

OPERATION MANUAL



MAHARAJ VIJAYARAM GAJAPATHI RAJ

COLLEGE OF ENGINEERING (AUTONOMOUS)

Chintalavalasa, Vizianagaram- 535 005.

**Permanently affiliated to JNTUK, Kakinada and approved by AICTE, New Delhi,
accredited by NBA, NAAC 'A' Certified, Listed u/s 2(f) & 12(B) of UGC Act 1956,**

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OPERATION MANUAL – A VISION DOCUMENT

The role of higher education in nation building and facing the challenges of globalization is being discussed world over. As far as the developed nations are concerned, they have a well-developed system of higher education, capable of taking care of the twin problem of quantities and qualities of higher education. This vision of imparting higher education for our youth, if not implemented with a missionary zeal we may not succeed in our endeavor of transforming our country to a developed economy.

It is under this global and national context that M V G R tries to gear up the process of Learning, Teaching and Assessing strictly adhering to the four pillars of learning as designed by UNESCO Paris Convention (1998) as one motto— Learning to Know, Learning to Do, Learning to Live Together, and Learning to Be. M V GR is committed for quantitative and qualitative growth of higher education built around the principle of equity and social justice. It is also committed to maintain its identity and keep up the cultural values and at the same time efforts are on to lift it to the status of a **University with Potential for Excellence**.

Based on extent of providing quality education and research output among the engineering colleges in the country in the area of Engineering, Science and Technology, MVGR is quick in its vision and Mission to attain the best among the many in next couple of years. The above mentioned can be achieved only by enhancing the quality of Learning, Teaching, Assessing and Research.

Learning, Teaching and Assessing are integral parts of the process imparting education and they are to be interwoven and failure in any segment will be reflected in other segments too. If one attempts to improve the system, it is to be attempted in its totality. A reform here and a reform there will not serve the

purpose. There is no substitute for a holistic approach to educational reforms, if the desired results are to be made.

It is in this context that our system of teaching, learning, assessing is to be redesigned to meet the challenges of the changing times. Our old system of teaching, learning and assessing based on rote memorization and other related objectives still dominate over cognitively more complex objectives like creativity. The need of the hour is to produce an academic community with more creativity and that is the only way to convert our economy to a knowledge based economy.

Need for paradigm shift in Teaching, Learning and Assessing: An outstanding education system empowers adults to be lifelong learners and problem solvers and imparts values that support good citizenship. However, most of the Universities in India design their pedagogy around an examination system which tests more the rote memory than the ability of students to apply, analyze, evaluate and create knowledge.

Three major steps can be taken up to enhance the effectiveness of the education system:

1. Teachers training

In the context of the proliferation of professional colleges in the self-financing sector, acute shortage of faculty is felt which in turn affect the quality of teaching, learning and assessing. These fresh graduates do not receive any formal training before facing the students. Consequently, they are not aware of even the fundamentals of pedagogy and depend on the obsolete examination system to prove their worth. They set question papers without having the objectives in mind. The differentiating human factors in cognitive, affective, and psychomotor skills of the students are ignored, and they venture out to test them in areas where they were

tested as students—memory and ability to work out standard problems with no relevance to reality. In this process objectives of the examination are forgotten

2. Need for making the pedagogy student centered

Any education system should have a feedback process inbuilt for asserting that it is student, centered. Instructional methods should not be confined to lecturing, but learning by doing and learning by insight should be encouraged. Again, the teachers should be given professional training to ensure that they are exposed to various innovative methods of teaching, other than the autocratic style such as—lecture, demonstration, tutorial style, project strategies, review, group discussion, discovery etc.

3. Exposure to Industry

This aspect of the education system is neglected so much that students coming out of engineering colleges are semi-finished products—they are overloaded with theories, but do not possess the ability to deliver to the industry. Projects and industry exposure are extremely important in this aspect. The projects generated by the student community are often unimaginative and repetitive, having no creative content. Again the remedy lies in teachers getting training in industries of their specialization, say at least one week in three years. The students should have minimum hours of industry visit. Guest faculty from industry should interact with the students periodically.

M V G R is committed to incorporate the above value additions for our Academic Programs. It will serve the nation by moulding students as nation builders, Also we will continue to churn out engineers graduates in large numbers, who will consume the scarce resources of the society, without giving back anything, and continue to be educated.

M V G R proudly presents the Operation Manual which is not a set of rules and regulations to be followed, but it is more a vision document prepared and presented by a distinguished team of academics and

administrative teams. The experiences gathered over a period of more than 15 years in M V G R were instrumental in preparing this document. The necessity for a written document was appreciated in the Committee and hence an Operation Manual Committee was appointed. The committee had several levels of discussions with Academics, Head of the Departments, Teaching staff etc., The contributions of the Administrative Team are very specially appreciated. The committee owes a lot to Deans, Heads of the departments, faculty and staff of the Institution for their contributions and hard work put in. Finally I thank each and every one concerned in bringing out this vision related Manual and proudly present it before the academic community.

Principal

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PART – I

GOVERNANCE

1. Introduction:

Maharaj Vijayaram Gajapathi Raj (MVGR) College of Engineering was established in the Year 1997 by Maharaj Alak Narayan Society for Arts and Sciences (MANSAS) to impart quality technical education in North Coastal Andhra Pradesh. The society MANSAS was established in 1958 by the erstwhile Raja Saheb of Vizianagaram, (Late) Dr.P.V.G.Raju. It offers KG to PG level education in Arts, Sciences, Engineering and Management across 12 Institutes. MVGR College of Engineering is one of those 12 Institutes and is located in lush green, serene and pollution free environment spread around 60 acres of land in Chintalavalasa village situated in the outskirts of Vizianagaram, a fort city in the North Coastal region of Andhra Pradesh.

