



**RAMACHANDRA**  
**COLLEGE OF ENGINEERING**  
(Approved by AICTE, New Delhi and Affiliated to JNTUK, Kakinada)

## **POLICY & SERVICE RULES**



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## I. VISION, MISSION, QUALITY POLICY, GOALS AND ORGANIZATION

The following points are considered for formulating vision Mission, Organization, Institutional management and Governance.

- Vision in line with the affiliating University vision.
- Mission appropriate to higher education.
- Long term goals and short term goals to be un-ambiguously verbalized with realistic purpose and within the resource context.
- Wide publicity of the above to the stakeholders and society to understand and implicitly accept the same and totally cooperate themselves to achieve the above.
- To set in motion a mechanism to achieve the above with proper planning and monitoring.
- To evaluate the efficiency of the above mechanism.
- To provide leadership and motivation to achieve the above, for the pursuit of excellence in day to day and/ or routine activities.
- Transparency in Quality making, execution and monitoring academic activities.
- Involvement of faculty in decision making/planning/selections, effective mobilization of resources, allocation of available resources, procurement of laboratory equipment and conducting maintenance and other functions.
- To promote consultancy and R & D activities and Incentives to the people working for this.
- Decentralization in decision making and delegation of powers to achieve the aims and objectives at the institutional and departmental levels.
- To aim for total quality management through effective utilization and minimum wastage of resources within the constraints.
- To formulate clear HR Policies, recruitment and promotion policies.

### 1. Vision

To emerge as a "Centre of excellence" offering high quality Technical Education and Research Opportunities to learners and also develop complete personality of graduates with good communication, discipline, lifelong learning, leadership qualities, ethics and global standards there by making them professionally deft and intellectually adept to contribute for the advancement of environment and society.

### 2. Mission

- To impart high quality technical education by providing the state-of-the art infrastructure, core instruction and well experienced and qualified faculty.
- To develop highly motivated engineering professionals with good knowledge, communication skills, human and ethical values, requisite skills and competence.
- To produce highly successful graduates who can contribute to the profession to resolve the societal and environmental issues in the society.

### 3. Philosophy

- We hold ourselves to the highest standards in all our academic endeavors.
- We adhere to high standards of integrity, honesty, and ethics in our pursuits.
- We nurture creativity and talent.
- We provide an atmosphere of mutual respect, and compassion.
- We serve the society.

### 4. Quality Policy

Quality Document defines College Policies on all the issues for quality assurance. They shall be implemented scrupulously encouraging improvement and innovation at various levels, and developing the institute into a Centre of Excellence thus increasing the stakeholders' value and providing quality service to the society.

### 5. Goals

#### (i) Short term goals:

- LAN with OFC backbone.
- IT enabled educational facilities, Intranet, WAN, Internet, Library Networks Memberships, video conferencing etc.,
- R & D projects like MODROBS, SDP, Seminar Grants etc. from organizations like AICTE etc.
- Strengthening training and placement cell.
- Good cricket ground, volleyball and basket ball courts.
- Indoor stadium with shuttle court and table tennis.
- Teaching aids, LCD projectors, e -class rooms.
- Medical facilities and purified drinking water.
- Postal/courier facilities, bank extension counter.
- Quality improvement programs for faculty and staff.
- Gratuity kind of payment, group insurance for personal accident and health, transportation facility and also to formulate more HR policies for retention and professional & personal growth of the faculty.
- Insurance to students.

#### (ii) Long term goals: for Next 3 to 5 years

- All the eligible UG Programs accreditation by NBA of AICTE.
- Automation of all the facilities in the college.
- To have collaboration with reputed global universities and industries.
- To have virtual classroom with lecture theatre etc.
- To take up R & D projects like RPS, MODROBS, SDP, Seminar Grants etc. from organizations like AICTE, DST, MHRD etc.

- To have the college accredited by TCS, Infosys, ABB etc.
- To build a sports pavilion, improve the quality of play fields.
- To have at least 25% science and humanities faculty with Ph.D /NET /SLET qualification.
- To have at least one doctorate in the specific area of specialization in each department.
- To have 90% Faculty with a minimum 3 years of service in this college.
- To improve facilities for personality development and leadership qualities to the students.
- To have as many value additions like CCNA, NEAP, NSAP and also other facilities to teach students the skills in demand which are not there in the curriculum.
- To provide summer training at industry for 3<sup>rd</sup> year students.
- To provide medical facilities to the families of staff and students.
- To make the campus eco-friendly.
- To secure more than 90% results in final year examinations
- To ensure 100% placement of interested students.

(iii) Long term goals: Five to ten years

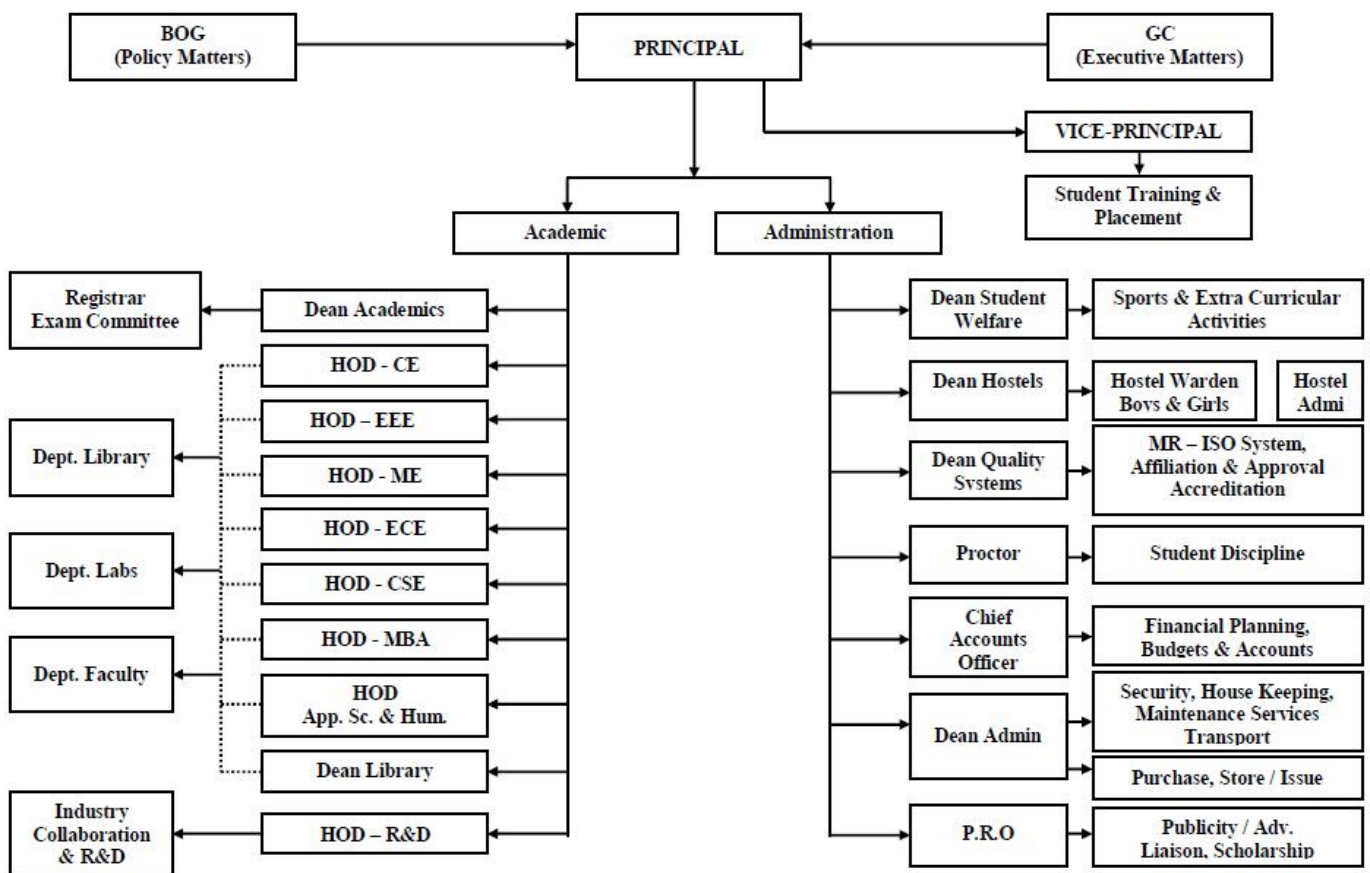
- To obtain autonomous status to the college.
- To provide residential facilities for staff and other faculty.
- To develop the institution as a centre of excellence and Research.
- To develop necessary expertise in staff to take up consultancy and to bring prestigious R & D projects.
- To make the institution one among the top 25 preferred colleges in the state.
- To secure more than 95% results in the final year examinations.

Achievement of goals shall be reviewed at least once in a year in Governing Body Meetings.

## II. ORGANIZATION & GOVERNANCE:

The hierarchy of the organization is given in the following chart.

Organization Chart



**GOVERNANCE:** Conforming to the statutory regulations of all the regulatory agencies, the Promoter Society is the highest authority. A Governing Body fully conforming to the vision and philosophy of the Promoter Society and also conforming to the statutory regulations of all the regulatory bodies and affiliating university governs the college.

### III. SYSTEMS OF MANAGEMENT & GOVERNANCE

#### 1. College Governing Body

The college shall have a Governing Body (GB) constituted as per UGC guidelines. The G.B. constitutes of members from the Society, AICTE, one Industrialist, one from Affiliating University, one from State Government, one eminent academician, two Faculty members from the Institute. One Alumni member is also included as a member of the Governing Body. Principal shall be the member Secretary and convene the Governing Body Meetings and records the minutes of meeting. Governing Body meets at least once in six months, preferably in second half of February and first half of August.

#### 2. Board of Management Committee (BOM)

The Board of Management Committee (BOM) is the implementation and reviewing body making suggestions to the Governing Body. It formulates the policies for consideration of the Governing Body Consideration.

The BOM is constituted with the following members:

- |                |   |   |
|----------------|---|---|
| 1. Chairman    | : | Sri G.Ramachandra Rao Garu, Chairman of the College       |
| 2. Co-Chairman | : | Smt. K.Rama , Co-Chairman                                 |
| 3. Member      | : | Sri.K.Venugopal Rao, Secretary & Correspondent            |
| 4. Member      | : | Director  |
| 5. Member      | : | Principal   |
| 6. Member      | : | Vice-Principal  |
| 7. Members     | : | all Deans & HODs  |
| 8. Invitees    | : | Professors, Section Heads, Coordinators of the committees |

The BOM meets at least once in six months to take stock of Academic, Administrative and maintenance & developmental activities to implement the policies and also to suggest measures / make recommendations to the Governing Body for better action in the respective areas. The BOM may invite all or some of the members of advisory council as per need. Minutes of the meeting should be recorded by the Dean, Planning and Monitoring. The resolutions made will be implemented by the Principal.

#### (i) Functions of BOM

- To form various CELLS and COMMITTEES with the advice and help of the Principal for the active pursuit of curricular, co-curricular and extra-curricular activities.
- To constitute an ADVISORY COUNCIL.
- ACADEMIC ISSUES: To take decisions in all academic and administrative matters (like regular and remedial class work, examinations, vacations, lab developments, student information, T&P activities, new programmes, emphasis on Outcome Based Education, teacher development activities etc.) with the help of the college Academic Committee.
- To interact with the students directly through the semi-annual meetings and to take "Exit Feedback on Institute" from outgoing batch students.
- To interact with the staff directly through tri-monthly meetings and to take Feedback from Faculty & Staff at the end of each academic year.
- To act on academic matters which are not covered in the foregoing points as and when they are brought to its notice by the Principal.
- FINANCIAL MATTERS: To recommend allocation of funds out of the tuition fees and special fee collected from the students for various activities like lab establishments, civil constructions, student activities, faculty development programs etc.
- To discuss on the issues that involve financial commitment or financial loss for the institution and to make suggestions/recommendations to the governing body.
- To suggest possible measures for the welfare of the staff and the students.
- DISCIPLINARY MEASURES: To initiate disciplinary actions on the students, staff and Principal as and when necessary on their own, or on the recommendations of Secretary & Correspondent or Principal.
- GENERAL: To take decisions in all such matters that are not covered above but brought to their notice by the Secretary and Correspondent / Principal.
- To deliberate and decide on such issues that are not mentioned above but require consideration.

All the actions of the BOM shall be presented to the Governing Body for being taken as suggestions/recommendations to be considered by the Governing Body.

### **3. College Academic Committee (CAC):**

CAC shall have a composition as per JNTUK guidelines including Chairman.

Constitution: Principal is Chairman, Deans, HODs, all Professors and Section Heads of Examination Branch, T & P Cell, Library and Office are the members.

Director will be the Special Invitee.

CAC meeting will be convened whenever necessary, not exceeding six months between two meetings.

## **IV COLLEGE ADMINISTRATION**

### **1. CHAIRMAN**

The Chairman shall be the Ex-Officio Chairman of the Institution of the Society and thereby the functional head of the Institution of the Society.

