list-style-type: none"> 1. Guest lectures. 2. Proposal for purchase of Library books and Journals. 3. Budget preparation for the above items. 4. Association, seminar and symposia activities 5. NBA Accreditation / ISO – record maintenance. 6. Question bank Xeroxing and binding for all semesters.
4 b.	GENERAL DEPARTMENT WORK – PART-II	<p>ECE</p> <p>EIE</p> <p>CSE</p> <p>IT</p> <p>M.Tech (CSE)</p>	<ol style="list-style-type: none"> 1. Records to AICTE and JNTUH University inspection committee. 2. Department file maintenance. 3. Overall annual budget preparation 4. Faculty development program, deputing faculty members to conferences , workshop etc. 5. Lab Manual Xeroxing and binding and Issue to students. 6. Purchase of White and Colour Chalk, Duster, White Paper, Printer Paper, File and A4 Sheets etc.

S. No	Activities and Faculty In- Charge	Dept.	Responsibilities
5.	LABORATORY IN-CHARGE	M.Tech (CSE) ECE CSE IT EIE	<ol style="list-style-type: none"> Servicing of all equipments, trainer kits, instruments etc. Training the lab technician to assemble the experimental setup for various lab courses and maintain equipments for each lab course. Annual budget for the purchase of equipment, consumables and servicing and repair of equipments. Display of the following information in the concerned laboratory. <ol style="list-style-type: none"> List of laboratory courses and faculty members conducting the course. List of experiments for each lab course. Lab time-table. Display of important wall charts. Display of important equipments in the lab. Arranging for annual stock verification during vacation. Maintaining stock Register entry of consumables and non-consumables and certify the bills for payment whenever the items are newly purchased. Maintaining the list of equipment specified by Anna University and the list of the available equipments in the concerned laboratory in the format given by the university Preparing the Physical layout and other technical details for the installation of new equipment whenever required and submit for execution. Development of the laboratory facilities for mini projects by the faculty members and students. Submission of the list of equipments / instruments damaged by the students along with value at the end of each semester and forward to Principal for further action. Coordinating the preparation of laboratory manuals. Proposal for new equipments to meet the requirements of revised curriculum. Equipment status report submission.

S. No	Activities and Faculty <u>In- Charge</u>	Dept.	Responsibilities
6.	CLASS and YEAR COORDINATORS	M.Tech (CSE) IT CSE EIE ECE	<ol style="list-style-type: none"> 1. Collection of breakage fee. 2. Distribution of university mark sheets and Hall tickets. 3. Students leave letter approval and daily absentees monitoring. 4. Arranging alternative class while faculty member is on leave. 5. O.M.R. sheet submission with internal mark. 6. Student data maintenance – Name, Roll, Address, Phone No, Progress card and arrears subjects etc. 7. Organizing special coaching class for weaker students 8. University Examination Result Analysis 9. Submission of Minutes of class Committee meeting to Principal's Office 10. Submission of all academic reports pertaining to the class. 11. Maintenance of daily test, assignment, internal assessment test marks and internal assessment marks.
7.	COMPUTER STATIONERY STORES IN-CHARGE	CSE	<ol style="list-style-type: none"> 1. Purchase of all computer and printer stationery. 2. Annual budget preparation for the above items. 3. Maintenance of consumables stock register. 4. Stock entry and bill passing. 5. Maintenance of indent book for issue (printer paper & printer ribbons)
8.	INTERNET IN-CHARGE	IT	<ol style="list-style-type: none"> 1. Internet maintenance 2. Breakdown call 3. Bandwidth recording & Renewal 4. Maintenance of all records.

S. No	Activities and Faculty In- Charge	Dept.	Responsibilities
9.	COMPUTER CONSUMABLE IN- CHARGE	CSE – System Administra tor	<ol style="list-style-type: none"> 1. Purchase of computer and printer components. 2. Maintenance and issue of computer and printer components. 3. Annual budget preparation and stock register maintenance. 4. Maintenance of consumable stock register. 5. Stock entry and bill passing. 6. Maintenance of indent book etc. for components.

LIST OF RECORDS AND FILES TO BE MAINTAINED IN THE DEPARTMENTS

1. Attendance & Assessment record of students
2. List of faculty members department wise
 - i) Degree certificate copies
 - ii) Appointment Order
3. Faculty work load
4. Department time table (Semester time table, Lab time table, Class room allocation , Master Time Table)
5. Lab Manuals
6. Academic performance record of students (University result analysis)
7. Faculty development programme
 - i. Summer – Winter Schools
 - ii) M.E. Programme
8. Record of student projects
 - i. Project review methodology
 - ii) Sample copies
9. Course File
10. Syllabus & Curriculum
11. Education tours
12. Guest lectures
13. Symposium & Seminars
14. Student mini projects
15. Annual Budget
16. Record of Achievements Awards & Recognition
17. Department meeting, minutes book
18. Stock register
 - i) Consumables
 - ii) Non consumables
19. Purchase file – equipments and consumables
20. Student academic performance and attendance – analysis
21. Student particulars
22. Local visits
23. University exam, mid test and result analysis.
24. General circular file

CHAPTER 8

TARGET FOR ACADEMIC ACHEIVEMENTS

TARGET FOR STUDENTS ATTENDANCE, ACADEMIC PERFORMANCE, MAINTENANCE OF LABORATORY FACILITIES, CO-CURRICULAR ACTIVITIES AND CONTINUE EDUCATION AND EXTENSION OF ACTIVITIES FOR DEPARTMENTS

NOTE:

With an objective to improve the academic performance of the students as well as overall development activities in the college, the target is set for various activities relating to curricular and co-curricular and other activities. The objective of setting the target is to motivate each department and each faculty member to perform better and better and achieve the target level.

The HOD shall be responsible and have the freedom to device innovative methods or procedures to achieve the target in all the sphere of activities. However, the new procedures or methods may be presented in the HOD meeting and discussed in detail before implementation. The responsibility of drawing the road map and working out action plan rest with the Directors, HODs and the faculty members. The problems faced in achieving the target should be assessed and solved at the department level and in the event of difficulties in solving the problems, the reasons and possible procedures for solving the same may be discussed in the HOD meeting.