2. Vision of the Institute:

MVGR College of Engineering strives to become a center par excellence for technical education where aspiring students can be transformed into skilled and well-rounded professionals with strong understanding of fundamentals, a flair for responsible innovation in engineering practical solutions applying the fundamentals, and confidence and poise to meet the challenges in their chosen professional spheres.

3. Mission of the Institute:

The Management believes imparting quality education in an atmosphere that motivates learning as a social obligation which we owe to the students, their parents/guardians and society and hence the effort is to leave no stone unturned in providing the same with all sincerity. Towards that end, the Management believes special focus has to be on the following areas:

- Have on-board staff with high quality experience and continuously updating themselves with latest research developments and sharing that knowledge with students.
- Having a well stream-lined teaching learning process that is continuously assessed for effectiveness and fine-tuned for improvement.

- Having state-of-the-art lab and general infrastructure that gives students the necessary tools and means to enhance their knowledge and understanding.
- Having a centralized placement department focused on improving placement opportunities for our students directly on campus and coordinating the training programs for students to complement the curriculum and enhance their career opportunities.
- Having advanced research facilities and more importantly, the atmosphere to encourage students to pursue self-learning on advanced topics and conduct research.

4. Strategy:

To translate the vision into action and accomplish the mission, MVGR should strive to

- Formulate various programs for providing quality education.
- Provide an environment most conducive to learning and create an intellectual atmosphere in the campus.
- Offer techniques for converting learning in to education and applications.
- Develop the personality of students to become responsible members of the Society filled with conviction, competence and commitment.
- Stimulate in them a spirit of inquiry to give knowledge and skills that can enrich their lives in future.
- Conduct courses relevant to the latest technology and needs of the local community.

5. Institutional Management :

The MVGR College of Engineering is being managed by Maharaj Alak Narayan Society of Arts and Science (MANSAS), a registered educational society. Engineering College has a separate Governing Body with 13 members , the Principal as its Member-Secretary. It has representatives of the University, Industry, AICTE as well as Andhra Pradesh Council for Higher Education (APSCHE) on its membership. The Governing Body meets twice in an year to review the activities and the progress of the college and offers suggestions for improvement and future courses of action.

The day-to- day administration is carried out by the Heads of the Departments concerned under the leadership and the guidance of the

Principal. The Principal is supported by the two Vice-Principals, two Asst. Principals and six Deans in his day to day activities.

MVGR College of Engineering has well defined organization structure with greater employee participation in various academic and administrative roles and responsibilities. Budgetary allocations under various heads of expenditure for given Academic Year are arrived at a thorough process of transparent and effective participation of departments. Departments periodically under the convenorship of Head of the Department, develop growth and action plan through faculty participative process.

6. Governing Body :

The Governing Body of the Institution carries responsibility for ensuring effective management of the Institution and for planning its future development. The Governing Body looks after the affairs of the Institution and demonstrates the primary objectives of teaching and research. It includes considering and approving the strategic plan for the Institution, setting the academic aims and objectives of the Institution, and identifying the financial, physical and staffing strategies. The members of the body are eminent personalities such as educationalists, philanthropists and industrialists etc.

Constitution of Governing Body:

Number	Category	Nature
5members	Management	Trust or management as per the constitution or by-laws, with the chairman or president/director
2members	Teachers of the college	Nominated by the Principal based on seniority
1member	Educationist or Industrialist	Nominated by the management
1member	UGC nominee	Nominated by the UGC
1member	AICTE nominee	Nominated by the AICTE
1member	State government nominee	Academician not below the rank of professor or state government Official of Directorate of Higher Education/State Council.
1member	University nominee	Nominated by the university
1member	Principal of college	Ex-officio

Term: Two years, Except for the UGC nominee whose term will be of full six years.