The Chairman, as Ex-Officio Chairman of the Society's Institutions shall chair/preside over various bodies and committees of the Institutions such as the Governing Body, Staff Selection Committee, Board Of Management and any other committee of which he is a member and maintains the minutes of the meetings under his signature.

The Chairman shall represent the Society's institution as Chairman whenever required before the Statutory Regulatory Authorities of the State and Central Governments and shall sign for the Society/Institutions whenever required.

Whenever an Expert Committee/Delegation visits the college, the Chairman shall lead the Reception Committee and present the college.

The Chairman shall lead and be part of college team in making study tours or part of delegations to other institutions etc.

The Chairman of the Sponsored Institutions shall mainly look after academics, development of education and also growth of institutions and can cause any action to be initiated which is required in his opinion for the promotion of the above subject to ratification by the Governing Bodies.

The Principal, Deans, HODs and faculty of Institutions, technicians, in-charges of all important facilities such as LAN/website shall consult him through proper channel whenever it is required for guidance/advice before formal applications/proposals are made.

### **2. SECRETARY AND CORRESPONDENT**

The Secretary & Correspondent of the Society shall also act as Ex-officio Correspondent of all the institutions owned and managed by the Society and shall be called Secretary & Correspondent of these institutions and thereby he shall be the Chief Executive of the institution.

The Secretary and Correspondent is the chief executive of the Ramachandra College of Engineering. He coordinates between the sponsoring Society, College Management Committee and the other systems of management in the college.

1. To represent Ramachandra Engineering College in all transactions with the Governments, statutory bodies, other institutions or individuals concerned in all matters.
2. Looks after the day to day administration of the Institution.
3. To authorize a person or a team of persons to represent him at University, AICTE and A.P State Government wherever necessary when he cannot attend in person.
4. He calls for and obtains from the heads of the institutions information required from time to time by the Education Departments of the Government of Andhra Pradesh, or any University, University Grants Commission, AICTE, any State or Central Statutory Regulatory Authorities and the Governing Body.
5. The Secretary functioning as the Secretary & Correspondent has the power to award punishment such as suspension and/or termination of service or withholding increment to any of the members of the staff.
6. The Secretary & Correspondent in his discretion may waive the fee arrears from the students quoting the reasons subject to ratification by the General Body of the promoter society.
7. To put into action all the programs of the Board of Management.
8. To issue the appointment orders to the Director, Principal, teaching staff and other staff.
9. To sanction all kinds of leaves to the Director.
10. (a) To open and operate the Bank accounts jointly with the Chairman of the BOM for the tuition fees amount collected from the students.  
(b) To maintain books of accounts in this regard.
11. To open and operate the bank account jointly with the Chairman for creating corpus fund by depositing 5% of Tuition Fee collected starting with 2015 admissions batch for development of education and expansion of institution in future in times of need and maintaining books of account.

12. (a) To maintain the Bank account jointly with Principal for Caution Deposits collected every year from newly admitted students.
- (b) To arrange for refund of such deposits by the Principal to the outgoing students on completion of their courses.
- (c) To maintain the necessary accounts jointly with the Principal in this regard.
13. To open and operate a bank account jointly with the Principal for special fee maintaining books of accounts.
14. To open and operate an account and maintain funds jointly with the Principal for Gratuity kind of payment and maintaining books of accounts.
15. To pay salary bills and other bills of expenditure.
16. (a) To take decisions on all such matters that need immediate compliance in action but not covered by any of the foregoing points.
- (b) To present such actions to the Management Committee in the subsequent meetings.

### **3. DIRECTOR**

Director advises the Management and Principal on academic, administrative and developmental activities by keeping himself abreast with the latest trends in education. He shall be an active experienced person having distinguished himself in academic and administrative work. He shall be the reason for the dreams of the college and strive for their realization. This post is not an executive post.

#### **(i) Functions**

1. He shall consistently appraise, himself of the functioning of the college by making frequent visits.  
All the staff shall cooperate with him during his visits.
2. He shall attend as much number of workshops, programs on education as possible and also make study tours with Principal and other faculty to leading institutions to study their facilities, procedures and best practices they are following.
3. He in consultation and jointly with the Principal formulates developmental programs and submits them to the management for approval and implementation.
4. He will submit a report to the Secretary & Correspondent on complete functioning of the college and also on the status of implementation of various policies/initiatives undertaken once in three months. In this connection, he can seek information/clarification from the Principal.
5. He can communicate with staff members preferably through Principal. He will guide the in charge principal in the absence of principal for smooth functioning of the college. He shall be invited to all the meetings convened by the principal and he shall be a responsible active participant.

### **4. PRINCIPAL**

The Principal is the chief ACADEMIC ADMINISTRATOR and a bridge between the Director/Management, Staff and Students. He should be preferably of good academic, administrative and personal standing with sufficient experience in engineering colleges. The Principal shall be a source of inspiration to the staff and students, particularly in matters of discipline and commitment to the institution.

#### **(i) Functions of the Principal**

1. To assist the BOM / Secretary and Correspondent/Director in formulation of academic programs, administrative policies, action plans for infrastructural development and schemes for institutional development.
2. To implement all decisions of the BOM / Secretary and Correspondent/Director with regard to academic affairs and administrative matters that are entrusted to him.
3. To ensure effective academic management, monitoring all academic activities like day-to-day academic work, periodical evaluation, achievement of good annual results etc.
4. a) To recommend the formation of various cells/committees for active pursuit of curricular, co-curricular and extra-curricular activities for the approval of the Director/BOM.  
b) To ensure the effective functioning of such activity cells/committees.
5. To enforce discipline among the students on the campus or off the campus as the situation demands, taking necessary measures with the help of the staff; and the guidance/help of the Director /BOM when needed.
6. To inculcate work culture and discipline among the staff so as to keep them as models for students as envisaged by the sponsoring society.

Note: While enforcing discipline among the staff, the Principal should act with due caution to protect the image and interests of the institution. The Principal needs to consult the Director/Secretary and Correspondent and take his consent regarding disciplinary measures, particularly in cases of senior faculty members in higher cadres.

7. a) To collect the SPECIAL FEE from students for various student activities as determined by the BOM.
- b) To spend the amount in consultation with respective ACTIVITY CELL / COMMITTEE on the approval of the Director/BOM.
- c) To open and operate a Bank Account jointly with the Secretary & Correspondent for such special fees, maintaining books of accounts.
8. a) To open and operate a Bank account for Scholarships received from different sources including the State Government.
- b) To maintain Books of Account for the scholarship.
9. To prepares the budget for consideration of Director/ BOM and approval of the Governing Body.
10. The principal shall invite the Director for all the meetings convened by him.
11. To prepare salary statement and present it every month for the approval of the Secretary and Correspondent for disbursement.
12. To sanction leaves to staff as per leave rules, maintaining leave account.
13. To take steps for promotion of INDUSTRY-INSTITUTE INTERACTION and R&D work on his own or on the suggestions of the Deans and Heads of the Department concerned.
14. To provide consultancy services as can be offered by the members of faculty in their respective fields of specialization to the outside individuals or institutions as per the guideline from the BOM.
15. To participate in Quality planning at University / Government / AICTE level for development of technical education.
16. a) To allow the individual members of faculty for participation in the orientation programs, refresher courses, spot evaluation, curriculum development sessions etc.
- b) To permit the members of faculty and students for participation in inter-collegiate, inter-university competitions and festivals, talent and personality development programmes at various levels.
- c) To recommend the names of faculty members for various awards notified by the University various institutions like ISTE, IE(I), State Government, Central Government etc., and process their applications for such awards.
17. To be the CHIEF WARDEN of hostels under the management of the college.
18. To sanction annual increment to the staff in consultation with the Director .
20. To open and operate an account and maintain funds jointly with the Secretary & Correspondent for Gratuity kind of payment and maintaining books of accounts.
21. To make periodical review on the performance of the staff department-wise or individually, (feedback)taking the help of the Heads of Departments and presenting it to Director / BOM and GB.

## **5. VICE-PRINCIPAL**

One of the senior faculty members may be nominated as Vice-Principal. This post may or may not be filled. In the absence of this post Dean Planning and administration will fulfill the functions of the Vice-principal.

### **(i) Functions**

1. To officiate the Principal's responsibilities in the latter's absence.
2. To carry out the specific duties assigned by the BOM / Director / Principal as and when necessary.

## **6. DEANS**

To help the Principal in the administration, there shall be four Deans in addition to vice Principal / Dean P&A, namely

1. Dean – Academic Affairs
2. Dean – Student Affairs and welfare
3. Dean – P.G. Studies, R & D and Consultancy
4. Dean-FED

The Designation Dean shall be used only when Professors hold these posts. In other cases they are called as 'Coordinators'. These posts may or may not be filled.

The Deans shall take the responsibility of the following duties mentioned against their heads and submit their proposals /recommendations to the Director/Principal for implementation.



**(i) Dean – Academic Affairs**

- i) Teaching-Learning process.
- ii) Library and Laboratory Development.
- iii) Examinations & Result Analysis
- iv) Faculty feed back

**(ii) Dean- Planning and Administration/Vice-Principal**

- i) Overall Development Planning and implementation, including preparation and implementation of Quality policy.
- ii) Recruitment of faculty
- iii) Training and Placement
- iv) Industry-Institute Interaction
- v) Entrepreneurship development

**(iii) Dean-Students Affairs**

- i) Student Facilities
- ii) Student Counseling
- iii) Extra curricular activities.
- iv) Student Discipline
- v) Alumni Information.

**(iv) Dean – PG Studies, R & D and Consultancy**

- i) Engineering PG studies & MBA
- ii) Research and Development
- iii) Consultancy

**7. Deans – Functions**

1. He is overall in charge for the respective areas under him and he shall ensure the success of these programmes.
2. He will make recommendations to Principal on formulation of various committees for different areas he is in charge of.
3. He will convene meetings of those committees at least once in two months.
4. He shall submit reports to the Principal twice in a semester on the programs he is in charge of.
5. All the information, correspondence regarding the programmes coming under the purview of the dean shall be routed through him to the Principal.
6. Whenever necessary he shall convene a meeting of HODs concerning those programmes, with Principal as chairman and Dean as convener and Director as invitee.
7. Dean Planning and Monitoring will record the minutes of the meetings of the College Management Committee.

In the hierarchical order the Deans are between the Principal and HODs.

Coordinators of all committees will report to their respective Deans. HODs shall report to the Principal through Dean on matters that come within the purview of Dean.

The Deans will be guided by the policies of the college in the matters that come under their purview.

**8. Coordinator Academic and Administrative Affairs**

He assists the Principal and HOD in academic and administrative affairs and also in admissions and attends all the meetings convened by the Principal.

**9. Duties of HODs**

HOD is responsible for the functioning of that Department as per the laid down policies of the college. He will be consulting with and reporting to Deans, in technical matters coming within the purview of the dean.

In all subject matters of various Deans, HOD shall report to the Principal through Deans.

HOD will prepare budget estimation for the Department for its operation, maintenance and development. HOD will recommend to Principal the constitution of various committees to help in various matters.

Preparing and submitting a report to the Principal on all matters. He will be in-charge of all the academic and other Departmental activities of the department and will be reporting on these matters at the end of every semester.

HODs are given an imprest amount of Rs.5,000/- and they will utilize this for emergencies and unforeseen expenditure only.

He will allocate academic and other duties to the staff members of his department.

HODs enjoy a level of autonomy to utilize the services of his faculty and supporting staff.

**V Statutory committees**

**1. Malpractices Prevention Committee**

A malpractice Prevention Committee shall be constituted to examine and punish the students who indulge in malpractices/ behave in an indiscipline way in examinations.

Members of the Committee The committee shall consist of

- Principal
- Head of the Department to which the Subject belongs.
- Head of the department to which the student belongs.
- In-charge Examination branch of the college.

**(i) Duties of the Committee**

To conduct the meeting on the same day of examination or at the latest by next working day to the incident and punish the student as per the guidelines prescribed by the University from time to time.

**2. Counseling and Guidance Cell**

Headed by Dean, Student Affairs and comprising of 5 members from each department.

**Objectives of the Cell**

- To create self confidence among the students.
- To conduct frequent interactive sessions with students.
- To clear the doubts related to academic matters of the students.
- To create social interactions and compatibility among the students.
- Timings : During last hours / after class work.

During the first three months of admissions this cell functions under the name Counseling and Guidance Cell for Newly admitted Students to encourage the new students to seek the help of the cell.

**3. Grievance Redressal Committee**

The composition of complaints-cum-grievance redressal committee of

- Headed by one senior faculty
- Heads of all Departments
- A Senior lady staff member from each department (if available)

**4. Women Protection Cell**

This cell looks after the welfare of girl students and Lady Staff members. The committee constitutes

- Headed by one Senior Lady Staff member
- One Lady Faculty from each department (if available)
- Dean, Student Affairs

**5. SC & ST Grievance Cell**

This cell looks after the welfare of SC & ST students and staff members. The cell constitutes

- Headed by one Senior SC/ST faculty member
- Members (not less than three)
- Dean, Student Affairs

**6. Anti Ragging Committee**

Anti Ragging Committee constitutes with Principal as Chairman, Dean (S&W) and one faculty member from each department, five non-teaching staff members, five members of parents and two senior student representatives from each department.