ACADEMIC PERFORMANCE

a. MID Exam

Sl.No.	Particulars of activity	Target
1	Minimum pass in each subject	85 %
2	Minimum pass in a class	75 %
3	Minimum class average mark in a subject	60 %
4	Maximum no. of students failed in 3 and More than three subjects in a class.	20 % of class strength
5	No. of students failed in all subjects in a class.	Nil

b. University Examination

Sl.No.	Particulars of activity	Target
1	University pass percentage	20-30%
2	Semester wise minimum pass	50 %
3	Minimum pass in each subject	70 %
4	Failures in practical examination	5 %
5	VIII semester minimum pass	90 %

STAFF AND STUDENTS ATTENDANCE:-

Sl.No.	Particulars of activity	Target
1	Minimum semester wise daily attendance	75 %
2	Parent meeting the HOD compulsory if the students is absent	more than 1 Week
3	Parents meeting HOD compulsory if monthly attendance	less than 65 %
4	Faculty Attendance Per Month	90 %

ACADEMIC ACTIVITIES:

Sl.No.	Particulars of activity	Target
1	Submission of Lecture notes for 2 ½ units	Before semester commencement
2	Submission of Xerox copies of lecture notes for 5 units	End of the semester
3	Detailed lesson plan Submission	One week before semester commencement
4	Issue of question bank to student.	At the beginning of each unit
5	Issue of Student Lab manual to students	On the completion of each experiments
6	Minimum no. of students project work per faculty member	2 Projects
7	Course file submission by faculty member	End of the semester
8	Personal file submission by the faculty member	End of the semester
9	Minimum publication of Technical paper by a faculty member per year	1

MAINTENANCE OF LABORATORY FACILITIES:

Sl.No.	Particulars of activity	Target
1	Shortage of consumables at any point of time	Nil
2	Reporting period for equipment repair to Principal's Office after failure	2 days.
3	Reporting period for servicing of computers after failure	2 days
4	Deficiency in equipments as per JNTUH norms.	Nil
5	Deficiency in softwares as per JNTUH norms.	Nil

ACADEMIC WORK LOAD TO FACULTY MEMBERS:

Sl.No.	Particulars of activity	Target
1	HOD	1 theory
2	Professor	2 theory
3	Associate Professor	2 theory + lab
4	Assistant Professor	1 theory or 2 theory + lab
5	No. of times a teacher can take the same subject continuously	3 times
6	Critical subjects should be taken by	HOD/Professor/AssociateProfessor
7	First year subjects allotment	Senior faculty members
8	No. of faculty members per batch of 60 students for lab class	3

CO-CURRICULAR ACTIVITIES:

Sl.No.	Particulars of activity	Target
1	Minimum no. of guest lecture for each class per semester	3
2	Minimum faculty development programme to be conducted by department per year (In-house or JNTUH sponsored or Outside agency)	1
3	Minimum no. of Professional societies to be formed ISTE / IETE / IEEE / CSI in each department	1
4	Minimum MOU with industries	2
5	Minimum external sponsored projects per year	1
6	Minimum no. of consultancy work per year	1
7	Minimum no. of department level conference/seminar/workshop	2 per semester
8	Minimum no. of National / State / Regional level conference /seminar/workshop	1 per year
9	Minimum no. of industries based students project	25 % of Total Project
10	Minimum no of Students paper presentation per semester	15 % of Faculty Strength
11	Deputation of minimum no. of faculty members to conferences / workshop per year	10 % of Faculty Strength
12	Deputation of minimum no. of faculty members to FDP per year	20 % of Students Strength
13	No. of students for Industrial training per year	10 % of Students Strength
14	No. of times Students counseling per semester (slow learners)	3
15	Chairs instituted by Department	1
16	Minimum no. of Class wise group counseling by HOD / Senior faculty members per semester	2
17	Student Mini Projects Per YEAR	50

PLACEMENT AND TRAINING – PER BATCH

Sl.No.	Particulars of activity	Target
1	MOCK interviews and GD (In-house)	3
2	Personality development programme (In-house)	3
3	Personality development programme (Outside Agencies)	1
4	Career guidance workshop (Outside)	2
5	Aptitude skill development programme (In-house)	3
7	Communication skill Development (In-house)	3
9	Motivation and counselling lecture by senior faculty members (In-house)	1
10	Computer programming (In-house) per semester	1
11	Entrepreneurship Development	1
12	Aptitude skill test on-line	5
13	Guest Lecture on Interviews Tech, personality, other skills (Outside)	1

STUDENT DISCIPLINE

Sl.No.	Particulars of activity	Target
1	Semester-wise indiscipline student list submission	Once in semester
2	Semester-wise defaulters in record submission in Lab.	0 %
3	Max. no of Absence permitted in Test, Weekly Test, mid Exam per student, per sem.	1

PLACEMENT

Sl.No.	Particulars of Activity	Target
1	Placement of students	90 % of eligible students
2	Minimum no. of On-campus placement interviews	60
3	Minimum no. of Off-campus interviews	10
4	Minimum no. of Companies to be visited per month	15-20
5	Minimum no. of special guest lecture by HR personals from IT industries per semester.	1
6	Minimum no. of IT companies tie ups for accreditation	2
7	Special lecture by Placement Officer on (resume writing, interview technique, IT companies profile, nature of placement test by various companies etc. per week)	6
8	Mini Interaction with III and IV year students to discuss placement activities	Once in a semester
9	Presentation to HODs and Senior faculty members on placement activities.	Once in a semester

CHAPTER 9

MOTIVATIONAL INITIATIVES

9.1 FACULTY DEVELOPMENT PROGRAMME, WORKSHOPS AND CONFERENCES ETC.

- i. Faculty members are encouraged to attend Faculty Development Programme, Seminars, Symposia, Workshops and Technical meets to improve their technical skills. 50% of the expenses are borne by the college.
- ii. Faculty members are encouraged to present papers in National and International Conferences. 50% of the expenses are borne by the college.