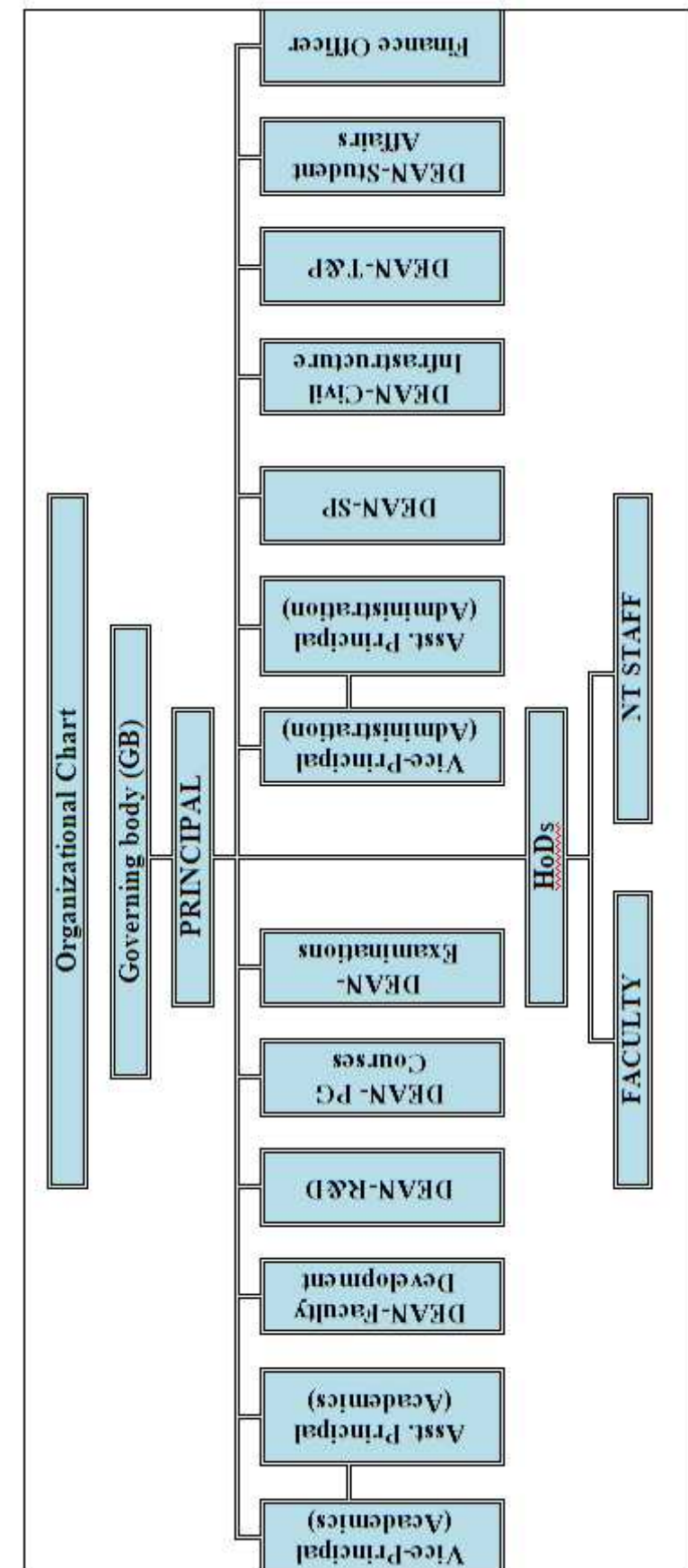
The Governing Body, the policy making entity of the Institute meets periodically to discuss and review performances and budgetary compliances. The Governing Body also reviews various proposals for introduction of new programs/ variation of intake/ policies for further development and faculty recruitments in addition to placements, infrastructure, academic performances of the Institute.

7. College Sub-Committee of Governing Body:

The College Sub-Committee of Governing Body is constituted to plan, review and implement policies made by the college Governing Body and give strategic direction to the College. It also formulates the policy framework for Governing Body's consideration. The College Sub-Committee normally meets once in a month. Some of the governing body members along with Principal constitute College Sub-Committee. Budgetary proposals are reviewed by the Committee. Proposals for recruitment of staff, variation in intake, new courses and implementations of faculty development and Career Advancement are discussed for consideration.

8. Organisation Chart :

The organizational structure of the Institutional administration is shown below:



PART II ADMINISTRATION

The day-to-day administration is carried out by the concerned Heads of the Departments under the leadership and guidance of the Principal. The Principal is supported by the two Vice-Principals, two Asst. Principals and Six Deans in his day to day activities.

MVGR College of Engineering has well defined organization structure with greater employee participation in various academic and administrative roles and responsibilities.

1. 1 Roles and Responsibilities

The Roles and Responsibilities of the Administration team is given below:

PRINCIPAL	
<ul style="list-style-type: none"> ● To be reported by <ul style="list-style-type: none"> ➤ Vice-Principals ➤ Deans ➤ Asst-Principals ➤ HoDs 	<ul style="list-style-type: none"> ● College Academic council ● Department Advisory Committee ● Grievance cell ● Disciplinary committee ● Alumni
Vice-PRINCIPAL (Academics)	
<ul style="list-style-type: none"> ● Faculty Leaves ● Library committee ● Time Table Committee ● Staff recruitments(faculty) ● Student feedbacks ● Faculty Attendance registers ● Exam cell 	<ul style="list-style-type: none"> ● Purchase committee ● Result analysis ● Academic awards for students ● Approvals to faculty to attend WS/Conferences etc. ● T-L-E process including subject, course files
Vice- PRINCIPAL (Administration)	
<ul style="list-style-type: none"> ● Non-Teaching Staff-Leaves ● Transport Committee ● Anti- Ragging Committee ● Women Empowerment Cell 	<ul style="list-style-type: none"> ● Hostel committees-Boys and Girls ● Magazine Committee ● Security ● Staff recruitments(NT Staff)

Asst. PRINCIPAL (Academics)	
<ul style="list-style-type: none"> • Establishment • Faculty Incentives • AICTE Approvals • JNTUK Affiliations • NBA & NAAC Accreditations 	<ul style="list-style-type: none"> • UGC, APSCHE & Technical Board Correspondences • AFRC & TASK force related activities • Yearly Faculty appraisals • University Ratifications
Asst. PRINCIPAL (Administration)	
<ul style="list-style-type: none"> • Electrical & general maintenance • Fabrications • Furnishings & furnitures • Campus networking • House keeping 	<ul style="list-style-type: none"> • Hostels • Canteen • B category seats of UG courses • Land scaping
DEAN (Strategic Planning)	
<ul style="list-style-type: none"> • Autonomy • Internal Quality Assurance Cell (IQAC) • Service manual 	<ul style="list-style-type: none"> • To oversee strategic planning for the institute • Policy development •
DEAN (Civil and Infrastructure)	
<ul style="list-style-type: none"> • Civil Constructions • Civil maintenance 	<ul style="list-style-type: none"> • House keeping • Sanitary/Plumbing/water
DEAN (Research & Development)	
<ul style="list-style-type: none"> • Projects Implementation-Record • Consultancy • Publications & presentations • Innovation sand box • Incubation cell 	<ul style="list-style-type: none"> • MoUs • Add-On programs • E-Learning material –utilization record • CII, MSME • QIP Proposals to AICTE •
DEAN (Training & Placements and PG Courses)	
<ul style="list-style-type: none"> • Placement Cell • B category seats of PG courses • GATE Scholarships through AICTE • Social Entrepreneurship • EDC 	<ul style="list-style-type: none"> ○ All PG Courses-Records of Minutes\ ○ Student Projects/Interneeships