The Committee takes care of all issues related to ragging and takes all measures to ensure the campus free from ragging.

**7. Right to Information (RTI) Act Cell**

The RTI Cell constitutes

- Dean, P & A / Vice-Principal as Chairman
- Dean, Academic Affairs
- Public Relation Officer (PRO)
- Administrative Officer (AO)

This cell provides information to the citizens to secure access to information in order to promote transparency and accountability in the working of the institution. This cell follows the provisions contained in RTI Act 2005.

**8. Purchase Committee**

**(i) The purchase committee constitutes**

- Director
- Principal
- Dean Planning and Administration
- Concerned HOD
- Administrative Officer

**(ii) Guidelines for Purchase of equipment**

The following guidelines shall be followed to finalize the purchase procedure.

HODs will submit their budget estimations through Principal to Director/secretary and correspondent for the next year by first week of February every year, preferably.

Budget allocations will be intimated to the Departments / Sections concerned after approval by the Governing Body.



HODs will call for a minimum of 3 quotations for the items of the equipments and prepare comparative statements if the item cost is more than Rs 10,000/-

The purchase order shall be placed by the Secretary & Correspondent or Director duly recommended by the Principal.

Advance payment if necessary at the time of purchase order pros & cons will be duly weighed and payment will be processed only with the approval of Director/Secretary and correspondent and the final payment shall be made only after successful installations, testing and training. The concerned HOD has to certify as above.

After receiving the equipment along with the bill, the department will test and verify as per specifications mentioned in the purchase order. If the department is satisfied with the equipment, the bills will be passed after duly entering into stock registers with necessary initials and the bills will be sent to the office for payment.

The office after receiving the bills shall enter them in the central stock register and pay the bills.

The department shall maintain one purchase register, and separate stock registers for recurring and non-recurring items for each laboratory.

The department shall maintain separate imprest money register (contingency register) and Indent Register.

## **VI. FINANCIAL AND PHYSICAL RESOURCES**

The following points are considered for formulating policies on Financial and Physical Resources and their utilization.

- Financial resources to be sufficient for running the programmes, maintaining and upgrading, the equipment, operational budget. To plan resources for the same.
- Sufficient physical resources, conforming to legal, safety and security requirements.
- Resources like endowment fund, deposits of money.
- Maintenance of physical resources, ensuring maximum level of safety and hygiene.
- To provide suitable water for utilities and drinking, drainage systems, sewage disposal.
- Medical facilities – First aid boxes, Medical officer, Dispensary/Emergency medical/Ambulance facilities.
- Communication facilities.
- Phones, EPABX and Fax facility
- Reprographic facilities like Xerox, OHPs, LCD Projectors etc.
- Avenues for refreshments of students/faculty.
- Electrical and other installations to be certified to be safe and free from hazard.
- Firefighting equipment.
- Canteen, bank extension counter, ATM, post box and courier services.
- Common rooms for boys and girls with recreation facilities.
- Residential facilities for students and staff
- Gymnasium and Lecture enabled theatre
- Power backup
- Transport and parking facilities
- Language lab
- Institute website
- Barrier free built environment, approach roads
- Public address system

### **1. Financial Resources**

These should be sufficient for

- i) Running the programs.
- ii) To provide physical resources in conformity with legal, safety and security requirements.
- iii) To meet the operational budget.
- iv) Maintaining and upgrading the equipment.
- v) There should be a clear evidence of resource planning linked to financial planning.

The sources of finance are

- i) Tuition fee and Special fee
- ii) Grants / loans from promoter society
- iii) External borrowings and donations
- iv) College should try for grants from state government, central government and other funding agencies and private sources
- v) Seminar Grants, Travel Grants from AICTE, MHRD etc.

### **2. Capital resources**

Include land, buildings, endowment fund and other deposits of money.

Governing Body's relevant minutes on budget shall be sent as circular to the departments.

Immediately after receiving the above all HODs shall submit with probable dates, time table for various events of that academic Year.

All HODs shall submit utilization reports in the prescribed proforma twice in a year in October and in February.

### **3. Land**

- Land will be provided to meet the minimum requirement of AICTE.

- Efforts will also be made to provide more land, when required.
- After meeting the priority requirements, a compound wall will be built for the land.
- To make the campus pleasant, attractive, safe, hygienic, eco-friendly and as self sufficient as possible.

#### 4. **Buildings**

- Buildings should be provided to meet the minimum AICTE requirements.
- Efforts shall be made to provide more building space for student comforts.
- The buildings shall conform to legal, safety and security requirements.
- Buildings shall be maintained ensuring maximum levels of safety and hygiene.

#### 5. **Hostels**

- To provide hostels to meet the demand, following AICTE norms.
- Hostels shall be provided with full possible compliment of communications, IT, Kitchen and health facilities.

#### 6. **Maintenance**

Matters concerning the maintenance of buildings and infrastructural facilities, including cup-boards in the walls and name plates etc. The HODs are the in-charge and will make a requisition to the Principal which will be forwarded to the Administrative Officer.

The Administrative Officer, on receiving the requisition shall enter the requisition in the register provided for the same. After this, he will discuss this with the Principal, Director, takes their approval and attends to the work at the earliest possible time. For items of works costing more than Rs.10,000/-, he will submit estimates along with quotations. Action taken shall be recorded in the register. Requisition should be sent at least one month in advance, except in emergencies. Regarding furniture, a requisition shall be made to the Principal by the HODs/in-charges; it will be forwarded to Administrative Officer (AO). AO will discuss this with Director and takes necessary action. He shall maintain a register where he enters the requisitions and records the actions taken.

Each furniture item in the college shall have an identification number.

#### 7. **Building Hygiene**

Sweepers and a supervisor will be allotted for a particular area. Every day the sweeper has to sign in the register to confirm that he/she has done the duty. The supervisor should attest the same.

#### 8. **Duties of Sweepers**

- Cleaning of class rooms, corridors, floor cleaning of laboratories, staff rooms and other areas allotted.
- Dusting of furniture and windows in the class rooms and also cleaning of glass boards.  
(However, dusting of departmental furniture/equipment/machines shall be done by department attenders and lab technicians.)
- Swabbing of corridors
- Clearing cobwebs in the corridors, class rooms and other areas, except department labs.  
Supervisors: Supervisors shall personally supervise the work and lock the class rooms after he is satisfied with the work.

#### 9. **Toilet Hygiene**

Each toilet is to be cleaned four times a day, which should be checked by supervisor concerned. Care is taken in providing exhaust fans, daily cleaning with phenol or detergents, use of naphthalene balls.

#### 10. **Class Rooms maintenance**

- Use of non-dust chalks.
- Daily sweeping of class rooms.
- Wet cloth cleaning of benches (at least twice a week).
- Black board cleaning (with wet cloth daily).
- Provision of 2'X 2' notice board in each class room.
- Provision of podium in each class room.
- CC cameras in all class rooms

#### 11. **Floors**

- Daily sweeping and wet cleaning.
- Common dust bins are provided at various locations in each floor

HODs/in-charges shall make complaints regarding hygiene to the Principal, which will be forwarded to the Administrative Officer for necessary action. Administrative officer shall maintain a register for the purpose in which the complaints and action taken against the complaint are recorded.

#### 12. **The following registers shall be maintained for the above**

- requisition form and register
- complaints register and file
- sweepers – log book/log sheets
- scavengers – log book/log sheets
- file for work assignments – sweepers and scavengers.

#### 13. **Laboratories - Maintenance & Utilization**

- Preventive maintenance is followed.

- Additional experiments are designed to utilize all the equipment available in the lab.
- Periodical checkups and calibration of equipment in all laboratories.
- Depending on the experiment, one, two or a maximum of three students perform a single experiment with common set of apparatus.
- Every month lab maintenance report need to be submitted to the principal by the respective lab in-charge through HOD.
- Stock verification is being conducted in all laboratories every year.

#### 14. Computing Facilities-Maintenance & Utilization

- Computing facilities are provided as per the AICTE norms, even extra computers are provided to meet the practical requirements.
- Internet connectivity upto 40 Mbps band width is provided.
- All the computer systems in the college are on LAN with OFC backbone.
- Computing facilities are made available to the students for at least 12 hours a day and Wi-Fi enabled facility shall be provided.
- The number of computers to be made available will be as per the requirements.
- A team of technicians under system administrator will take care the maintenance of computers.
- Necessary Licensed software are procured.
- Servers like LINUX, WINDOWS, Web Servers, Database etc., are provided.
- Additional projects are taken up by the students for optimum utilization of the facilities.

#### 15. Support and other facilities:

1. Water: To provide sufficient and suitable water for utilities and drinking.
2. Electricity: To provide HT supply to the college. All electrical installations to be certified safe and free from hazard. Sufficient back up power supply to be provided. Ample lighting, fans, air-conditioning to be provided. They should be used frugally and when required, promoting the culture of avoiding unnecessary usage and promoting the culture of energy saving and economizing the energy cost.
3. Communication: To provide communicational facilities, namely EPABX system, phone facility, DOT phones connectivity, FAX, LAN, WAN, broad band internet, Video conferencing, Virtual class rooms.
4. Medical facilities: To provide a part time medical officer initially. To provide first aid boxes in all departments. To provide full time medical officer & dispensary with emergency services later.
5. Reprographic facilities: To provide required number of duplicators, photocopiers.
6. Refreshment facilities for students and staff: To encourage to form various clubs and then to provide infrastructure for sports facilities, health clubs, auditorium with facilities for screening cinemas. Avenues for refreshments for staff and student canteen facilities.
7. Transportation facilities to arrange transport facilities for students and staff.
8. Insurance: To provide Group Insurance / insurance for staff and students.
9. To Provide a Cooperative stores.
10. To provide sufficient parking space.

### VII. HUMAN RESOURCES

The following points are considered for formulating policies related to Faculty & Staff.

- Faculty as per AICTE norms or more as per requirement.
- One senior faculty member in the position of Professor / Reader in each subject area in the program.
- Faculty selection through open advertisement.
- Work load of faculty, not to hinder effective performance in teaching / research.
- Supporting staff in sufficient numbers, with adequate qualifications and skill.
- Ambience for retaining good faculty
- Involvement of senior faculty for laboratory development.
- Facilities for quality improvement
  - Sponsoring to continuing education programs
  - Sponsoring for higher degree programs
  - Sponsoring for industry internship
  - To provide industrial experience to teacher
- To associate senior faculty members in the staff selection process
- To improve the level of faculty commitment in the quality of teaching in the classroom and also in the laboratory
- To issue quality handouts in the class and laboratory
- Special programmes/efforts to improve the learning experience of the students.
- Faculty to give imaginative assignments, industry relevant problems and to increase the awareness of current state-of-the-art technology specific facets.
- Faculty to participate in promoting activities of professional society.
- Faculty to acquire knowledge of best current practices.
- Faculty to subject themselves to evaluation by students.
- Faculty to present a self performance appraisal report and how faculty uses it for correction and improvement.
- Grievance redressed mechanism for the faculty.
- Level of autonomy to HOD to utilize the services of his faculty and supporting staff.
- Supporting staff to contribute in
  - Construction and fabrication of equipment
  - Calibration and repair of instruments and systems
  - Preparation of samples
  - Making routine experimental observations.
  - Sufficient skills development programmes for supporting staff.

Transparent Service Rules

Evaluation of faculty with respect to their duties once in a semester.  
Incentives/rewards/ for performance.

A) Faculty

- i) For B.Tech and MBA: Faculty student ratio 1:15, Cadre ratio 1:2:6 (Prof. : Assoc. Prof. : Asst. Prof.)
- ii) For M.Tech Programmes: Faculty student ratio 1:12, Cadre ratio 1:1:1

The PG faculty may also be used for UG programs.

Designation	Qualification	Pay Scales
Principal	As per AICTE norms, 13 years with Ph.D	37400-67000, AGP 10000
Professors	As per AICTE norms, 10 years without Ph.D, 8 Years with Ph.D	
Associate Professor	As per AICTE norms, 5 years without Ph.D, 1 Year with Ph.D	37400-67000, AGP 8000
Assistant Professor	As per AICTE norms	15600-39100

Internal Promotion / Increment:

Based on qualification and appraisal form.