9.2 CASH PRIZES FOR GOOD ACADEMIC PERFORMANCE

1. The faculty members are given incentives for their academic achievements in the certification programs like NPTEL.
2. Faculty members are encouraged to participate in various tracks related to latest technologies and motivated to meet the targets(LEVEL 2/ LEVEL 3).
3. Faculty members who reach the targets will be considered for an extra hike of Rs 8000/- for Level 3 and Rs. 4000/- for Level 2

9.3 CASH PRIZES FOR TECHNICAL PAPER PUBLICATIONS

50% of the expenditure towards travel, boarding and lodging, Registration fee etc are given to faculty members, who attend National / International Conferences to present their Technical Paper.

9.4 CASH BENEFITS FOR IN-HOUSE TRAINERS

Faculty members are encouraged to train the students in value added courses. The Management will give incentives to the in-house trainers based on the number of hours taken in each course.

CHAPTER 10

LEADERSHIP

10.1 INTRODUCTION:

Leadership involves interpersonal interaction leading a team strategic planning and implementation to attain specific goals or to complete certain task.

Leadership is interpersonal skill exercised in a situation and leadership requires strategic planning and execution of the same with the help of team members to attain specific goals. Leadership inspires and motivates faculty members and creates self confidence and build morale. Every individual requires formal training to gain leadership skills and a practical environment or leadership position to exhibit their leadership skills. These aspects are encouraged in this Institution.

10.2 TRAINING TO DEVELOP LEADERSHIP SKILL:

To hone our faculty members with their leadership skills, the college organizes various leadership programmes such as communication skills, personality development program, learning process methods, entrepreneurship development, professional ethics etc. These programmes will develop qualities and attitudes among faculty members which help them to look into the future and to bring necessary changes on proactive basis. The vital role of a teacher is to provide instructional leadership from the knowledge gained through various leadership development programmes.

10.3 LEADERSHIP POSITIONS:

The following leadership positions are given full freedom to discharge their responsibilities and to achieve their target:

1. Leader of faculty team – Head of the Department
2. Leader of student group in class – Class Teacher
3. Leader of student team – President , Student council
4. Leader of Non-teaching staff in Lab – Lab In-charge
5. Leader of various Committees – Convener

CHAPTER 11

TRANSPARENCY

INTRODUCTION:

The following procedure is followed to ensure transparency among the Governing bodies, Management, faculty members, staff members and students.

H R POLICY BOOK:

A copy of the H R Policy book is given to each department and maintained for ready reference for faculty members and students. In addition to that copy of the book is also kept in the Library for open reference. The H R Policy book covers recruitment of staff, promotion to staff, leave rules, academic procedures, duties and responsibilities of staff, academic targets, etc.

MINUTES OF THE HOD MEETING TO DEPARTMENT:

The Minutes of the HODs Meeting held in every month to discuss various items of academic works, development works, co-curricular activities, extra-curricular activities etc are circulated to all the departments through circulars.

MINUTES OF GOVERNING COUNCIL AND ACADEMIC CORE COMMITTEE OF DEPARTMENT:

Any decisions made by the Governing Council or Academic Core committee or by the Management in policy are conveyed to all the departments by circulating a copy of the Minutes.

Minutes of the Governing Council and Academic Core committee are kept as reference in the Main Library.

SEMESTER FACULTY MEETING:

Every semester Staff Meeting is conducted for interaction and dissemination of the information regarding conduct of the ensuing semester's academic programmes.

FEED BACK TO STAFF FOR REVIEW:

Students feedback, HODs evaluation are given to faculty members for self review and discussed with the faculty members or counselled.

CHAPTER 12

DECENTRALIZATION AND DELEGATION & PARTICIPATION OF FACULTY

12.1 INDEPENDENT CHARGE OF HOD:

The HODs are given independent responsibilities for running the department covering planning, development, procurement, maintenance, recruitment, promotion, increment, incentives etc.

The HODs are given responsibility for identifying the books and journals required for Central Library and Department Library.

12.2 COMMITTEES FOR VARIOUS ACTIVITIES:

The various Committees are constituted with empowerment to plan and execute the various activities relating to Committees. All the HODs , senior faculty and faculty members are enrolled as member of various committees which form as a back bone for running the Institution.

- 1 Academic Core Committee
- 2 Grievance Redressal Cell
- 3 Students Mentoring and Counselling committee
- 4 Purchase/Stores Committee
- 5 Training and Placement committee
- 6 Internal Quality Assurance Committee (IQAC)
- 7 Social Welfare (BC/SC/ST) Committee
- 8 Sports & Games Committee
- 9 Result Assessment Committee
- 10 Arts/Cultural Committee
- 11 Entrepreneurship Development Cell
- 12 Website/ICT/Internet Committee
- 13 Alumni Coordination Committee
- 14 Anti Ragging Committee
- 15 Women Empowerment Cell
- 16 Library

12.3 LABORATORY IN-CHARGES:

Laboratory In-charges are given the full responsibilities for maintenance of equipments and other accessories. They are empowered to prepare budget for maintenance, development of lab facilities and procurement of equipments etc.

12.4 EXTENSION ACTIVITIES BY FACULTY MEMBERS:

All the faculty members are given the freedom to plan and organize the following academic extension programme:

- i. Organizing works / seminars.
- ii. Conduct of faculty development programmes
- iii. Short term course

12.5 CLASS AND YEAR COORDINATORS:

Details of decentralization, delegation of powers and participation by faculty as Class and Year coordinators are clearly stipulated in Section 6.9

12.6 MENTOR SYSTEM:

A faculty member is put as a mentor for a group of 20 students (Max.) to lead them in developing various skills to gain subject knowledge to plan career to prepare for placement etc. throughout the semester.

A committee monitors the mentoring activity on a regular basis.

CHAPTER 13

COMMITTEES

13.1 ACADEMIC CORE COMMITTEE:

Functions:

- ☐ To identify curricular groups by doing a GM analysis.
- ☐ The strategic consideration of initial programme proposals for submission to the department core committee.
- ☐ To create a Professor Activities Body and plan technical activities round the year like seminars, workshops etc.
- ☐ To start students chapters like IEEE, CSI, IETE etc.
- ☐ Monitoring student academic reviews.