DEAN (Student Affairs)	
<ul style="list-style-type: none"> • NCC, NSS, FYFP & YI Coordination • Professional body activities-Students • Coordination in organizing Guest lecturers, Workshops & Industrial Tours/visits for students 	<ul style="list-style-type: none"> • Cultural and sports committees • Approvals to students to attend WS/Conferences etc. • Public Relations • Press and Media Committee
DEAN (Faculty Development)	
<ul style="list-style-type: none"> • Professional body activities-Faculty • Coordination in organizing Guest lecturers, Workshops for faculty 	<ul style="list-style-type: none"> • Induction Programs for faculty
DEAN (Examinations)	
<ul style="list-style-type: none"> • Conduct University Examinations • Conduct and/or facilitate internal examinations • Conduct External National /State competitive examinations • Facilitate internal and external paper setting processes 	<ul style="list-style-type: none"> • Facilitate paper evaluations processes • Review of the results • Convene College Examinations Committee • Prepare annual budgetary proposals for Exams section and submit audited statements
FINANCE OFFICER	
<ul style="list-style-type: none"> • Accounts • Fee receipts • Social Welfare processing • Auditing related activities • Budget-implementation/compliance 	<ul style="list-style-type: none"> • Payments • Statutory deductions • Advances • Reimbursements-TA, DA & Others

1.2 Committees :

For smooth administration and delegation of responsibilities various committees and their Functional Heads are given below:

Committee Name	Headed-by
Academic Council	Principal
Board of Studies	Principal
Finance Committee	Principal
Admissions Committee	Principal

Timetables Committee	VP(AC)
Examinations Committee	Dean(Examinations)
Quality Assurance Cell	Dean(S.P)
Training and Placement Committee	Dean(T& P)
Research and Development Cell	Dean(R&D)
Entrepreneurship Development Cell	Dean(T&P)
Library Committee	VP(AC)
Women Development Cell	VP(AD)
Purchase Committee	AP(AC)
Press and Media Committee	Dean(SA)
Website Maintenance Committee	VP(AD)
Canteen Committee	AP(AD)
Transport Committee	VP(AD)
Grievance Redressal Committee	Principal
Anti-Ragging Committee	AP(AD)
Transport Committee	VP(AD)
Other Committees	
Magazine Committee	VP(AD)
Hostel Committee	VP(AD)
Cultural Committee	Dean(SA)
Sports Committee	Dean(SA)
Construction and civil maintenance Committee	Dean (Civil Infra)
General Maintenance committee	AP(AD)

Detailed functions and responsibilities for various committees are given below:

2. Academic Council Structure and Functions:

2.1 Structure:

Presently the college is affiliated to JN Technological University-Kakinada, and therefore Academic Regulations & Schedules prescribed by the affiliating University are being followed by the College. The college has an Academic Council comprising of Principal, Vice Principals, Assistant Principals, all HODs and Deans. In view of the present proposal for autonomy of the college, a separate Academic Council is to be formed in line with Autonomous regulation and the

structure & functions of the Academic Council are to be drafted. The following is the tentative draft version of the same.

The construction of the Academic Council is as follows :

- Principal (Chairman)
- All Heads of the Departments
- Four teachers of the college representing different levels of the teaching staff by rotation(2 Years) based on the seniority
- Not less than four experts from outside the college from industry, education, and community activist etc. to be nominated by the Governing Body
- Three nominees of the University
- Controller of the Examinations, and
- Senior faculty nominated by the Principal
- Member Secretary

2.2 Functions:

The Academic Council

- Frames, modifies or repeals the regulations for various courses and curricula, instructional methods, scheme of instruction & examinations and other academic regulations on the advice of the Board of Studies
- Designs the scheme of evaluation and revises the same whenever necessary
- Frames the rules for student attendance criteria for writing the end examination
- Establishes the procedures for Condonation, re-examination, reevaluation, supplementary examinations and grading on the recommendation of the Boards of Studies
- Stipulates the conditions for award of the degree
- Advises the Governing Body on all academic matters
- Forwards the proposals of developmental activities like infrastructure, staff recruitment, library books and equipment etc. to the Governing Body
- Mediates the industry Institute interaction
- Delegates the standing committee such of its powers as it may deem fit

- Recommends the Governing Body regarding the Institution of scholarships, studentships, fellowships, prizes, and medals to be awarded to the students. It also frames the guidelines for the same
- The Academic Council may delegate any of its powers to its Chairman. It may also appoint ad-hoc committees and delegates any of its power to the adhoc committee.
- Performs other functions as may be assigned by the Governing Body

The quorum for the meeting is 50% of the total members of the Academic Council.