Assistant Professor to Associate Professor: 3years service in RCEE without Ph.D, 1 Year with Ph.D

Associate Professor to Professor: 8 years service in RCEE without Ph.D, 6 Years with Ph.D

Work Load:

Work load of a teacher should not be less than 40 clock hours a week of which the minimum teaching contact hours should be

- Principal – 4 hours / week
- Professor – 8 hours / week
- Associate Professor – 12 hours / week
- Assistant Professor – 16 hours / week

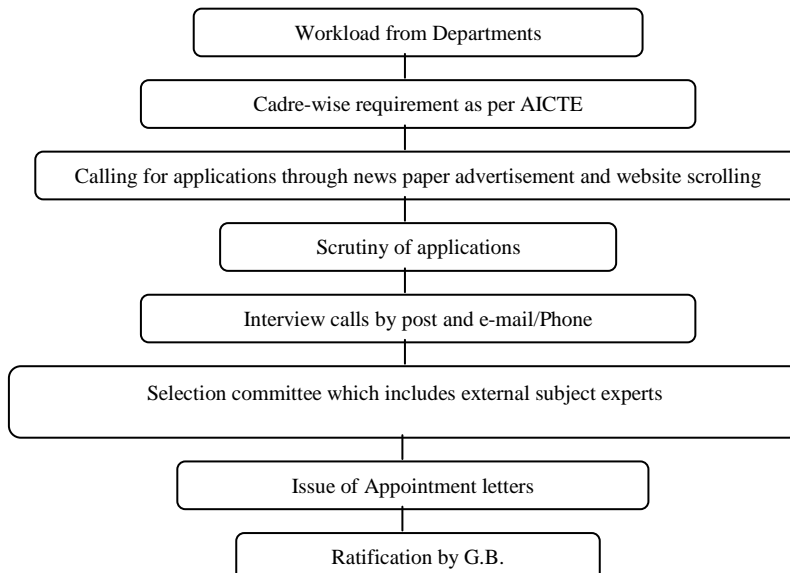
Two Project guidance/tutorial / counseling/Library/seminar/GD/ Games & Sports/ lab hours can be treated as one teaching hour. But in case of emergencies / unavoidable circumstances, there could be work adjustment with extra hours. Teachers shall be present in the institution during working hours, unless engaged in official works outside. Professors and Associate Professors should have clearly defined administrative, consultancy, R&D activity.

All faculty shall perform any additional duty, either remunerative or non remunerative in addition to his normal duties that may be assigned to him from time to time.

Every teacher shall submit a monthly report in the proforma (Annexure – 4) supplied to the HOD as regard to the role, jobs and targets assigned to him by the Department / Institution from time to time.

3. Recruitment Policy

Staff selection shall be through open advertisement. AICTE and University guidelines will be followed for recruitment of staff. The following is the procedure in brief for recruitment of faculty.



The selected candidates who join duty may have to appear for University Ratification if required to meet the University norms for affiliation. Review of appointments after six months / one year will be made at the level of Assistant Professors.

The selected candidates will be placed on probation for one year incase of internal candidates and two years for external candidates.

Retired persons who have not crossed the AICTE permitted age may also be recruited and they shall retire after they cross the AICTE permissible age of retirement. However, continuation of services of the persons beyond the AICTE permissible age of retirement, if required, shall be decided by G.B. mentioning the extension period.

**(i) Committee for Staff Selection**

To constitute the staff selection committee for faculty for the institution in the following manner.

- Chairman of the institution or his nominee as the Chairman of the selection committee.
- Secretary & Correspondent or his nominee
- Director
- Principal
- Head of the Department concerned
- Another Senior Faculty from the same department
- One/Two External Subject experts in the cadre of Professors/ Doctorates

After the selection, the selected candidates are given appointment orders (Annexure – 3). The selections will be presented to the Governing Body for approval. The selected candidates who join, duty may have to undergo University Ratification if required to meet the university's norms for affiliation.

**(ii) Service Register**

When an employee joins the college, a personal file shall be opened with

- His application and appointment order with photo
- Consent letter, if necessary
- Joining report
- Certificates of qualification and experience

The following shall also be maintained in the same file.

- His assessment reports
- Rewards / punishment details
- Leaves statement
- Promotion & salary hike
- Higher qualification details, if acquired during service
- Research publications, Book publications and patents
- Professional body membership details
- Agreements, if any
- Resignation / retirement details.
- Any event to be recorded

**4. RETIREMENT**

Every non-teaching employee shall retire from service on attaining the age of superannuation i.e 58 years.

**5. Duties of Faculty**

1	2	3	4
Academic	Administration	Extension	Research & Consultancy
Class Room instruction	Academic and Administrative management of the institution	Extension services	Research & Development Activities & Research Guidance
Laboratory Instruction	Policy planning, Monitoring & evaluation and promotional activities both at departmental and institutional level	Interaction with industry and society	Industry sponsored projects
Curriculum Development Outcome based education	Design and development of new programmes	Participation in Community services	Providing consultancy and Testing services
Developing Learning Resource material & Laboratory Development	Preparing project proposals for funding in areas of R&D work. Laboratory Development, Modernisation, Expansion, etc.,	Providing R&D support and consultancy services to industry and others user agencies.	Promotion of industry institution interaction and R&D
Students Assessment & Evaluation including examination work of university	Administration both at Departmental & Institutional levels	Providing non-formal modes of education for the benefit of the community.	—
Participation in the Co-	Development, administration	Promotion of	—

1	2	3	4
curricular & Extra curricular activities	and Management of institutional facilities	entrepreneurship and job creation	
Students, Guidance & Counseling & helping their personal ethical, moral and overall character development	Monitoring and Evaluation of academic and research activities	Dissemination of knowledge	
Continuing Education Activities Attending training programmes	Participation in policy planning at the regional / National level for development of technical education	Providing technical support in areas of social relevance	
Keeping abreast of new knowledge and skills help generate new knowledge and help dissemination of such knowledge through books, publications seminars etc.,	Helping mobilization of resources for the institution. Develop, update and maintain Institute Resources. Plan and implement Staff Development Activities.		
Self development through upgrading qualification, experience & Professional activities	Maintain accountability, conduct, character and attitude, performance appraisal		

## 6. Attitudes and Commitment

Attitude and commitment of teachers are evaluated on

- Punctuality to his/her duties
- Sticking to the teaching schedule / Lesson Plan
- Effectiveness of teaching
- Effectiveness lab conduction
- Attitude towards non-teaching duties assigned
- Setting of question papers and evaluation of answer sheets.
- Efforts for his professional growth
- Effective use of teaching aids
- R&D activity

To improve quality of teaching in the class room and also in laboratory, issuing of quality handouts both in the class & labs, course objectives, course outcomes, gaps in syllabus and extra content, giving imaginative assignments, industry relevant problems, increasing awareness of students on the current state-of-the-art technologies etc to be practiced by the faculty.

College to create right ambience (academic & otherwise) to retain faculty.

To involve senior faculty in faculty selections and lab development.

## 7. Faculty Development

- Workshops to be conducted in the college on instruction, student evaluation, feedback etc., personality development for teachers.
- Teachers to be encouraged to present and also to publish papers – offering them some incentives.
- Teacher's to be encouraged to attend summer schools, winter schools, seminars
- To sponsor teachers to higher education
- Every department shall conduct a workshop, short term training programmes ranging from 3 to 14 days, every year.
- Extension lectures by senior staff shall be arranged in industries for their benefit.

The first requirement for any teacher to be sponsored to these programmes is he should have the right attitude compatible with the aims / objectives / policies of the college and should have a strong commitment to the same.

### (i) Promotional/Increments Policies

#### A) Grant of Increments

Increment shall be granted to every staff member during January or July basing on their month of joining following the procedure given below

- Principal through his office will invite Staff self appraisal forms with HODs remarks for sanctioning increments to eligible staff at least one month in advance. HODs will also enclose a copy of comprehensive report on the evaluation of faculty member's performance for the previous two semesters
- Principal shall present this to the management through Director. Management committee in its next meeting shall grant the increments. Some times if necessary the Director may grant the increments but he should present it to Management. for ratification.
- Yearly Increments will be sanctioned in every January for those joined in between August and January months and every July for those joined in between February and July irrespective of their joining date.

- B) Promotions under Career Advancement Scheme  
Promotions under Career Advancement Scheme shall be granted as per AICTE norms. Committee for promotions under Career Advancement Scheme shall be the same committee which is for Selection of staff.

C) Motivational Initiatives: Faculty

D) Sponsoring to higher education

Taking into consideration, the department needs to have Ph.Ds, ME/M.Techs for faculty positions

Faculty with a minimum of 5 years service at RCE with satisfactory performance will be given preference and shall be sponsored for the programme in the required specialization only.

E) Types of sponsorships

Type – I : For part time Ph.D. programme:  
without financial benefit, but with 3 to 4 weeks vacation at a stretch to meet the guide and to do course work subject to conditions. Max for 3 years. One week paid leave for preparation and to attend pre-phD examination.

Type – II : For full time Ph.D The college may sanction leave for higher studies providing service benefits like EPF etc. They should stay for a minimum period of three years after getting Ph.D. If they leave without completing that period they have to pay triple the amount the college has incurred as costs for extending those service benefits during his leave period.

The sponsored teacher and the college will be governed by the registered bilateral agreement they enter into.

(ii) Incentives for retention and academic advancement of teaching faculty

1. After 5 years all faculty are eligible for gratuity kind of payment.
2. The following incentives shall be paid to faculty staying in the college continuously for ten years initially and five years continuously each time later.

Ten years initial continuous stay: Rs.1,00,000/-

Every Five continuous years thereafter: Rs.50,000/-

(iii) Faculty to fulfill, the following conditions

- Should have followed the policy document scrupulously.
- Additional innovative measures at individual level.
- R&D activity.
- Basic sciences teachers should have acquired Ph.D in the initial ten years.
- Engineering teachers should have registered for their Ph.D programmes, should have completed their pre Ph.D exam/equivalent work or exam and published some papers in this regard in the initial ten years and produce a testimonial from his guide with regard to his sincerity for this programme.
- Engineering teachers should complete their Ph.D in the next five years, i.e in the initial fifteen years.
- Those who do not satisfy the above criterion particularly with regard to their Ph.D, shall be paid only one third of the above incentive amount.

#### 8. Special pay

- i) Special pay of Rs.2000/- upon completion of pre Ph.D and satisfactory review by a committee appointed by the Director for a maximum period of 12 months.
- ii) Special pay of Rs.10000/- per month to Engineering faculty and Rs.5000/- per month to S&H faculty will be paid for the period elapsed between the date of submission of Thesis and date of award of Ph.D degree. The recipient has to work in the Institution at least for a period of three years from the date of receipt of the incentive. Otherwise the beneficiary has to pay back the amount to the institution proportionally

#### 9. Incentive for acquiring Ph.D degree during service

- i) Any faculty member who has registered for Ph.D working in this college and continued till he is awarded Ph.D or faculty who have been working for not less than 3 years in this college at the time of award of Ph.D shall be given a minimum increment of Rs.15,000/-.
- ii) Two advance increments may be given to those Assistant Professors who acquire Ph.D in their service and Assistant Professors who acquire Ph.D. degree in not later than 5 years from the date of appointment as Assistant Professor.
- iii) The above i) & ii) are applicable to those who acquire Ph.D from IITs, NITs, University Government Colleges and very reputed Deemed Universities like BITS Pilani, Ranchi etc.

#### 10. Sponsoring for National/International paper presentations, continuing education programs, conferences

- i) No one shall be sponsored for conference, unless his paper is accepted. In special circumstances when it will be very useful to the institute, a nominated senior faculty may be sponsored.
- ii) In the cadre of Assistant Professor, one should have a minimum of two years service.
- ii) No staff member shall be sponsored for more than two times in an academic year, including paper presentations and training programmes.



- iv) Professors – 2 Seminars / Conferences / Training programmes with financial commitment and 2 seminars/conferences/Training programmes without financial commitment in one year.
- v) For delivering guest lectures at institutions, key note lectures, chairing sessions at conferences/symposia etc. on invitation, academic leave is granted without financial assistance for two times in a year for Professors, and one time for other faculty subject to a maximum of four days each time.
- v) Faculty sponsored for Paper Presentations and Training programmes in India will be paid Registration Fee, Second Sleeper charges and DA subject to a maximum Rs.10,000/- in case of IITs, NITs and Government owned Universities/organizations and Rs.5,000/- for others. These will be paid only after giving the presentation in the department and after submitting material to the departmental library, and producing a certificate from the HOD.

**11. For International Conferences held Abroad**

- i) 50% of actual expenses including registration fee or Rs.30,000/- whichever is less will be paid.
- ii) Eligibility: Ph.D qualification, 5 years of experience in this college after acquiring Ph.D.
- iii) Only one member will be granted from each department on first come first serve basis in an academic year (July 1<sup>st</sup> to June 30<sup>th</sup>).
- iv) Any teacher once avails this is not eligible for the next 3 years.
- v) The financial assistance will be given to one of the authors who will be presenting the paper.
- vi) Special casual leave will be sanctioned for journey time and conference days only.

**NOTE**

- The financial support and special leave will be given for full paper presentations only which will appear as full paper in the proceedings and not for papers accepted for poster presentation.
- Participants should produce participation certificate.
- For International Conference in India, the guidelines are as per the other paper presentations in India limiting the payment to Rs.10,000/- or less including all expenses.
- *The financial support given by the organizers shall not be duplicated while claiming registration fee, TA, DA and other allowable expenses.*

**12. Paper Publications in Journals:** Faculty whose papers are published in Internationally Recognized and Scopus indexed Journals will be presented a cash award of Rs.3,000/- Faculty whose papers are published in IEEE.or ASME journals will be presented a cash award of Rs.5,000/- .For publication in National scopus indexed journals a cash award of Rs 2000/-and for other non scopus but indexed journals Rs 1000/-provided the address tag of the author should be that of RCE. The above incentives are per paper.