The Academic core committee then follows the process used to identify extent of compliance of the university curriculum for attaining the PO's and PSO's. The process is broadly divided into 3 categories: 1. Direct Assessment 2. Indirect Assessment 3. Understanding attributes of NBA like PO's, PSO's, PEO's, CO's etc

Roles and responsibilities:

- ☐ It was decided to put this as a practice to start add on courses for technology edge to students encouragement for International Certifications were once again emphasized and success on this proposal was put forward.
- ☐ It was decided to identify experts from industry and invite them for guest lectures on as visiting faculty to train students and share experience of their responsible domain to our students.
- ☐ The academic standards and quality check of the education, teaching and research are monitored on timely basis.

13.2 GRIEVANCES AND REDRESSAL COMMITTEE

Functions:

- ☐ To develop an organizational framework to resolve Grievances of Students and other stakeholders.
- ☐ To provide the Students access to immediate, hassle free recourse to have their Grievances redressed.
- ☐ To enlighten the Students on their duties and responsibilities to access benefits due under the policies.
- ☐ To establish structured interactions with Students to elicit information on their expectations.
- ☐ To ensure the qualitative as well as quantitative development of the institution through the Grievance and redressal cell.

- The complaints Screening Committee shall receive and record complaints of sexual harassment. It shall carefully study the complaint and may hear the complainant and the defendant as well as other involved parties to determine whether an enquiry by committee is to be instituted.
- └ The Complaints Screening Committee shall be responsible for making counselling services available to a person requesting for it.
- └ In a special provision for physically challenged complainants, or complainants in a serious medical condition, the Complaints Screening Committee may, on determining the complaint to be a prima facie complaint of sexual harassment, recommend the institution of enquiry proceedings.

Roles and responsibilities:

- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution.
- Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.
- To ensure that Work and Educational Environment is free from sexual harassment.
- Based on the complaint, the committee will conduct a comprehensive enquiry of person(s) who were alleged to have been involved in this activity and submit a detailed report to the chairman for further action.
- Display the Institute's policy on sexual harassment at prominent work places and regularly to organize awareness sessions to students and faculty members on sexual harassment

13.3 STUDENTS MENTORING AND COUNSELLING COMMITTEE:

Functions:

- Establish a nurturing environment that promotes communication.
- Informing students of the roles and responsibilities of the advisor/student relationship.
- Collaborate and provide consulting services that support the development and implementation of the program.
- Provide educational research for the program.
- Facilitate student achievement and personal growth through collaborative classroom guidance experiences.
- Maintain an up-to-date Advising Portfolio, with a summary record of performance to date (grade reports, transcript, requirements completed, etc.), attendance reports, dates of conferences (meetings), up-to-date information and details of help

sessions/tutoring/Remedial classes conducted to improve the performance of Advisees, etc

Roles and Responsibilities:

- └ Assisting students (advisees) to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds.
- └ Clarifying pertinent information and discussing the implications toward students' academic success.
- └ Helping students to define and develop educational plans; assisting in the selection of appropriate course work and opportunities to achieve students' goals.
- └ Respecting students' individual needs and diversity.
- └ Assisting students to independently monitor their progress toward achieving their educational and career goals.
- └ Consulting regularly with faculty colleagues handling courses for the advisees assigned, Student Counselling and Attendance Monitoring committee members in order to have up-to-date information about advisees.

13.4 PURCHASE/STORES COMMITTEE:

Functions:

- └ Maintenance of purchase records.
- └ Maintenance of progressive expenditure statement, sub-head wise.
- └ Checking of requisitions/purchase indents.
- └ Selection of suppliers for issue of enquiries.
- └ Issue of Purchase Orders.
- └ Follow-up of purchase orders for delivery in due time
- └ Verification and passing of suppliers bills to see that payments are made promptly.
- └ Correspondence and dealing with suppliers, carriers etc., regarding shortages, rejections etc., reported by the Stores Department.

Roles and Responsibilities:

- └ To review and set purchase policies on requirements of material from time to time.
- └ To streamline the purchase and stores procedure, wherever necessary, subject to rules so that the employees get the material in due time.
- └ The meetings shall be convened by the Stores & Purchase Officer every month or as may be decided by the Committee.
- └ To formulate material planning for the centre and promote effective correlation and inter-association between material planning and developmental work.
- └ To maintain uninterrupted flow of materials to support the development schedules.

13.5 TRAINING AND PLACEMENT COMMITTEE:

Roles and Responsibilities:

- ☐ Design and Printing of Placement Brochure – Soft copy as well as Hard copy
- ☐ Developing and Executing the Placement strategy
- ☐ Conducting Recruiting Survey (s)
- ☐ Interacting with the Past Recruiters
- ☐ Interacting with the Potential Recruiters
- ☐ Recruiters of other E-Schools/Benchmarking
- ☐ Placement Presentation at various companies
- ☐ Organizing the Career Counselling session by experts
- ☐ Organizing Resume Writing, GD and Interview(s) skills development sessions
- ☐ Maintaining student Resume Bank
- ☐ Developing and maintaining Corporate Database
- ☐ Allocation of companies to student groups for image building
- ☐ Coordinating all the activities related to Placement

13.6 INTERNAL QUALITY ASSURANCE COMMITTEE:

Functions:

- └ Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- └ Dissemination of information on the various quality parameters of higher education.
- └ Organization of workshops, seminars on quality related themes and promotion of quality circles.
- └ Documentation of the various programmes / activities leading to quality improvement.
- └ Acting as a nodal agency of the institution for quality-related activities.
- └ Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Roles and Responsibilities:

- └ To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture NAAC for Quality and Excellence in Higher Education
- └ To the enhancement and integration among the various activities of the institution and institutionalize many good practices
- └ To provide a sound basis for decision making to improve institutional functioning
- └ To act as a change agent in the institution To better internal communication.

13.7 SOCIAL WELFARE (BC/SC/ST) COMMITTEE:

Functions:

- ☐ Scrutinize the applications received from the students for welfare scholarships and

recommend to the welfare office.

- ☐ Scrutinize the request from the students and recommend to the management for financial support to deserving students.
- ☐ Recommend to the governing body for the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

Roles and Responsibilities:

- ☐ To organize activities that promote students well being.
- ☐ Establishing a proactive social outreaching network in the organization to assist the needy and disadvantaged.
- ☐ Administering and coordinating the operation of the departmental units in the organization.