2.3 Standing Committee of the Academic Council

Constitution:

- | | |
|-----------------------------|------------|
| • Principal | - Chairman |
| • Dean (Strategic Planning) | - Member |
| • Vice-Principal(Academic) | - Member |
| • Asst. Principal(Academic) | - Member |
| • Heads of the Departments | - Members |

Functions:

- To scrutinize and recommend draft regulations and syllabi framed by the Boards of Studies to the Academic Council
- To consider various issues and finalize the agenda for Academic Council meeting
- To make provisions of such aspects of assessment and examinations falling within the competence of the Academic Council subject to the ratification by the Council
- To review the student attendance and to determine the eligibility or otherwise of any student to appear for the end examinations

The minutes/proceedings of the Standing Committee meetings are placed before the Academic Council for ratification. The Standing Committee meets at least two weeks before the end examinations and also at least one month before the Academic Council meeting.

3. Board of Studies Structure and Functions:

Presently the college follows the academic syllabi and course structure as recommended by the Chairman Board of Studies (BoS) under

Jawaharlal Nehru Technological University-Kakinada, the affiliating University.

In view of the present proposal, separate Board of Studies (BoS) is to be constituted for each discipline.

3.1 Structure:

The following is the tentative structure of Board of Studies (BoS) of any discipline:

- Head of the Department – Chairman
- All Professors in the Department
- All Associate Professors
- All Assistant Professors with a minimum of 5 Years of experience
- Two experts from other colleges nominated by the Academic Council
- One expert to be nominated by the Vice Chancellor from the panel of six recommended by the college Principal.
- One representative from Industry/Corporate Sector/Alined area relating to Placement.
- One Post Graduate Meritorious Aluminous to be nominated by Principal

The term of each nominated member is Two Years. The quorum for the meeting shall be 50% of the total members of the Board of Studies.

3.2 Meeting

The Principal of the college prepares the schedule for the meetings of the Boards of studies of different Departments. Usually the meeting is scheduled once in a semester or twice in any Year. However, the meeting may be called for as and when necessary.

3.3 Functions

- To propose new courses, syllabi, modifications in syllabi to the Academic Council.
- To advise the Academic Council on the academic matters referred to them by the Council or on their own.
- To Co-opt members from other Boards of Studies or other experts as special invitees whenever it is required.
- To form sub-committees as and when required, with the approval of the Chairman of the Academic Council.

The Academic Council may direct the Boards of Studies to hold a joint session for deliberations on emerging trends to include in the inter-disciplinary programmes. Whenever the proposals of a Board of Studies involve views of other boards, the same may be entertained with the permission of the respective Chairman of the Board.

4. Finance Committee

The Finance Committee will be an advisory body to the Governing Body, and will meet at least twice an year to consider:

- (a) budget estimates relating to the grant received/receivable from UGC, and the income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (b) audited accounts for the above.
- (c) budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (d) audited accounts for the above.

Composition:

- The Principal.
- One person to be nominated by the Governing Body of the college for a period of two years.
- One senior-most teacher of the college to be nominated in rotation by the principal for two years.

5. Admissions Committee:

In order to ensure transparency in various processes pertaining to 'B' Category admissions in B.Tech., M.Tech., MBA namely **Admissions Committee** has been constituted. The said committee shall comprise of the following members:

S.No.	Designation	Position
1	Correspondent	Chairman
2	Principal	Convener
3	Vice-Principal – Administration	Co- Convener (UG Programs)

4	Dean – Placements & PG courses	Co-Convener (PG Programs)
5	Vice-Principal - Academics	Member
6	Asst-Principal - Academics	Member
7	Asst-Principal – Administration	Member

The Committee will review all the issues related to ‘B’ category admissions in the institutions in its totality taking into consideration various resolutions / Government Orders passed / issued by regulatory bodies like AFRC, AICTE, APSCHE, JNTUK etc., as well as the orders passed by various Judiciary Courts and make recommendations to the Principal for action in the matter.

6. Time Tables and Schedules Committee:

A College level Time Tables and schedules committee is constituted which is headed by Vice-Principal (Academics) and having one member from each branch/department to prepare Time Tables and schedules for the Academic Year.

21.1 Operating Procedure

The following are the major points and their order for consideration in preparing a Successful schedule.

- (a) Finalise the number of sections Branch wise
- (b) Finalise the laboratories as per current syllabi. Consider for the whole year, this will result in more than one semester duration and also overlap for various years of B.Tech and MCA.
- (c) Finalise the time-table for labs/drawing/workshop, i.e. all those which require duration of three hours/three periods at a stretch Make sure that same labs or not put continuously i.e. at least some theory is covered between two consecutive labs and also on one day there should not be two of labs/drawing/workshop or combination.
- (d) Each branch/Department should depute a representative who should be available with the list of subjects, faculty for the subjects, along with the existing load of faculty and their preferences (like inabilities for some medical reasons etc.)

(e) Time-Table should be finalized giving preference to HOD, senior faculty and to faculty who take multiple sections like Basic Sciences. Management subjects etc.

(f) Always arrange classes diagonally so that time of the day is evenly distributed, some in the beginning of the day, some in the middle and some at the end of the day. Where ever possible give at least one day as free day to all the faculty.

8. Examination Cell (EC):

The Examination cell (EC) is set up to coordinate all aspects of the examinations conducted in the college. The responsibility of the EC is to ensure that all the internal examinations and external theory and laboratory examinations set forth by JNTUK for the conduct of the B.Tech& PG courses are being properly executed.