**13. EPF per month as per govt rules:** College pays its contribution as per prevailing government rules per - month if the faculty member pays his contribution.

**14. Gratuity kind of payment:** Faculty with ten years of continuous service in the college, are eligible for Gratuity kind of payment subject to a maximum of Rs 10,000/-year of service..

15. Insurance cover for Health (Rs.50,000/- Medclaim)and Personal Accidents (Rs.1,00,000/-).

16. Transport (for Professors) : Free Transport for Professors & Concessional Transport for other staff.

17. **Medical Facilities:** Free Medical consultancy and Hospitalization for common ailments: provided through College Medical Centre and two medical officers, one male and the other female officer are appointed and two medical assistants (one male and one female)

18. Incentives for implementation of Quality Document for achieving quality. Since the quality Document defines our policies and mechanisms for achieving quality, the following awards/commendations may be presented to the staff in organizational positions viz. Deans, HODs, Head of the Principal's office, Project officer and other Section Heads.

- i) Commendations may be given to all the persons who achieve a certain minimum prescribed percentage for implementation of quality Document.
- ii) A rolling shield may be instituted which shall be presented and kept with the leading department every year.
- iii) A committee may be formed for the above; i) & ii) with one or two Management Representatives and at least three Senior Professors who are not Deans or HODs who would formulate a very transparent policy and make the evaluation on a continuous basis

**19. Professional Society Memberships:** Besides the advancing loans for this to the faculty, the faculty who completes five years of service will be given Rs.1,000/- or 50% of the annual subscription , whichever is less starting with July 2015.(For a maximum of two memberships/up gradation)

(i) Eligibility to attend conferences/Workshops

No one shall be sponsored for conference, unless his paper was accepted. In special circumstances when it will be very useful to the institute, a nominated senior faculty may be sponsored.



They should have a minimum of one year service for Assistant Professors.

No staff member shall be sponsored for more than two times in an academic year including paper presentations and training programmes. In case of teachers doing PhD due consideration may be given.

The HOD shall take into consideration, the usefulness of sponsoring that person to him and/or to the college.

Sponsored faculty will be paid registration fee TA & DA only after giving the presentation in the department and after submitting material to the department library, and producing a certificate from the HOD.

(ii) Professional societies

To encourage faculty to become members of Professional Bodies like IE(I) / IEEE / CSI / ISTE / IETE /CIIS/ISHRAE/ASME the membership is given some weight age in the evaluation of the teacher performance. The college will initially pay the membership fees and will be recovered from the salary in 10 equal installments. Every teacher is expected to become a member of at least two societies concerning his branch.

(iii) Industrial exposure to the faculty

To arrange industrial internship for the faculty. Ideally every teacher should have industrial exposure in the subject he teaches. Every year at least 10% of the permanent staff to be arranged internship for a period of at least two weeks.

(iv) Performance appraisal

Performance Appraisal of the faculty is done with rewards and punishments  
Parameters to be considered for performance appraisal.

- Feedback
- Examination results
- Teacher's attitude commitment and achievement with regard to his non teaching duties
- Peer analysis and review of performance after six months / one year through written test and interview for Assistant Professors
- Consultancy
- R & D which also includes publication of papers, books, etc.
- The mandatory presentations he gives to his colleagues after his return from attending that programme. At the end of every semester, every teacher has to submit a self-appraisal form.

(v) Performance Appraisal of Faculty (for 100 marks)

Every teaching faculty will submit their Self Appraisal Form (Annexure – 5) at the time of seeking their increment.

The Performance Appraisal of the Faculty is evaluated according to the split up of marks as given in the form.

The Annual increment is sanctioned for different categories based on the scores gained through the self Appraisal for a maximum of 100 marks as per the table given below.

Sl. No.	Increment	Max Marks		
		Professors ( 220 )	Assoc. Prof. ( 180 )	Asst. Prof. ( 140 )
1	2%	132 – 163	108 – 134	84 - 104
2	3%	164 – 185	135 – 152	105 – 118
3	5%	186 – 209	153 – 171	119 – 133
4	6%	> 209	> 171	> 133

The self appraisal forms submitted by faculty are scrutinized by a committee with two Senior Professors and Dean, Academic Affairs as Convener. This may be implemented with effect from 1<sup>st</sup> July of 2015-2016 academic year.

The proforma of Result Analysis is presented in Annexure – 7.

If a teacher does not correct or improve even after 3 semesters a strong action may be taken against him.

B. Supporting Staff

Each Department shall have

Dept. Attendants	:	1 or 2
Lab Tech / Programmes	:	One qualified lab technician shall be provided per lab when it is conducted.
1. Principal's Office		
Administrative Officer	:	1
Office Superintendent	:	1
Accounts Officer	:	1
Senior Stenographer (PA to Principal)	:	1
Receptionist	:	1

Senior Assistants (as per Requirement):

- Junior Assistant
- Record Assistant :
- Mechanics :
- (Electrician, Plumber, carpenters)
- Drafts men :
- Drivers :
- Attendants :
- Watchman :
- Gardeners :
- Sweepers :
- 2. Examination Section :
- 3. Physical Education :
- 4. Library:
  - Librarian :
  - Assistant Librarian : As per requirement
  - Library Assistants :
  - Attenders :
  - Sweepers :
- 5. Workshop :
  - Fore man :
  - Jr. Fore man :
  - Technicians :
  - Jr. Technicians :
- 6. Maintenance Department :
  - Electrical Maintenance Engineer :
  - Garden Supervisor :
  - Carpenter :
  - Plumber :
- 7. Construction Department :
  - Construction Engineer :
  - Project Officer :
  - Supervisors :
- 8. Security officer :

1. Qualifications

- Department Assistants : Degree, MS Office knowledge and qualified and experienced in typewriting and/or shorthand.
- Attenders : 7<sup>th</sup> or 8<sup>th</sup> standard
- Computer Operator : 3 year diploma or degree
- System Analyst : 3 year diploma
- System administrator : CCNA certificate & MSCM
- Computer operator : 3 year diploma / degree
- Workshop various trades : ITI & experience.
  - Librarian :
  - Assistant Librarian :
  - Library assistant :
  - Physical director : } As per Norms

2. Recruitment Procedure

1. Through a committee constituted by the governing body
2. Through an advertisement in a newspaper.

3. Attitude & Involvement of lab technicians/Programmers/system analyst

To maintain a work diary

To be punctual and sincere to their duties and to involve in construction and fabrication of equipment, calibration and of repair of systems, preparation of samples, making routine experimental observations.

4. Skill up gradation

- College will conduct at least one training programme in the college for their skill up gradation.
- Every lab technician shall be sponsored to one skill up gradation programme in industries, at least once in a year.
- Feedback on the performance of Lab technicians is obtained from
  - Selected students
  - Lab in-charge

Self Appraisal report on Lab Technician .

On attitude and involvement, lab maintenance, cleanliness, maintenance of records etc.

5. Motivational Initiatives

- a) Encouragement to Technicians doing B.Tech under CCC
- b) EPF
- c) Medical Insurance & Personal Insurance
- d) Transport
- e) Medical facility

## VIII. HUMAN RESOURCE: STUDENTS

The following points are considered for formulating the policies on Human Resource – Students

- Orderly and ethical procedures for admission of students.
- Percentage of students clearing the programme in the minimum scheduled duration.
- Identification of the subjects in which maximum failures occur and remedial actions.
- Percentage of final year students achieving placement employment through a campus recruitment or within three months, within six months or after six months of graduation.
- Number of students qualifying in international, national, state level exams like GRE, GMAT, GATE, CAT, Civil Services etc.
- Students securing PG admissions as an indicator of quality of teaching – learning process
- Feedback from Alumni

Admissions are made as per State Government Guidelines.

1. The Academic results are analyzed in the following way
  - Percentage of pass, branch-wise and each subject-wise shall be calculated.
  - Number of University ranks obtained, distinctions and first classes shall be noted branch-wise and subject-wise.
  - Results of 10 other surrounding colleges will be noted in the above way and average performance shall be calculated.
  - The performance of our college shall be compared with average of the above 10 colleges.
  - An earnest attempt shall be made to arrive at the reasons for poor performance if any and every effort shall be made to improve the performance.
2. Competitive Examinations
  - College shall try to provide special training for GATE by respective branches
  - College shall also provide training to GRE, CAT, IES, TOFEL etc. if requested and if students are in sufficient number.
  - Departments shall record and maintain students' success in competitive examinations.
3. Students Employability and Employment
  - Efforts shall be made to make students employable by training them in aptitude tests, English language test, soft skills & Personality Development.
  - The college shall take feedback from the employers of it's students.
  - The college shall conduct Entrepreneurship Development Programme.
4. Professional Societies
  - Students shall be encouraged to become members of professional societies like ISTE, IEEE, IE, Microsoft chapter etc.,
  - Students shall be encouraged to participate in seminars, techno fests, paper presentations etc.,
  - Students shall be encouraged to take up live projects.
  - Students shall also be encouraged to participate in NSS programmes.
5. Policy regarding sponsoring students for paper presentations, attending seminars etc.
  - Students shall be sponsored once in a semester.
  - Only one way fare shall be paid to the 1<sup>st</sup> author.
  - If student secure 1<sup>st</sup> prize, registration fee and two way fare will be reimbursed.
  - TA and registration fee shall not be duplicated.
  - The student has to submit the seminar material to the department.
  - The student shall take prior permission from the department before attending the seminar.
  - The money shall be reimbursed to the student after they submit Xerox copy of the certificate of attendance, paper presented and 1<sup>st</sup> prize if any.
6. Motivational Initiatives  
Students: The College encourages the students with various awards and certificates. Some of these awards are sponsored awards.
  - (i) Best outgoing student: Open for boys and girls: - carries a Gold medal and a cash award of Rs.5,000/-- and a Certificate.

Open for boys and girls. Assessment procedure is given below

- a) Academic 50 marks  
Aggregate marks of all the examinations x 50  
(marks awarded = 50 x percentage of marks obtained / 100)

The student should pass all the subjects in the regular examinations and should complete the course in 4 consecutive years.

Attendance: 5 M  
(marks awarded = 5 x % attendance / 100 )

GATE, GRE, GMAT, CAT: 15 M  
(marks awarded = 20 x percentile / 100 )

- b) Personality 5 M  
Leadership qualities, communications skills and proficiency in English.

- c) Sports and games 5 M  
For representing in University level/State level (3) and National level (5) per each year.
- d) Cultural Events 5 M  
For winning prizes in cultural meets  
i) University/State level (3) ii) National level (5)
- e) Co-Curricular Activities 5 M  
Prize winning Technical Papers presented at Seminars/published in technical journals.
- f) Feedback from III year students 10 M

Total -----  
100 M  
-----

- (ii) Certificate of Excellence: The College honors the first five excellent students of each out going batch with certificates of Excellence.
- (iii) Eligibility Criteria

General: The student must bear good conduct and character and must put up not less than 85% aggregate attendance in all semesters and must complete the course in single attempt.

Best Outgoing lady student and three merit certificates award for the Best outgoing lady student, – carries a Gold medal and a cash award of Rs.2,500 and a certificate.

The college presents merit certificates to the first three meritorious lady students among all branches.

Award worth about Rs. 5000/-shall be given for the best student project.

- (iv) Branch wise toppers: Gold medal and three merit certificates:

ECE: gold medal, sponsored by .....

M.E: gold medal, sponsored by .....

EEE: gold medal, sponsored by .....

CSE: gold medal, sponsored by .....

CIVIL: gold medal, sponsored by .....

MBA: gold medal, sponsored by .....

a) Criterion: Open for Boys and Girls

b) Academic: 90 Marks

Aggregate marks of all the examinations (Marks awarded = 90 x percentage of marks obtained/100)

-> The student should pass all the subjects in the regular examinations.

-> Should complete the course in 4 consecutive years.

c) Attendance: 10 Marks (Marks awarded = 100 x % attendance/100)

(v) Best Project Work: To be judged by a committee.

(vi) Best Outgoing Sportsperson (Boys): To be judged by a committee.

(vii) Best Outgoing Sportsperson (Girls): To be judged by a committee.

(viii) Other Prizes & Awards:

With a view to encourage students to excel in their studies, the College has instituted the following benefits on rotational basis to students during their study of B.Tech. / M.Tech. / MBA Degree course in the college based on their performance in end semester exams branch wise and semester wise.

1) First Ranker: additional Three rolling Library Tickets and metal badge.

2) Second Ranker: additional Two rolling Library Tickets and metal badge.

3) Third Ranker: additional one rolling Library Ticket and metal badge.

4) For all students having more than overall 95% semester attendance - one additional rolling Library Ticket.

5) For all students having 100% semester attendance - one additional rolling Library Ticket + cash prize of an amount rs.1000/-.

(ix) Professional society membership: - A maximum of 10 students from all branches on Merit basis shall receive 50% of the cost of professional society membership from the college.

(x) Special awards: - Special awards shall be given to the University Rank Holders (below the rank of 10, 100 & 200) and the toppers in GATE, GRE & CAT.

Awards shall be given for publication in International/National referred journals by the students.