13.8 SPORTS AND GAMES COMMITTEE:

Functions:

- ☐ Approve tournament formats.
- ☐ Determine cut-off dates.
- ☐ Any committee action that involves finances must be approved by the coordinator of committee and principal.
- ☐ Encourage sports post college hours.
- ☐ Creation and maintenance of standard courts for basketball, volleyball, football, table tennis, badminton etc. Conduct competitions once a year for students and faculty in various sports.

Roles and responsibilities:

- ☐ To have an overall control over the conduct of Intra Collegiate, tournaments /competitions.
- ☐ To decide the various Intra College tournaments in which the batch wise College teams should participate.
- ☐ To appoint Organizing committee and such other sub- committees to conduct Intra College and other tournaments.
- ☐ To appoint coaches for various sports.
- ☐ To allot suitable funds for organizing sports tournaments.
- ☐ To adjudicate on all appeals against the decision arising out of the conduct of tournaments.
- ☐ To supervise advise and make suggestions to college management Principal and committees.
- ☐ To do all such other acts which are incidental and conducive for the attainment of the objectives of the Board of Sports and Cultural Activities.

13. 9 RESULT ASSESSMENT COMMITTEE:

Functions:

- ☐ First year profile registrations.
- ☐ Attendance Upload.
- ☐ Conducting Internal Examinations.
- ☐ Conducting External Examinations.
- ☐ Conducting External Lab Examinations.
- ☐ After the announcement of results, preparation of result analysis subject wise, branch wise and overall.
- ☐ Physical entry of marks in credit record.

Roles and responsibilities:

- ☐ Uploading details of students related to exam such as name, father's name, management or convener, cast nationality etc.
- ☐ Uploading attendance every fortnight.
- ☐ Collecting question papers and objective papers from faculty.
- ☐ Uploading internal marks.
- ☐ Fee collection for external examinations.
- ☐ Material collection and center wise preparation and dispatching.
- ☐ Issue of Hall Tickets to the students
- ☐ Conducting External Lab Examinations.
- ☐ After the announcement of results, preparation of result analysis subject wise, branch wise and overall data integration purpose.

13.10 ENTREPRENEURSHIP DEVELOPMENT CELL:

Functions:

- ☐ To inculcate the Entrepreneurial culture into their minds.
- ☐ To foster innovation and to create opportunities have encouraged entrepreneurship on a ground scale.
- ☐ To provide service including information guidance to budding enterprenures.
- ☐ To Promote employment opportunities.
- ☐ Arrange industrial visits and acquire knowledge from industrial experts.

Roles and Responsibilities:

- ☐ To arrange entrepreneurship awareness camps for students.
- ☐ Promote interaction between industry and institute.
- ☐ Make the students to understand the industrial atmosphere about the latest technological challenges and developments in the industries.
- ☐ To explore the potential available for research and consultancy works.
- ☐ Arrange industrial visits and acquire knowledge from industrial experts.

- ☐ Facilitate students to do mini/regular projects in industries.
- ☐ Inviting industry experts for special/guest lecturers/conferences/ workshops/short term and refresher courses, FDP etc.

13.11 WEBSITE/ICT /INERNET COMMITTEE:

Functions:

- ☐ To be responsible for all portal related activities.
- ☐ Update the college website at least once in a year.
- ☐ Publish the activities of all the departments like seminar, workshop, Symposium, FDP, etc.

Roles and Responsibilities:

- To maintain and update the contents in the website periodically.
- To promote news, events related to college in the website regularly.
- To authenticate Wi-Fi internet connection to students and staff members

13.12 ANTI RAGGING COMMITTEE:

Functions:

- Formed Anti Ragging Committee consisting of senior faculty and headed by Principal.
- Persons not only from college but also from surrounding areas (i.e. residents and leaders) are also will be participating in Anti-Ragging Activities.
- Committee has taken steps and allotted duties to all the staff members at almost all areas in the college (i.e. canteen, parking places, different blocks, play grounds etc.) and ensure that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities.
- Committee has taken precautions to avoid ragging activities at other locations like bus stops and given instructions and appointed student volunteers and secret informers at various boarding points.
- Wide canvassing about anti-ragging, is being done in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.

Roles and Responsibilities:

- They will form duty chart & carryout regular checks for any Ragging activity in their areas.
- They will carry out surprise checks in probable areas of ragging.
- In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately in given Performa.
- Ensure anti ragging instructions are displayed at prominent places in their areas of control.
- Every squad incharge will brief all members of his squad about their duties / action regarding anti ragging.
- In case of inadequacy of the member detailed in their respective teams, they may float additional requirements to the incharge of anti ragging committee.

13.13 WOMEN EMPOWERMENT CELL:

Functions:

- └ Identification of strong leadership and change makers and building their capacity.
- └ The provision of opportunities and programs for female gender to be financially, mentally and emotionally empowered so as to promote their growth as individuals in their own right.
- └ To make them aware about the guidelines of Supreme Court and to ensure that sexual harassment is treated as an unacceptable social behaviour within the institution and the society.
- └ To conduct seminar, workshop to impart knowledge of opportunities and tools available and train the women.
- └ To help the self help group women to get financial support by identifying the sources.

Roles and Responsibilities:

- └ To promote a culture of respect and equality for female gender.
- └ To conduct seminar, workshop to impart knowledge of opportunities and tools available and train the women.
- └ To create a conducive counselling environment for female gender to share their problems.
- └ To inculcate entrepreneurial attitude among young girls, scientists at the earliest so that they can be “job givers” rather than “job takers”.

13.14 LIBRARY COMMITTEE:

Functions:

- To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the Central and Departmental **libraries**.
- To maintain liaison between Central **Library** and various Academic Departments for the purchase of networking of Departmental **libraries** with the Central **Library**.

Roles and Responsibilities:

- Facilitate coordination between Students & Faculty and the library. That is to obtain the advice and views of Students & Faculty on library needs in their area, and report these views to library.
- Participating in regular meetings with Librarian concerning library related problems & suggestions.
- Help in getting recommendations for New Books.
- Help in getting recommendations for New Journals & Magazines.
- Overall, advice Library of specific findings, issues, problems and concerns related to the library and make recommendations to library related matters.