7.1 Duties And Responsibilities:

The following are the primary responsibilities of the EC:

1. Prepare examination schedules for Mid and On – line Quiz exams
2. Distribute answer scripts to teachers for correction and collect back for internal examinations
3. Consolidate award lists for Mid exams for uploading to university website
4. Prepare schedules for University Laboratory examinations including examiners list
5. Download, decrypt and multiply copies of question papers
6. Coordinate conduction of the above exams and ensure that scripts and award lists are sent to University in time.
7. Compile results of University exams and prepare result analysis

7.2 Operating Procedure:

- The Cell collects the list of students enrolled for all years and sends a request to the University for the stationary required for the conduct of external examinations for the academic year
- The Cell prepares the examination schedules for both MID and online exams for internal examinations.
- The required stationary for the MID exam is issued to the department and collected back from the department after completion of examination

- The award lists are consolidated for the MID examinations for all subjects from the departments and uploaded in the university website. Simultaneously, the overall results of the students in the internal exam are compiled and the performance analysis of the students in the MID and online exams in individual subjects is computed and recorded
- At the end of year / semester, the schedules for University External theory and laboratory examinations is prepared including the examiners list
- Conduct of external examinations as per JNTUK.
- The University results of the students is given to all departments and the consolidated award list for the students is prepared
- The performance analysis of the students in the university exams (RESULT analysis) in individual subjects both in theory and laboratory is prepared
- Data is submitted to all departments to prepare a report on the number of students who have obtained their degrees for preparing Consolidated Marks Memo
- Forwarding the Consolidating CMM to University for award of degree

8. IQAC (Internal Quality Assurance Cell):

With an objective to increase efficiency, transparency, clarity and accountability in the preparatory works leading to accreditation/recognition/approvals from NBA, NAAC , AICTE, JNTUK and & UGC (in the context of Autonomous status) and such other regulating bodies, department wise **Internal Quality Assurance Cell** was constituted.

Other particular terms and references for the committee will be as follows:

- To be fully informed about the Quality Assurance standards and peer review processes with reference to NBA and NAAC in particular & ABET and Washington Accord in general.
- To serve as knowledgeable resource for other faculty members of their respective departments on the matters related to accreditation Quality Assurance process
- To conduct awareness meetings at regular intervals to faculty, NT staff and students of their respective department so as to make them fully

aware of the importance of Quality Assurance, Quality Assurance standards and peer review process and all such other related processes.

- The Committee shall meet as frequent as possible as per the requirement and record minutes of the same and submit a copy to the administration for approval
- To provide feedback and recommendations to the authority with regard to all issues related to Quality Assurance processes from time to time
- Any other duty as is assigned by the authority or any other activity that compliments the said objectives

9. Training & Placement Committee:

With an objective to look after various processes pertaining to Training & Placement activities in the institution, a committee namely **Training & Placement Committee** was constituted.

This committee shall take the overall responsibility of developing and implementing the strategies for the effective conduct of Training & Placement activities in the institution. Other particular terms and references for the committee will be as follows:

- To promote career counseling and other related processes with regard to Central, State and Private Sector jobs
- To administer smooth conduct of campus recruitment trainings(CRTs), aptitude tests, group discussions, preparations for Technical and HR interviews through professional trainers and such other related process so as to make them employable
- To provide guidance on Higher Education opportunities in highly reputed educational institutions in INDIA or outside
- To facilitate the conduct in awareness and training programs for competitive examinations including GATE, GRE and other such examinations
- To administer smooth conduct of *on and off* campus drives for placements into Central, State and Private Sector companies of repute.
- To chalk out action plans for student interneeships and accordingly grooming the them

- To obtain contacts and do correspondence with HR of reputed companies through networking based on the department wise requirements.
- To provide feedback and recommendations to the authority in making nominations of students for Entrepreneurship workshops.
- To maintain branch wise and category wise directory of alumni for all the references of the institute
- To provide time to time feedback and recommendations on any activity of training & placement to the Principal in general and the head of the department concerned through its member
- Any other activity that compliments the said objectives

10. Research And Development Cell :

With an objective to look after various processes pertaining to Research & Development activities in the institution, a committee namely **Research And Development Cell** has been constituted.

This committee takes the overall responsibility of developing and implementing strategies for outreach of the Institution with other reputed institutions and organizations for fostering culture of Research and Development in the institution. Other particular terms and references for the committee will be as follows:

- To promote and inculcate spirit of research among the members of the faculty by planning and organizing courses on Research Methodology for all eligible faculty members
- To promote awareness among faculty with regard to various funding agencies, their procedures, areas of research etc. and facilitate submission of proposals for possible funding
- To identify potential industry partners to network leading to signing of MOUs for the overall development of the department or for collaborative work or for value-added training programs for students or for setting up specialized laboratory or testing facilities
- To investigate possibilities of consultancy work with the networked organizations and identify areas of consultancy

- To identify potential value-added training programs for students leading to industry certifications through networking with the organizations already developed
- To identify and report on periodic basis the publications in the respective departments that can be linked to research incentives as well as the report on the presentations made by faculty in conferences duly briefed in the departments and to maintain a database of such research achievements of the departments
- To evolve research strategy of the departments and propose budgetary requirements for the same in order to intensify research and developmental activities
- To involve the students with the support of the department to come up with viable initiatives in collaboration with major organizations as part of the Innovation Sandbox activity to increase the visibility of the institution as well as open up potential avenues for student internships and projects
- To meet periodically with the members of the R&D Board and discuss strategic approaches and achievements so as to widen the industry-institute network of each department and thus the overall reputation of the institution
- To engage faculty to undertake research leading to award of Ph.D. and also periodically monitor the progress there upon.
- To review representations and recommend the same for consideration of Academic leaves full time research/part time ,week end academic engagement leaves etc.,
- Any other activity that compliments the said objectives

11. Entrepreneurship Development Cell:

- To promote Entrepreneurship spirit among the student community, the college established Entrepreneurship Development cell (EDC) funded by AICTE.
- The EDC cell of the college organizes awareness programmes on Entrepreneurship and Intellectual Property Rights.