Award	First Rank	Below Top 10	Below Top 100	Below Top 200
University Rank	Rs 50,000	Rs.10,000/-	Rs.2,000/-	Rs.1,000/-
All India GATE Rank	Rs 1,00,000	Rs.50,000/-	Rs.15,000/-	Rs.10,000/-
CAT		Suitable Awards will be given depending on their outstanding Performance and CAC recommendations.		
GRE				
Journal Publications				

(xi) Sponsorship to seminars paper presentations

Quality policy regarding sponsoring students for paper presentations, attending seminars etc.

- Students shall be sponsored once in a semester.
- Only one way fare (excluding first 60 kms fare) shall be paid to the 1<sup>st</sup> author.
- If the student secures a prize ( 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> ), registration fee and two way fare will be reimbursed.
- TA and registration fee shall not be duplicated.
- The student has to submit the seminar material to the department.
- The student shall take prior permission from the department before attending the seminar.

The money shall be reimbursed to the student only after they submit photo copy of the certificate and proof of attendance and paper presented.

#### Students Data

Tutoring of weak students in tutorial / special hours and the record should be preserved.

Departments to maintain subject wise results of all yearend/semester end examinations of all batches of students.

Students' employment and higher education history are to be maintained by the departments.

Feedback from companies needs to be obtained and analyzed.

### **IX. TEACHING-LEARNING PROCESS**

The following points are considered for formulating the policies on Teaching Learning process

- Broad areas of Human knowledge.
- Theories and methods of enquiry, besides in depth study of the identified areas
- Teachers to collect study material on advanced topics for teaching.
- Clarity and relevance in curriculum.
- Pass outs to demonstrate in depth understanding of knowledge / practice.
- Examination of student answer books, grades, question papers, team work and design projects.
- Academic calendar.
- Minimum number of days of instruction.
- Number of contact hours per week.
- Mechanism for review of syllabus on regular basis.
- Course monitoring committees comprising teachers, students and other staff members.
- Mechanism for bringing teachers, who are not performing their duties to the attention of top management for remedial action.
- Routine checking and calibration of lab equipment, to ensure good working condition.
- Modalities and procedures for obtaining new equipment.
- To provide adequate demonstration kits for students in the labs.
- Number of students performing a single experiment with common apparatus.
- To provide students, library, computing, lab & E-mail facilities outside the normal working hours and on holidays.
- To establish departmental library.
- To develop good digital library and introduce automation and computerization in library.
- To provide sufficient reprographic facilities.
- To make available periodicals of professional societies.
- Providing extra content on skills in demand for employment.
- Providing maximum educational technology facilities and instructional materials particularly for electives.
- Add on courses for all departments for skill enhancement and employability.
- Add on courses on computers for students of other departments.

#### 1. Syllabus

- JNTU prescribed syllabus will be followed.
- Extra content shall be added related to the skills in demand for employment in each course.

#### 2. Academic Calendar

- Number of instructional days, contact hours per week to be followed as directed by JNTU.
- Additional teaching hours for the extra content shall be arranged after normal contact hours.

Guidelines to Teachers on method of teaching, time management, communication and movement.

- Teacher should have a prior plan of topics to be covered in every class.
- Teacher should introduce the subject with confidence with thorough preparation.
- Teacher should relate the new topics with topics already covered.
- Lectures should be task oriented, learner centered and interactive, but not conventional.
- Lecture should be innovative and where necessary OHP / LCDs should be used.
- Topics should be explained with clarity and with familiar illustration.
- Teacher should encourage interaction in the classrooms leading to peer learning and self-learning of students.
- Teacher should pay more attention to poor achievers and give challenging tasks to advanced students.
- Teacher should attempt feedback from students by giving frequent tasks and use this for motivation and improve their performance.

- Teacher should attempt to raise the knowledge level of poor achievers and improve it to the level at par with others.
- Teacher's task that is given to good achievers should be a creative challenge.
- Teacher should not just manage to complete the task, but completion of the task with proper revision and consolidation.
- Teacher in his lesson plan should give provision for revision and consolidation with testing / solving problems.
- Summing up should be neat recalling learners memory / experience.
- Teacher should not confine to ordinary text book. He should refer additional material and make himself a scholar in that subject.
- Teacher should have knowledge of recent developments and acquainted with latest publications.
- Teacher should acquire good knowledge of related information to augment his knowledge.
- Teacher's communication should be fluent, clear and precise.
- His approach to students should be free, genial, firm but kind that encourages interaction.
- Teachers should be dignified and purposeful and pleasant.
- Teacher should not be confusing.
- Teacher should be decently dressed and commanding.
- Teacher should not walk too often, should face the students and move to facilitate learner work.
- Teacher should not have distractive mannerisms.
- Teacher's gestures should be contributive.
- Teacher should be pleasant, effective and be held in high esteems by the students.

### 3. GUIDE LINES FOR CLASS ROOM TEACHING

This is provided for the benefit of teachers. This helps the teachers in planning and giving the instruction in the classroom.

#### (i) Method

- Lesson Plan: Conceiving the task:  
The teacher should have a prior plan to cover that subject in the class as per lecture plan.
- Introduction  
Teacher should not go into the lesson without introduction. Introduction should be confident for which thorough prior preparation needed. Introduction should not be hesitant.
- Keying into context: Entry behaviour  
The teacher should relate the subject that he is teaching in that class to past learning (existing knowledge) of the students. For this, interaction / innovation devices may be used.
- Type of instruction: Lecture / Demo / Any others  
Instruction should not be merely conventional lecture  
Lecture should be learner-centered interactive, task-orientation and innovative
- Innovative Techniques  
Whenever necessary the lecture should be innovate using teaching aids like OHP/LCD: Video material and Animations etc., A student should judge whether the teacher is using the best media that would enhance the quality of instruction for that given subject.
- Explication of the text / concept  
Text and concepts should be simplified and explained with familiar illustrations.
- Interaction :  
Interaction of the teacher should be effective, leading to self-learning and peer learning through group work and problem solving.
- Staying with the class  
A teacher should concentrate on poor achievers (weak students) and stay with them. The advanced students may be challenged with tasks.

#### (ii) Effectiveness

- Feedback  
Teacher should attempt to get feedback from students by giving frequent tasks and use it for motivation of students and their performance.
- Level of learning of poor achievers  
Teachers should attempt to raise the knowledge level of poor achievers and improve it to the level of being at par with others.
- Teachers  
The tasks given by the teacher to good achievers should be substantial and should bring out the creative talents of students.

#### (iii) Time Management

- Completion of Task  
The teacher should not just manage to complete the task. The completion of the task should leave enough time for revision and consolidation without rushing at the end.
- Revision / Consolidation  
Teacher, in his lesson plan, has to provide sufficient time for revision and consolidation to be done by giving home assignments and by conducting tests and problem solving sessions.
- Summing up  
There should be time for summing up. Summing up should be neat recalling learner's memory / experience. It should not be repetitive.

#### (iv) Knowledge

- Level  
Teachers should not confine only to ordinary text books. He should consult additional material and make himself a scholar in that subject.

- State of art  
Teacher should have knowledge of recent development acquainted with latest publications.
  - Reading  
Teacher should acquire good knowledge of related information to augment his knowledge. He should be widely read with good mastery of knowledge.
- (v) Communication
- Verbal communication : Fluent, Clear, precise
  - Rapport:  
His approach to students should be free genial, firm but kind approach that facilitates interaction.
  - Humour:  
Should be occasional humour, which is purposeful dignified and pleasant.
  - Illustration / familiarization of concept:  
Teacher should not be confusing
- (vi) Personal bearing / Poise
- Appearance:  
Decently dressed and commanding
  - Movement:  
Should not walk too often in the class, should face the students most of the time. During Tutorial hours he/she should try to move in the midst of the learners and facilitating the learner's work.
  - Mannerism:  
Should not have destructive mannerisms. Teacher's gestures and movement should be contributing to teaching learning process.
  - Overall Impression:  
A teacher should be pleasant, effective and be held in high esteem by students.
- (vii) Guidelines to teachers on Conduct
- They should be punctual to the college.
  - They should stay in the college during the entire working hours.
  - They should spend / utilize their time usefully in the college for furthering their knowledge for their own benefit and for imparting better education to students. They should utilize library facilities for class room teaching and research.
  - They should be punctual to classes.
  - There should be uniform coverage of the syllabus.
  - Teachers should see that the fans and lights are switched off before leaving the class room.
  - Their attitude and behavior should be such as to inspire confidence among students and create academic environment congenial to learning.
  - They should not speak ill of the college among themselves inside or outside of the college.
  - Their behavior should be such as to enhance their own prestige and the prestige of the college.
  - They should not engage in tuitions, part time jobs or business activities.
  - They should attend the college neatly and decently dressed.
  - They should wear identity cards during their entire stay in the campus.
  - They should develop a sense of belongingness to the college.
  - They should not smoke, gamble, consume alcoholic drinks and indulge in such other activities which lower their standing in society and the prestige of the college.
  - They should not nurse any grudge, or ill will, against any student and should be completely objective and unbiased in assessing students.
  - They should undertake responsibilities / duties entrusted by the college.
  - They should respect authority.
  - Every employee should show courtesy in his / her interactions with other employees, students, parents of students and others.
  - They should not make joint representations.
  - They should not absent themselves to the college without prior permission and should make substitute arrangement for class work before going on leave.
  - Faculty and Laboratory staff cannot use mobile phones during conduct of classes and labs.
- (viii) Rules to be followed by the teachers
- Divulging information of confidential nature to others will be treated as a serious breach of conduct and shall be dealt with accordingly.
  - Making unauthorized press statements constitute serious breach of conduct and shall be dealt with accordingly.
  - Teachers shall not entertain any feelings based on caste, community, religion and region and shall be fair and impartial to all students.
  - Faculty members, if they are to correspond with the AICTE, Affiliating University, the Government or with anyone on matters relating to the college or on matters that could have a bearing on the college, shall be routed through Principal.
- (ix) Evaluation Procedures & Feedback
- Evaluation shall be done as per JNTU guidelines.
  - Students shall maintain a separate Notebook for each subject.
  - Feedback shall be collected from students, twice in a semester. One in the middle of the semester and the second one shall be taken at the end of Semester/Year. (Annexures 10 & 11)
  - Teachers will be counseled, after the feedback.
  - If there is no corrective action by teachers even after counseling three times, a strong action shall be taken.



- To form course monitoring committees with faculty and students and to devise the mechanism to take the teachers who are not performing their duties to the attention of top management for remedial action.
- Suggestion box shall be maintained in each department.
- Grievances and redressal cell shall be formed.
- To introduce introduction to Feed back and two feedback forms.

Departments, Laboratories, Workshops & Equipment: (Facilities, maintenance and utilization)

- (x) Department Facilities
- Each department shall be provided with a Secretary/Junior Assistant, duplicator, library, staff rooms, departmental stores and seminar hall.
- (xi) Laboratory equipment
- Every lab shall be equipped as per the JNTUK syllabus requirements.
  - Extra equipment shall also be provided, that will help the students in acquiring skills required by the industry.
  - Encouragement shall be given to design new experiments which were not covered in the syllabus for doing consultancy and research projects.
  - Teachers to devise new experiments as per advancements/Industry requirements.
  - Master readings for all experiments with identification of equipment used towards internal calibration.
  - Identifying obsolete items and removal
  - Stock verification
  - Skill development programmes for students by arranging workshops
- (xii) Lab Facilities
- Laboratories shall be provided with good lighting, ventilation with required number of lights and fans.
  - Full safety measures shall be maintained.
  - Maintenance schedule of every lab equipment shall be prepared and followed.
  - To display the additional list of equipment provided.
  - Instruction manuals shall be provided for all experimtions.
  - Fire extinguishers, first aid kits, staff tables, tables for student record writing and other facility required for the lab.
  - List of all equipment available in each lab shall be displayed properly.
  - To provide adequate demonstration kits, and cut charts in all labs.
  - Lab cycles and list of experiments shall be displayed in the labs.
  - Lab manuals for all labs. Yearly up gradation of lab manuals with university prescribed and advanced experiments.
- (xiii) Maintenance & Utilization:
- Preventive maintenance shall be followed.
  - Additional experiments shall be designed to utilize all the equipment available in the lab.
  - Periodical checkups and calibration of equipment in all laboratories.
  - Depending on the experiment, one, two or a maximum of three persons shall perform a single experiment with common apparatus.
  - Stock verification shall be conducted in all labs.
- (xiv) Computing Facilities, Maintenance & Utilization
- Computing facilities shall be provided as per the AICTE norms, even extra computers shall be provided to meet the practical requirements.
  - Internet connectivity with sufficient band width shall be provided.
  - All the students in the college shall be brought under LAN with OFC backbone.
  - Computing facilities shall be made available to the students for at least 12 hours a day and WiFi enabled facility shall be provided.
  - The number of computers to be made available will be as per the requirements.
  - A proper system shall be put in place for the maintenance of computers by the maintenance staff, both regular and in case of break downs.
  - Licensed software shall be used.
  - Servers like LINUX, WINDOWS, Web Servers, Database etc., shall be provided.
  - Additional project shall be given to the students for optimum utilization of the facilities.
- (xv) Library
- Library shall be provided with books and journals as per AICTE norms and more
  - A state of the art digital library shall be established.
  - Library Server System shall be introduced.
  - Required reprographic and printing facilities shall be provided.
  - Library maintenance shall be computerized and automated with regular / constant up keeping.
  - Books will be purchased as per the AICTE requirements and more.
  - Library shall be kept open for a minimum of 12 hours a day.
  - A media resource centre will be provided to the library.
  - Material required for various competitive examinations like GATE, GMAT, CAT, GRE, Civil Services etc., shall be maintained.
  - Library area and number of seats shall be provided as per AICTE norms.
  - Library shall maintain the college Archives
  - Old examination papers shall be maintained for all branches in the central library.
- To form Library committee