CHAPTER - 14

LEAVE RULES

SHORT TITLE AND APPLICATION:

These rules are called “KMIT Employees Leave Rules” herein after called the “KMIT Leave Rules” and they shall come into force with immediate effect.

KINDS OF LEAVE

- Casual Leave
- Vacation Leave
- Compensatory Leave
- On Duty Permission
- Maternity Leave
- Academic leave for Ph.D
- Permission / Late Attendance

CASUAL LEAVE

Casual Leave is not earned by duty but it is concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty. He/She is eligible to avail himself/herself of 15 days of Casual Leave in a Calendar year. Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Absence on Casual Leave shall be treated as duty for the purpose of calculation of other leave. A single period of absence on Casual leave combined with holidays, prefixed sandwiched or suffixed shall not exceed ten days. Casual leave cannot be combined with any other kind of leave. However, only one day casual leave will be sanctioned in a month and up to a maximum of 3 days in case of emergency on production of proof.

VACATION LEAVE

The teaching staff and technical staff who have served for two semesters consecutively in this college are eligible for 30 days of vacation leave in an academic year. If they have served only one semester, then they are eligible for 15 days of vacation leave. Those who have served less than one semester are not entitled for this leave.

Vacation leave can be availed only during vacation period as declared by the Principal. Vacation leave may be curtailed or refused if the services of the faculty members are required during the vacation period.

Vacation leave may be availed either in one spell or in two spells at the discretion of the Principal. Vacation leave may be availed with a minimum of seven days in a spell.

In Odd semester November – December, vacation leave will be restricted to a period of not more than 15 days.

Vacation leave shall be declared by the Principal; the faculty member shall inform and get permission from the Principal based on the recommendation of the HOD. Vacation leave cannot be coupled with any other leave.

COMPENSATORY LEAVE

Staff members who work on specific request and approval of the Secretary/ Advisor/ principal/ HoD on college holidays, will be given compensatory leave. This compensatory leave cannot be clubbed with casual leave or vacation leave. The quantum of compensatory off will depend on the duration of work on holidays.

Compensation leave should be registered in the Principal's office with proper prior permission when attending duty on holidays and should be availed within 2 months after the actual date of working with **prior sanction**. Compensation leave should not be combined with CL.

Maximum number of compensatory holidays or leave that may be granted to an employee shall not exceed 8 days in a calendar year.

The unavailed CPL within 2 months after the actual date of working will automatically lapse. The unutilized CPL cannot be encashed like CL.

ON DUTY PERMISSION

On duty permission to the teaching staff and non-teaching will be granted only with the prior permission in writing from the HOD and on approval by the Principal.

The teaching staff members will be allowed a maximum of 20 working days in an academic year as "ON DUTY" for the purpose of attending Central Valuation / External Examiner for practical examinations connected with University. Teaching staff who wish to avail ON DUTY permission for the above purposes must obtain prior approval and produce an evidence from the competent authority for sanction. Otherwise their absence will be treated as unauthorized absence. All other duties if any pertaining to the college should be specifically informed to the HOD and Principal and permission obtained in advance.

MATERNITY LEAVE

Maternity leave may be granted to married women employees for 90 days from pre- confinement rest to post confinement recuperation, at the option of the employee provided that **no** Maternity leave shall be allowed to married women employees, if they already have one living children. During the period of maternity leave they are eligible for 50% of pay and allowances.

Should have completed two years of service in this college.

Should give an undertaking that they will work for one year after rejoining duty.

The staff members who are availing of maternity leave are not eligible for medical leave.

They must forego the vacation leave to the extent of 50 % of maternity leave availed.

If already availed vacation, the same will be adjusted or salary will be deducted accordingly.

ON DUTY PERMISSION FOR PURSUING M.E. / M.TECH /PH.D. UNDER EVENING PART TIME PROGRAMME OR DAY TIME PART TIME PROGRAMME.

An employee may be granted OD permission so as to enable him to undergo part time higher studies or specialized training in a professional or technical subject and close connection with the branches of study relevant to the College and has bearing on the candidates' area of specialization.

OD permission shall not be granted to one, whose absence will cause cadre- difficulties, besides dislocation in the regular work of the college.

An employee availing himself of OD permission for pursuing higher studies, shall furnish a bond in the prescribed form and on stamped paper to serve the College on return to duty they must serve in the College for a minimum period of one year.

On duty permission for pursuing their higher studies will be granted only on working Saturdays. They should apply for CL as the case may be, during working days i.e Monday to Friday. However, for writing University Theory and Practical examination during week days, OD will be granted on production of proof.

Whenever applying for OD permission for study purposes, they should submit the OD application in advance; otherwise the absence will be treated as EOL.

They should make alternative arrangements for their theory and lab classes with prior approval. OD permission will be granted only if they make alternative arrangement for their classes, through a teacher handling subject for the same class.

They should produce the attendance certificate from the faculty advisor where they are undergoing the higher studies.

Depending upon the quantum of departmental work load, whether one lab course or one theory course will be dropped from the normal work load allocation during the period of studies.

PERMISSION / LATE ATTENDANCE

Generally permission is given for one hour. Permission for more than one hour will be treated as half a day casual leave

Permission is allowed either at the beginning of the forenoon session or at the end of the afternoon session only when there is no class work

All employees should follow the prescribed working hours strictly. All employees should sign the attendance register. If any staff is late he/she has to sign in the late register maintained in the office. Late attendance for more than an hour will be treated as half-a-day leave. If any staff member comes late on more than two occasions in a month, each such late attendance will be treated as half-a-day leave.

Either two permissions or two late occasions are allowed every month and if it exceeds two (both combined), half a day casual leave.