01. Dean academic affairs – Chairman
02. Librarian
03. Coordinator, library and laboratory development
04. Members of library and laboratory committee of each department
05. HOD's or their nominees
06. One student from each department

a) Functions

The meet at least once in two months to review the functioning of the library and make recommendations to the BOM on various matters like purchase of books, E-Learning materials and other facilities to the library or any other matter which they wish to bring to the notice of BOM.

b) Departmental Library

- All the departments will be provided with libraries with required facilities.
- Old examination question papers and student project reports shall be maintained in the departmental library.
- Old GATE papers also shall be kept in departmental library.
- Integration of Departmental Library with Central Library for accessing Digital Learning Materials.

c) Education Technology facilities, Instructional facilities

- All class rooms shall be provided with OHPs.
- All departments shall be provided with LCD projectors.
- All departments shall be provided with a separate seminar hall.
- E-Class (virtual) room – cum – Lecture theatre of about 300 capacity shall be provided to the college.
- Two seminar halls, one to accommodate 200, the other one to accommodate 500, shall be provided as central facilities.
- Digital learning materials will be provided to the college and all the departments.
- Video projection facilities in the seminar halls.
- Necessary handouts shall be issued to students in classrooms and laboratories.
- To provide facilities for preparation of transparencies and power point presentations.

(xvi) Implementation of the Instructional Programme

a) Lectures

- No lecture hour shall be left un-engaged.
- No leave shall be granted without making their lecture and lab hours adjustment.
- No subject lectures should be started without proper introduction and giving learning outcomes.
- Lectures should conform to what is stated in the teaching learning process, and the teacher may improve on that with some innovation at his level.
- Lecture notes may be put on Intranet.

b) Tutorials

- In addition to the tutorials specified by JNTUK, special tutorial classes shall be arranged for slow learners, for required subjects.

c) Course files / Lecture notes: (Check list of course file in Annexure – 12)

d) The following items to be included in the course file

1. Academic calendar
2. Copy of the syllabus – with detailed contents along with the list of prescribed text books as well as the reference books.
3. Objectives of the course and Learning Outcomes: A brief write up on
  - why this course is offered to the students along with practical applications
  - its relevance to the core branch
  - in what way it is useful in forthcoming semesters
  - learning outcomes
  - Mapping course objectives with learning outcomes both in theory and practical
4. Extra contents/ Add-on course taught other than contents of the syllabus (Annexure – 13)
5. Continuous evaluation procedures (Internal evaluation tests and no. and their spacing)
6. Preparation of elaborate notes – unit wise; either handwritten, printout form or in both.
7. Running notes taken by students; at least two copies.
8. Tutorial/Assignment sheets with model solutions and two copies from students.
9. Transparency sheets copies if OHP is used.
10. Internal test schedules and test papers along with model solutions
11. End semester/year examination schedule
12. Four sets of university question papers
13. Course time table
14. Attendance register
15. Lesson plan: Format is enclosed herewith
16. Review of coverage of syllabus.
17. Remedial classes for poor learning students (Annexure -14)

NOTE: Log sheet at the end of the attendance Register and the lesson plan must be matched.

- e) Course handout
- Course handout, should be distributed to students at the beginning of the semester.
  - Handouts contains Aims & Objectives of the course, learning outcomes, Prescribed textbooks and reference books, all the books and digital learning material available in the college on those subjects, lesson plans, assignments for each class, assignments submission dates, consultancy hours with teachers for clearing the doubts of students and pertinent URLs, Journals, term papers, seminar topics.
- f) Workshops & Laboratory classes
- All workshops shall be provided with required equipment and tools.
  - Safety precautions should be followed while conducting the workshop.
  - The teacher shall provide complete instructions at the beginning of the workshop / lab sessions.
  - The lab technicians shall issue all the materials and tools required to conduct the experiments.
  - The teacher shall ensure that the experiments are conducted as per the prescribed procedure by the continuous follow up.
  - The lab technicians shall collect all materials and tools at the end of lab session and upkeep of the equipment.
  - Incorporate design content in each experiment.
  - Mini projects shall be given at 3<sup>rd</sup> year level.
- g) Colloquia
- To have a proper system in place to clear the doubts of the students.
  - Records of the same shall be maintained.
- h) Projects
- Industrial live projects shall be encouraged.
  - The college shall enter into MOU with different industries for project works.
  - There shall be periodical review of projects jointly by institute and industry.
  - Those students who are desirous of doing the projects in the college, staff shall provide good projects.
- (xvii) Teaching aids
- OHP, LCD, Video CDs and audio visual materials, transparencies, chart, cut models etc., should be used when required and the same shall be provided to all the departments.
  - Internet facility shall be provided in the class rooms to directly access the Web for teaching.
  - The course file should contain the record of the teaching aids used.
  - Lab handouts to contain, list of experiments to be done in the semester, lab internal references, conducting of experiments and evaluation of results.
  - Lab manuals consisting of list of all experiments to be conducted and details of each experiment.
- (xviii) Removal of obsolete experiments & Introduction of contemporary experiments  
As per the JNTU syllabus and requirements of the job market, old experiments and equipment shall be removed and required experiments and equipments shall be introduced.

## **X. SUPPLEMENTARY PROCESSES**

The following points are considered for formulating the policies on Supplementary processes

- Personality development opportunities.
  - Services and facilities accessible to students.
  - Career counseling
  - Health education
  - Grievance redressal procedures
  - Professional society activities
  - Entrepreneurship development
  - Feedback from Alumni and employers, company profiles and copies of appointment orders.
  - Facilities for extracurricular and co-curricular activities and the freedom and autonomy for students in these activities.
  - Guidance and counseling to students especially new students for
    - i) Academic work
    - ii) For social interaction and compatibility
  - Level of encouragement to students to undertake professional society activities by forming student chapters on the campus.
  - Competitive events organized during the last academic year pertaining to the subject matter of the programme.
  - Training for entrepreneurship through specific programmes or exposure to local industries.
  - Alumni association
  - Keeping track of Alumni
  - Frequency of Alumni meet
1. Extra & Co-curricular activities
  2. Extracurricular activities
    - Mainly sports & games, cultural & literary
    - The college shall have a basket ball court, two Tennis courts, Volley Ball court, Cricket Pitch, Indoor Shuttle courts and Table Tennis courts yoga and meditation centre and gym.
    - The college shall also have good athletic track and field.
    - A Literary Society shall be formed and shall conduct literary events.
    - A cultural society shall be formed and shall conduct cultural activities.

- The college shall have a good open air auditorium and whenever the finances permit an auditorium.
  - There shall be a mechanism to ensure freedom and autonomy in extra-curricular activities to students.
3. Co-Curricular activities
- Student seminars, group discussions, technical quizzes, paper presentation etc., shall be conducted.
  - A national level paper contest shall be held atleast one per year by each department on rotation.
  - All departmental associations shall conduct student seminars, group discussions, paper presentations etc.
  - Records of all the above shall be maintained.
4. Student counseling and guidance: (Proforma is given in Annexure – 15)
- Arrangements shall be made and training provided to students on Personality Development Skills.
  - The student teacher ratio for counseling is 20:1
  - Students shall be counseled atleast once in a fortnight.
  - At the discretion of the counselor, selected parents of students shall be invited for discussions.
  - All proceedings of the counseling shall be recorded and signatures of participants shall be taken.
  - If required students may be referred to Counseling and Guidance Cell.
5. Counseling and Guidance Cell  
Headed by Dean, Student Affairs and comprising of 10 members from departments.
- (i) Objectives of the Cell
- To create self confidence among the students.
  - To conduct frequent interactive sessions with students.
  - To clear the doubts related to academic matters of the students.
  - To create social interactions and compatibility among the students.
  - Timings : 04:00PM to 06:00PM

During the first three months of admissions this cell functions under the name Counselling and Guidance Cell for New Students" to encourage the new students to seek the help of the cell.

6. Professional Society Activities
- Student chapters of Professional Societies shall be formed involving students to conduct all the activities.
7. Professional Societies
- The college shall bear 50% of the Professional society membership fee for a maximum of 20 students from all the branches, on merit basis.
  - All the recipients of merit-cum-mean scholarship shall become members of professional societies
8. Entrepreneurship Development
- Entrepreneurship Development Training Programme shall be regularly conducted for students.
  - Once / twice in a semester guest lectures, seminars and workshop on entrepreneurship shall be conducted by inviting practicing entrepreneurs.
  - Students shall be taken to the local industries at least once in a semester.
9. Alumni information
- The college shall form an Alumni Association
  - Arrange annual meets
  - Maintain constant touch with alumni
  - Involving Alumni in planning various programmes for additional skill development of students.
  - Arrange lectures by Alumina.

Incentives for students performing inn Extra Curricular and Co Curricular Activities, particularly paper publications in National and International Journals.

Programmes on Social responsibilities, Ethics etc.

Programmes on Health Education

10. Grievance redressal mechanism for Students & Staff

(i) Composition

The composition of the complaints cum redressal committee shall be: Headed by senior Faculty member.

Heads of All departments.

A senior lady staff member from each department (if available)

1. To enquire the complaints received from the aggrieved students including ragging or staff of the College including ragging.
2. To recommend to the principal of the college, the penalty to be imposed.

The Principal upon receipt of the report from the committee shall, after giving an opportunity of being heard to the person complained against, submit the case with the committee's recommendation to the BOM and along with the BOMs recommendations to the Governing Body of the college.

The Governing Body shall confirm with or without modification the penalty recommended after duly following the prescribed procedure.

## **XI. INDUSTRY-INSTITUTE INTERACTION:**

The following points are considered for formulating the policies on Industry – Institute Interaction

- Industries role in curriculum planning
  - Consultancy and extension lectures
  - Continuing education and industrial internship
  - Industrial visits and industrial training
1. Industry participation in curriculum planning
    - Departmental development council shall be formed for each department for curriculum planning
  2. Continuing education and industrial internship for faculty
    - The staff shall be sponsored for industrial internship during the semester breaks.
    - College shall arrange lectures by industrial experts on latest technologies.
    - Professional Society formation for staff will be encouraged.
  3. Consultancy
    - The college shall provide all the necessary facilities to encourage staff to take up consultancy work at institute level.
  4. Industrial visits & Training
    - Local Industrial visits shall be arranged for 2<sup>nd</sup> year students
    - 3<sup>rd</sup> year students shall be provided industrial tours during semester break.
    - Industrial training shall be arranged for 3<sup>rd</sup> year students during summer vacation.
    - Necessary permissions shall be obtained from industries for students visits.
  5. Project work
    - Industrial live projects shall be encouraged.
    - The college shall enter into MOU with different industries for project works.
    - There shall be periodical review of projects jointly by institute and industry.
    - Those students who desire to do the projects in the college, staff shall provide good projects.
  6. Extension lectures
    - Extension lectures shall be arranged by senior faculty in different industries for the benefit of industries.
    - At least two such lectures shall be arranged in a semester.
  7. Placement
    - A Training and Placement Cell shall be formed with all required infrastructural facilities, for providing training and placement assistance to students.

Add on courses for students in consultation with Industry.

## **XII. CONSULTANCY AND RESEARCH & DEVELOPMENT**

Institutional Budget in R & D (In accordance with the Budget proposals (Annexure – 16) from individual departments.

- Budget for in-house R&D on a regular basis.
  - To invite project proposals from students/faculty to be evaluated and selected projects to be given R&D funds by management.
  - Projects enhancing institutional activities are to be recognized and and project team members are to be given monetary incentives.
  - MOUs with R& D organizations.
  - Students/Faculty to be given R&D exposure by a series of invited lectures.
  - Faculty to be encouraged for undertaking consultancy and testing assignments using institutional resources and a clear policy on revenue sharing among faculty, other staff, departments and institution.
  - Potential student projects to be given seed money.
1. Academic / Sponsored / industrial Research & Development
    - Project proposals shall be sent to various funding agencies like DRDL, UGC, AICTE, DST etc.
  2. Publications & patents
    - The college shall encourage and provide possible support to faculty to publish papers, write books, and produce patents.

## **XIII. SERVICE RULES**

1. Leave Rules
  - (i) Casual Leaves and Special Casual Leaves
    - a) Assistant Professor having a minimum one year experience at RCE and for Associate Professors and Professors from the date of their joining.