CHAPTER – 15

PURCHASE PROCEDURE

INTRODUCTION

This chapter covers the procurement of Equipments, Consumables, Equipment maintenance, Stationery items / Furniture and other miscellaneous items to be used in the teaching – learning process. The primary responsibility of procuring the items is vested with the HODs. The procurement action is initiated by the lab Faculty (User). The User will give the specification of item to be procured. The User will check and ensure the procurement is as per specifications. The User will Log the receipt of the material in the Stock Register maintained in the department. The User is also responsible for the maintenance and proper operation of the equipment (or items) procured. The HOD will nominate senior faculty members of the department as members of the Purchase Committee, which will co-ordinate the purchase activity.

BUDGET

The HODs will prepare annual budget under the accounts headings Equipments, Consumables, Furniture, Equipment maintenance, Stationery items and other miscellaneous items required for guest lecture, project work, FDP, seminar / workshop for faculty members, seminar / workshop for students, lab manuals, lecture notes etc. and submit the comparative statement to the Principal's Office in the month of February. The Principal shall consolidate the budget of all the departments and prepare the over all budget for the college and get the approval of Management in 2nd week of April.

DELEGATION OF FINANCIAL POWER

The authorities competent to accord financial sanction to the purchase of apparatus and equipments, tools and plants, spares parts, consumables, stationery items etc. along with financial limits are indicated against each below:

Sl.No.	Category	Chairman	Principal	HODs
1	Purchase of apparatus and equipments, tools and plants, consumables	Full powers	Up to Rs.50,000/- at a time	Up to Rs.10,000/- at a time
2	Purchase of stationery items	Full powers	Up to Rs.10,000/- at a time	Nil
3	Purchase of books, journals, periodicals and maps	Full powers	Up to Rs.1,00,000/- at a time	Nil
4	Expenditure on guest lecture, seminar, symposium, FDP, workshop and other academic related activities	Full powers	Up to Rs.50,000/- at a time	Up to Rs.10,000/- at a time
5	Expenditure on repair and maintenance of equipments	Full powers	Up to Rs.10,000/- at a time	Nil

FORECAST ON REQUIREMENTS AND TIME SCHEDULE FOR THEIR PURCHASE

The HODs shall be in-charge for the equipments and stores attached to the department concerned. They shall prepare the lists of items of stores to be replenished at such periodical intervals as may be necessary based on the estimated annual or other periodical intervals, say 6 months or 3 months, and arrange for the purchase of stores. They ensure that unnecessary items of stores are not held in stock, while at the same time, adequate number of quantity of spares / stores is kept consistent with the pattern of consumption and time required for procurement and supply.

The faculty in-charge of the lab shall submit a proposal for the procurement of the required items along with the specifications and brand. He shall collect quotes from minimum 6 probable vendors with the concurrence of the HOD. The faculty member shall discuss the details of the specification with the vendor and recommend the vendor in the order of merit and submit to Purchase Committee after sufficient quotes are received. The items to be procured should have already been included in the budget and sanction obtained.

GUIDELINES GOVERNING THE PURCHASE

As a general rule, no stocks shall be purchased without obtaining prior administrative sanction of the competent authority.

The sanction accorded by a competent authority shall lapse, if it is not acted upon in a month. A sanction accorded by the competent authority shall be deemed to have been acted upon, if tenders have been accepted or an indent has been placed with an approved firm, even if the actual payment in whole or in part has not been made during the said period.

Only items for which sanction has been accorded should be purchased. No substitution of items or deviation of quantity shall be made without the approval of the sanctioning authority.

Administrative sanction should be obtained for the total expenditure involved in the proposal (including packing, forwarding, freight, Sales Tax, Customs Duty, Insurance, if any, etc.) and not for the basic cost of the stocks alone. If such information is not furnished in the quotation, it should be obtained from the prospective suppliers, the total expenditure worked out and then proposals sent for sanction.

The total value of the stocks to be purchased should not be split up conveniently, so as to avoid sanction by a higher authority.

PURCHASE PROCEDURE

The proposal must contain (i) the purpose for which they are required, eg. For general purpose, laboratory maintenance, projects or other purposes. (ii) Detailed specifications and instructions if any, should be given, so that the right type of material which is required could be indented for and supply does not get affected. Stocks of a particular type or make should not be asked for, except when they are / articles of proprietary nature (iii) The approximate cost of the equipment and (iv) Availability of funds etc.

Tenders / Quotations: Stocks should not be purchased without calling for quotations

Methods to be followed for obtaining Tenders / Quotations :

- i) By direct invitation to a limited number of reputed firm (minimum 6) (Limited Tender), the invitation being sent to them by post / courier.
- ii) By invitation to one firm only (single Tender) or private purchase for small order costing less than Rs.1,000/- at a time or if more than one kind of article, the same does not exceed Rs.2,500/-

When owing to inadequate publicity or some other reasons, no satisfactory tender is received in response to invitation to tenders, fresh tenders shall be invited and the invitation to tenders should be specifically brought to the notice of all the possible tenderers.

TENDER PROCESSING METHOD:

The quotations received shall be tabulated, and decision taken on the selection of offer with the least possible delay, so as to place the Purchase Order within the validity period of the quotations. The term “price ruling at time of delivery” should not be accepted. No price fluctuation within that period is allowed. If the item offered is a new one, it is advisable to ask for its demonstration before a decision is taken.

Only the lowest tender should be selected. If the lowest tender is not according to the specifications given in the tender schedule or the item offered is considered as not suitable, the rejection of such offer should be technically justified. The general remarks such as the item will or will not suit our purpose, etc., should not be recorded in the comparative statement. There should be specific technical reasons for selecting or accepting an offer. Similarly the reasons must be recorded for rejecting the other lower offers if any, in the comparative statement itself.

In some cases, the firms may offer a different set of models and it is likely that the competent authorities may prefer them to the other models given earlier. If there is any material deviation from the specifications like capacity, size etc., between the items specified in the tender schedule and offered, they shall not be purchased without calling for a fresh tender or a re-tender. **At the same time if the models are upgraded and offered for the lowest price it could be accepted.**

PURCHASE COMMITTEE

The Purchase Committee will consist of the following Members:

- | | |
|--------------------------------|------------|
| i) Principal | |
| ii) Purchase Officer | - Convener |
| iii) HoDs | - Member |
| iv) Management Representative. | - Member |

The Purchase Committee will go through the quotes and recommendations of the user and advise the concerned HOD. The concerned HOD will forward the recommendations of the Purchase Committee along with remarks to the Principal.