12 days (including Special CLs) in an academic year (July 1<sup>st</sup> to June 30<sup>th</sup>). Casual Leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within this period of casual leave shall not be counted as casual leaves.

Any Leave sanctioned for examination/Invigilation/Observer Duty other than JNTU, will come under Special Casual Leave. In computing the special casual leave, the days of actual journey, if any, to and from the places where activities specified above, takes place will be excluded. Undergoing sterilization operation (Vasectomy or Salpingectomy) for male teacher and non-puerperial sterilization for a Female teacher under family welfare programme, will also come under special casual leave and will be restricted to six working days. Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave with prior notice. It may be granted in combination with holidays or vacation.

Not more than 3 days leave shall be availed at a time, including holidays under Casual Leave.

Out of 12 available Casual Leaves faculty are advised to avail up to 6 casual leaves before Jan 1<sup>st</sup> and the balance before July 1<sup>st</sup>.

b) Assistant Professor during probation (Two years) at RCE: Only one CL for 30 days of working and CL can be availed after earning only. They are not eligible for any other leaves.

(ii) Sanction of Casual Leaves

Casual leaves of teaching and non-teaching staff (except Deans, coordinator T & P and Officer-in-charge examinations) will be sanctioned by concerned HODs and other section heads.

Principal is the sanctioning authority for CLs of Deans, HODs, Coordinators, T&P officer, Officer-in-charge of examinations, Librarian, Physical Director, A.O and any other not covered above. However all CLs shall be routed through proper channel.

Director/Sec & correspondent is the leave sanctioning authority to the Principal.

HODs shall maintain the leave record of entire staff of their departments/section heads and submit monthly report as leave cutting statement along with monthly pay bill to the Principal.

(iii) On duty Leave

(i) On duty leave may be granted

(a) to perform any duty assigned by the college authorities

(b) assigned to perform invigilation, spot valuation, external examiner / observer duties at other engineering colleges affiliated to JNTU purely at the discretion of principal. However, no TA, DA or any other expenses shall be paid by the college for these assignments.

(c) the duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

(iv) Special Casual Leave

a) for faculty attending paper presentations, conferences, workshops, training programs, continuing education programs etc.

- No faculty member shall be sponsored for conference, unless his paper is accepted. In special circumstances when it will be very useful to the institute, a nominated senior faculty may be sponsored.

- If the paper is accepted for presentation in Govt University Engg colleges, NITs special leave with conference registration fee will be provided .

- If the paper is accepted for presentation in IITs special leave with TA and conference registration fee will be paid .

- No staff member shall be sponsored for more than two times in an academic year including paper presentations and training programs.

b) Delivery of guest lectures at reputed institutions, key note lectures, churning sessions at conferences/symposia etc. on invitation; two times in a year for Professor and one time for other faculty subject to a maximum of two days each time are eligible for special Leave only and no financial assistance will be provided.

c) In the above case ,the special Leave may be granted on full pay, but if the faculty receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned special Leave on reduced pay and allowances.

d) Special casual leave may be combined with earned leave, half pay leave or extraordinary leave with loss of pay.

(v) Earned Leave (E.L)

- For teaching and non-Teaching faculty, earned leave will be calculated from the day of their completion of probation in this college.
- 3 days earned leave for every year of service completed after probation.
- A Staff member cannot apply for less than 3 days E.L unless he has insufficient CLs to his/her credit. If C.L is exhausted, then only he/she may be permitted to apply for one or two E.Ls.
- E.Ls cannot be combined with any other leave.
- Faculty should be present either on last working day before vacation or the reopening day after vacation. If anybody is not present either on last working day or the reopening day, he/she shall apply for leave. If he/she is absent on both the days the entire vacation shall be treated as E.L.
- E.Ls and extraordinary leave on loss of pay shall be for full day only and cannot be for half a day.
- Earned leave at the credit of a teacher shall not accumulate beyond 90 days. The maximum earned leave that may be sanctioned at a time shall not exceed 15 days. Earned leave exceeding 15 days may, however, be sanctioned in the case of higher study, training or leave with medical certificate or when the entire leave or a portion thereof is spent outside India.

(vi) Maternity leave: 30 days for two times in career for those having minimum 3 years of experience at RCE a) 1<sup>st</sup> time full pay b) 2<sup>nd</sup> time half pay

(vii) Medical leave or half pay leave

One Half pay leave for every 30 days of actual service completed and 1/3 of vacation period forgone after probation period.

It is resolved "Only those days during vacation on which the services of teaching faculty were specifically requisitioned by HOD (under copy to the Principal) or Principal in writing mentioning there the nature of work for which their services were requisitioned will be considered for calculation of Half pay leave during vacation". Compensatory Half pay leaves cannot be claimed for the days on which the faculty attend examination duties (e.g. Invigilation, spot valuation, examiner ship; etc.) and other remunerative works or if they attend the college on their own during vacation.

The teachers who are assigned duties during vacation have to observe the college timings and record their attendance through biometric.

Medical leave /Half pay leave is applicable for teachers only after probation. Such half pay/ medical leaves will be credited for each completed year of service subject to a maximum of 180 cumulative half pay medical leaves. These half pay leaves will be sanctioned for medical purpose only.

(viii) Sabbatical leave

Faculty having put up more than 5 years of experience at RCE may be sanctioned sabbatical leave at the discretion of the college management to undertake study or research or other academic pursuits solely for the objective of increasing their proficiency and usefulness to the institution on higher education system.

The duration of leave and the number of times it may be sanctioned, is at the discretion of the Management committee.

Sabbatical leave shall not be granted during the period of service to the college under an agreement for the higher studies they were sponsored to.

During Sabbatical leave he/she is not eligible for service benefits of seniority and grant of increments.

(ix) Extra Ordinary Leave on Loss of pay

Extra Ordinary Leave on Loss of pay are for full day only.

Principal is the sanctioning authority of all leaves coming under any other category except C.Ls.

For any kind of leave not described above Governing Body is the sanctioning authority.

Absenting without sanction of leave shall be treated as break-in service.

2. TA, DA and Other allowances for on duty

The allowances will be paid to the office bearers and faculty members of the college when they are on college duty outside Eluru as follows.

(i) For Society members

- Traveling Allowance - Actuals with the Highest limited to economy class Air ticket.
- Lodging : Actuals with amount limited to Rs.3,000/- in cities like Chennai ,Bangalore and Hyderabad and Rs.5,000/- in cities like Mumbai, Delhi per day.
- Cab Allowance: Actual limited to Rs.1,500/- per day

- Food Allowances: Actual limited to Rs.1,000/- per day.
- (ii) For The Director
- Traveling Allowance - Actuals with the Highest limited to 1 st class Non-A/c or 2 tier A/c train fare.
  - Lodging : Actuals with amount limited to Rs.2,000/- in cities like Chennai ,Bangalore and Hyderabad and Rs.3,000/- in cities like Mumbai, Delhi per day.
  - Cab Allowance: Actual limited to Rs.1,500/- per day.
  - Food Allowances: Actual limited to Rs.75 0/- per day.
- (iii) For Principal and ratified professors
- Traveling Allowance - Actuals with the Highest limited to 3 tier A/C class Train ticket.
  - Lodging : Actuals with amount limited to Rs.1,000/-day.
  - Cab Allowance: Actual @Rs 10 per km or limited to a max of Rs.1000/- per day.
  - Food Allowances: Actual limited to Rs.500/- per day.
- (iv) For other permanent faculty
- Traveling Allowance - Actual with the Highest limited to 2 nd sleeper class non A/C Train ticket/Super luxury bus ticket
  - Lodging : Actuals with amount limited to Rs.500/-day.
  - local travel Allowance: Actual @Rs 3 per km or limited to a max of Rs.300/- per day.
  - Food Allowances: Actual limited to Rs.300/- per day.
  - Eligible faculty attending Paper Presentations and conferences will be paid TA and DA as per the above rules.

No DA will be paid for lodging and boarding expenses met.

The staff before going on duty should take guidelines for reasonable actuals from principal.

### 3. Service benefits

Employees will be provided EPF with continuous service of 3 yrs at RCE, they will also be provided insurance covering accident. (Health?)

### 4. Retirement Age

(i) For teaching faculty The Retirement age for faculty is 60 years. However, if the services of a particular teacher are required by the college, the Governing Body may extend his services to the age permissible as per AICTE norms/guidelines.

Similarly, a teacher when required by the college may be appointed after 60 years, who shall retire after he crosses the AICTE prescribed age of a teacher.

For the non teaching faculty the retirement age is 58 years.

### 5. Consideration of Seniority

The actual date of joining at RCE shall be considered for seniority cadre wise. There should not be any break in the continuation of service, if there is any break the date of joining of his last uninterrupted service will be taken for consideration. If any senior person joins in the same cadre his seniority shall be fixed by the governing body. The faculty shall have that post ratified by the University at the earliest possible opportunity if required. In case of faculty recruited on the same day of faculty recruitment under the same selection committee, the seniority will be as per the order of names in the panel list.

### 6. Order of names in the Faculty List

First the names of the faculty who have crossed 58 years of age and who have earlier worked as professor in government colleges or Private colleges of more than 20 years of service in the order of seniority in this college or seniority as decided above. Next university ratified teachers in the order of their seniority in this college or seniority as decided above. Next college appointed / promoted teachers in the order of their seniority in this college or their seniority as decided above. College appointed/promoted teachers when they get ratified they will be placed in the list taking their total experience in the college into consideration. Additional responsibilities as Deans or HODS shall be mentioned against their names in the list.

### 7. Theory classes Workload allotment

- i. Professors - Theory – A minimum of two sections or two classes
- ii. Associate Professors - Theory – A minimum of two sections or two classes
- iii. Assistant Professor - Teachers with minimum of 2 years experience should be considered first for giving theory subjects and teachers with less than 2 years experience shall be considered next. Even among the Assistant Professor with two or more years of experience, if some of the teachers are to take single theory because of less theory class load, work load may be distributed in such a manner that junior faculty may be allotted with single theory section.

Teacher should realize that this arrangement is to utilize the expertise of theory instruction by senior teachers to the extent possible and to train the juniors for teaching.



Teachers in important organizational positions with significant organizational work load shall be given two theory sections. Reducing their laboratory work load shall be at the discretion of the Principal in consultation with the HOD concerned.

8. Resignation/Termination

- (i) For any teacher to resign from his job, in the first two years after he is placed on scale, has to give one month notice or pay one month salary. He/she will be relieved only at the discretion of the college. If anyone is to be relieved in the first two months following summer vacation, he has to pay the salary he/she received for summer vacation period he/she availed in addition to the above. If any one teaching first year subjects is to be relieved in the first 3 months after the start of first year class work during that academic year, he has to pay the salary he received for the period when he was without class work before the start of First year classes, in addition to the above. The institution has also to observe issuing this one month advance notice or paying one month salary if it is to ask a faculty member to resign his job.
- (ii) If any teacher with two years experience is to resign from his/her job, he should submit 3 months advance notice or should pay 3 months' salary for being relieved. After the employee gives three months notice, and if he is relieved by the college before that period, the teacher need not pay the amount for the balance period of three months. The college has also to observe issuing this three months advance notice or paying three months salary if it is to ask a faculty member to resign his job.
- (iii) If the relieving date of any staff member falls during or immediate to the vacation, he shall be relieved before start of the vacation. However, for teachers having experience more than 5 years and are holding responsible administrative positions the discretion is left to the college.
- (iv) The faculty who are placed on scales have to apply through proper channel for any employment outside. He shall not be relieved if this is not followed.
- (v) The college reserves the right to terminate the services of an employee in case of abolition of post/posts due to closure of the departments/reduction of number of sections of a class or department or discontinuation of any teaching subject in the curriculum or as disciplinary action or incapacitation of the teacher by giving one month/three months notice or by paying the salary for the same in lieu of one/three months advance notice.

**XIV Non Teaching staff Leave Rules**

1. For staff members with less than ONE YEAR experience

Only one CL for 30 days of working and CL should be availed after earning the same. They are not entitled for any other leave except on duty leave assigned by the college authorities.

2. For staff members with more than ONE YEAR experience

(i) CASUAL LEAVES

- Total number of casual leaves which includes special casual leaves shall be 12 in a calendar year.
- Casual Leaves cannot be combined with any other kind of leave except special casual leave.
- It may be combined with holidays and Sundays. Holidays or Sundays falling within this period of casual leave shall not be counted as casual leave.
- Undergoing sterilization operation (Vasectomy or Salpingectomy), and non-puerperal sterilization for female staff, shall be treated as special casual leaves.
- Special casual leave may be granted in the combination with holidays or vacation.
- Casual Leaves including special Casual Leaves will not be accumulated.
- Not more than 3 days leave may be availed at a time, including holidays.
- Out of 12 Casual Leaves eligible, staff are advised to avail up to 6 casual leaves before December and the balance before July.

(ii) ON DUTY LEAVES

On duty leaves shall be granted to perform any duty assigned by the college authorities.

(iii) RETIREMENT

A non teaching employee shall retire from service on attaining the age of superannuation i.e. 58 years.

The Governing Body reserves the right to alter any policy mentioned in this document without any prior notice to individual.