The Principal will scrutinize the comparative statement and give his remarks and send the file back to the concerned department. The HOD shall take copies of the comparative statement and the quotations and send the originals to Purchase Department for further action.

PLACING OF PURCHASE ORDERS

The Principal will place the order.

PURCHASE ORDER FORMAT (MODEL)

Purchase order shall be issued for non-consumables and consumables items:

Repeat orders can be placed within two months from the date of previous Purchase Order but in the case of Computer Software and Hardware, it is restricted to fifteen days only.

TESTING/DEMO

All materials which are to be tested before acceptance by the stores are to be tested at the earliest opportunity with great care.

The stores received at the Departments of the College should be verified and tested within one week from the date of receipt.

If there is any damage or defect in the equipment or if it is found that the specifications mentioned in the supply order do not tally, the fact should be reported to the suppliers and also to the competent authority immediately (by Registered post with Ack. Due) and the firm requested to rectify the defects or to replace the items as the case may be. If it is not possible to test the equipment for want of power connections or other obvious reasons, an interim reply should be sent to the firm stating that the stores have not been tested and that a report will be sent to them shortly. In any case, the equipment should be tested within a fortnight from the date of receipt by the Departments of the College.

STOCK ACCOUNT

The concerned HODs entrusted with the receipt and storage of stocks of any kind, should take special care in arranging for their safe custody. He should also maintain stock accounts for Consumable stores and Non-consumables stores and inventories for the stock held in his custody, with a view to prevent losses to the Institution through theft, fraud, negligence or accident and to make it possible for easy check of the actual balance with the book balance and the amount of expenditure incurred on stores at any time.

Whenever a new item is received, the person-in-charge of the stores shall verify the article newly purchased, take it to stock account, and certify to that effect on the bill mentioning the particulars of entry in the Stock Register folio, etc. for the purpose of easy reference.

The stock entry certificate should be furnished, if the goods are received in good condition, irrespective of the fact that the payment for the same is made either at 90 % or 100 %.

ERECTION / INSTALLATION

The equipment received should be installed or erected with the least possible delay and put into beneficial use of the students.

To enable the expeditious erection of the machinery and equipment on receipt, advance action should be taken to complete the Civil and Electrical works, if any, before the arrival of the machines.

Erection of the machinery should not be delayed for flimsy reasons such as want of provision of power mains, purchase of fuel, oil, etc.

COMPLETION REPORT

As soon as the Equipment / Machinery received is erected and full payment due to the supplier is made and the machine is put to proper use, a completion report should be sent to the Accounts section along with bill for payment.

VERIFICATION OF STORES

All stores should be verified annually by a faculty nominated by the Head of the Department and approved by the Principal.

There shall be an annual verification of the stock kept in the stores including tools, furniture, equipments, etc., as on 1st May by an official duly appointed for the purpose of Stock Verification. They shall be drawn from the staff having knowledge of the materials kept in the Stores. The Staff In-charge of the Stock accounts shall keep all the postings in the registers up-to-date for easy verification of the stock on hand. The Head of the Department shall be held responsible for the proper maintenance of the Stock Account. He will also send an Annual Report on the correctness of the balance as per the Stock Account to the Principal.

CONDEMNATION OF STORES

The Chairman is the competent authority to issue orders of condemnation and write off upto a limit of Rs.3 Lakhs at a time. If the cost of the equipment / stores is more than Rs.3 Lakhs the proposal shall be considered by the Governing Council of the College and write off ordered.

The Purchase Committee is also empowered for recommending the condemnation. The Committee should inspect the items and should send the proposal for condemnation of stores, machinery and equipments.

When stores, machinery and equipment become unserviceable or depreciate otherwise than in the ordinary course or by reasonable wear and tear, their value or the amount of depreciation as the case may be, should be treated as a loss to the College. Whenever, there is a loss due to theft or other causes, the matter should be reported to the Chairman thro' the Principal immediately, pending detailed investigation. The loss could be written off after approval of the Governing Council. The proposal shall be considered by the Governing Council and write off ordered. Prior orders of the Governing Council are necessary to write off such cases from the accounts.

After orders of condemnation and orders of write off obtained from the competent authority, the stores, machinery and equipments condemned are to be deleted from the ledger and at the same time, entered in a separate register titled "Register of Condemned Articles", giving a linking reference in both the ledgers. They should be sold at the earliest and the sale proceeds realized if any, should be credited to the College accounts immediately.

ANNEXURE

SUGGESTIONS FOR GOOD TEACHING

- i) Revise the subject topics for at least 1 hour in your room before going to the class. Write down the points to be covered in the class and use the same to teach.
- ii) Do not take the text-book to the classroom and read or dictate from the book to the students.
- iii) Always be on the stage near the board and talk facing the students. Raise your voice such that the students at the back benches are able to hear you.
- iv) Make the students compulsorily to occupy the front benches and leave the back benches vacant so the students can hear you better.
- v) Write down the topics to be covered on the black board neatly and teach in that sequence.
- vi) Ensure that you have driven home the points. A simple feed back will give you a clear picture.
- vii) A pep talk at intervals and a piece of advice will go a long way to develop the students' overall skills.
- viii) Attract the students attention towards your teaching by sequencing the topics correctly and using simple language to present them.
- ix) Never go to the classroom empty handed. Always carry one or two sheets of prepared notes or lecture notes.
- x) Write down important principles, derivations, worked out examples on the board neatly and ask the students to take them down in their note books.
- xi) In the last 10 minutes, give an overview of the topics covered and dictate probable questions.
- xii) Plan your lessons by giving lecture notes and citing the page number in the text book.
- xiii) Do not accept on any account to take the class of your colleague if he is present in the college.
- xiv) Refer standard text books. Always discuss with your colleagues in case of doubts.
- xv) Be always student friendly and use pleasing language.

- xvi) Whenever guest lectures are arranged, the relevant subject teachers should make it a point to attend. This will go in a long way to understand the teaching method from an experienced professor.
- xvii) If a student in the class is indifferent, do not ignore him. Pay special attention to all such students and interact with them during your teaching session.