- MVGR College of Engineering proposed to set up an ED cell within the campus. The proposal was successfully through the AICTE Norms, and has been approved (F.No: 8022/RID/EDC (71)/2008-09). Additionally, AICTE has extended funding of INR 7 lakhs to the campus for the activities of the newly established ED Cell for the duration of three years beginning from April, 2009 and going through to April 2012.
- In line with the objectives of the EDC, specifically, incubation—as recommended by AICTE, the college has set up separate infrastructural facilities including seminar hall, systems, library exclusively housing literature relevant to entrepreneurship. Further, a committee at the institution level consisting of members of the faculty with aptitude from all the departments was constituted to meet periodically, discuss and recommend activities that would help the budding students equip themselves with the information and the knowledge related to entrepreneurship.
- The Institution also constituted an Advisory board consisting of members drawn from District Industries Center, NABARD, MSME, APITCO Ltd., Lead Bank and Naval Science and Technological Laboratory, in addition to representatives from the institution. Since its inception, the cell effectively leveraged the services of various governmental and nongovernmental executives to contribute to EDC.

12. Library Committee:

With an objective to look after the various processes pertaining to the maintenance of Library activities of the Institution, a committee namely **Library Committee** was constituted.

This committee shall take the overall responsibility of developing and implementing strategies for the effective maintenance of central & department libraries of the institution so that the students, staff and all other stake holders will get more access & benefit of all the services extended by library. Other particular terms and references for the committee will be as follows:

- To play an advisory and advocacy role regarding the library in its support of teaching, learning, research and other such academic activities in the institute

- To initiate in administering various processes such as identification of learning resources, evaluation of available resources on its use and procurement of identified resources.
- To facilitate in conduct of awareness and sensitization programs for students on the matters related to library resources availability including e-content.
- To obtain contacts and do correspondence with reputed book and e-content distributors through networking, based on the department wise requirements
- To analyze quotations submitted by the book/e-content suppliers and provide recommendations to authority for approval and seek clarification from them wherever necessary
- To facilitate the administering procurement process so as to maintain uninterrupted supply of book/e-content materials to support the teaching, learning, research and all such academic activities in the institute as per it's plan/schedule
- To ensure whether all the necessary procurement procedures are properly followed or not including documentation
- To provide feedback and recommendations to the authority with regard to all activities of the library from time to time
- To chalk out action plans for all round development of the library and administering implementation of such plans
- Any other duty as is assigned by the authority or any other activity that compliments the said objectives.

13. Women Empowerment Cell:

The college has a Women Empowerment Cell which addresses the grievances of girl students regarding sexual harassment. The composition of the cell comprises one senior lady faculty member as convener and one lady faculty member from each department. The composition of the cell is as follows:

This cell looks after the welfare of the girl students and the lady staff members.

Objectives :

1. To motivate and inspire the girl students in their pursuit for excellence
2. To Promote awareness among girl students on occupational, legal and constitutional rights.
3. To educate girl students on women specific health issues and measures to be taken.
4. To sensitize girl students on gender equality and to further encourage them to advocate gender equality within the community.
5. To make girl students realize their strengths and be empowered.

Role and responsibilities of WEC:

Ever since the inception of the committee, WEC as a team has been striving to promote awareness among girl students and educate them on gender specific issues in the areas such as health, legal, career and social. To realize the above mentioned objectives, the committee with its members strive to:

1. Periodically organise guest lectures in the concerned areas such as health, legal, career and social aspects.
2. Monitor and counsel girl students of their department, in the case of requirement.
3. Advise and support any girl student, if faced by any gender specific problem.
4. Conduct competitions such as presentations, elocution, essay writing and painting to encourage girl students to express their ideas.
5. Above all, ensure a secure and progressive learning environment for the girl students.

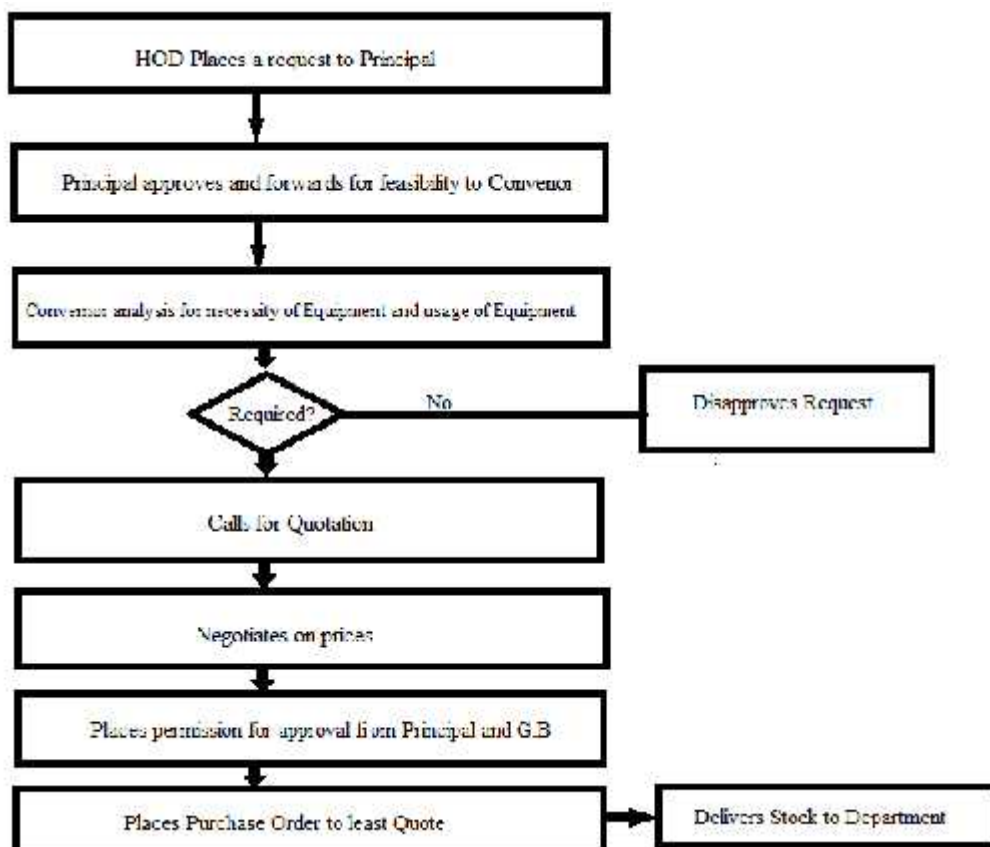
14. Purchase Committee:

With an objective to look after various processes pertaining to purchase related activities in the institution, a committee namely **Purchase Committee** has been constituted .

This committee shall take the overall responsibility of developing and implementing strategies to bring in more proportionality, transparency and accountability in the procurement process in the institution. Other particular terms and references for the committee will be as follows:

- To analyze quotations submitted by the suppliers/ service providers and provide recommendations to authority for approval. And seek clarification from the suppliers/service providers where necessary.

- To provide the necessary expertise, advice, information to the authority with regard to the best quality of material(s) available in the market, supplier's capability and performance etc.
- To obtain contacts and do correspondence with reputed material & equipment suppliers/ service providers through networking, based on the department wise requirements.
- To facilitate in administering procurement process so as to maintain uninterrupted flow of materials/services to support the academic & development activities in the institute as per it's plan/schedule.
- To initiate negotiations with suppliers/ service providers so as to procure materials economically at a cost consistent with the quality and services required.
- To develop and maintain good buyer-seller relationship with suppliers/ service providers so as to get timely service with optimum costs.
- To maintain institute's reputation and credibility in the market by fair dealings and prompt payments
- To ensure whether all the necessary procurement procedures are properly followed or not including documentation
- To provide feedback and recommendations to the authority with regard to purchase & procurement process related activities from time to time
- Any other duty as is assigned by the authority or any other activity that compliments the said objectives



15. Press & Media Committee:

To look after press and media related activities under various categories like: functional, promotional and official, in a smooth, systematic and structural manner, a committee, namely **Press & Media Committee** was constituted.

This committee shall take the overall responsibility of developing and implementing strategies for the effective communication between the college and media personnel so that the general public will get more access to & awareness about the developmental & promotional activities of the Institute, through Media & Press. Other particular terms and references for the committee will be as follows:

- Preparing annual budget for various advertisement under various categories like : Functions, Promotions, relational, official etc.,
- Creating and proposing marketing plans for institutional promotion.
- Writing press releases for various activities.

- Arranging, interviews by news reporters, prior to and on the day of event.
- Shall provide feedback and recommendations to the authority on press and media activities from time to time.
- Any other activity that compliments the above said objectives

16. Website Maintenance Committee:

With an objective to look after various processes pertaining to maintenance activities of institute's website, a committee namely **Website Maintenance Committee** has been constituted.

This committee shall take the overall responsibility of developing and implementing strategies for the effective maintenance of the institute's website so that the general public, prospective students and all other stake holders will get more access to & awareness about the developmental & promotional activities of the institute. Other particular terms and references for the committee will be as follows:

- To administer data acquisition process, renewal of information and maintenance of the institute's website: www.mvgrce.edu.in with regard to all activities related to
 - Domain
 - Hosting
- To administer regular updations to the site by securing necessary approval/authentication of the information from the concerned authority before hosting on to the website
- To ensure timely hosting of the approved information/ documents within different sections of the website.
- To fine tune the website in line with the requirements of external bodies like NBA, NAAC, AICTE, UGC, JNTUK, APSCHE etc... where ever & whenever necessary
- To analyze the content management system and take regular backups for efficient use of web space.
- To collect information & data reports from various academic departments & internal bodies like Library, NCC, NSS, Training & Placement, Sports,

Women Empowerment Cell etc..., at regular intervals for necessary and timely updations of the site.

- To update staff details at regular intervals and provide web mail login-id to the college domain.
- To make use of the student volunteers on requirement basis particularly on the student activities.
- To provide feedback and recommendations to the authority with regard to the website maintenance activities from time to time
- Any other duty as is assigned by the authority or any other activity that compliments the said objectives

17. Canteen Committee:

The Institute has a canteen and food courts within the campus. It provides breakfast and lunch facilities to both students and faculty at subsidized price. In addition to this, the canteen provides many type of eateries to the interested students. The Canteen maintains hygienic conditions in and around of that place. The Canteen committee comprising of the Faculty members and the student representatives regularly monitors the quality of food and prices of the eatables.

18. Transport Committee

To cater to the requirements of students and staff transport, the Institution operates about 25 buses and 5 light passenger vehicles. Senior faculty and Administrative Staff of the college are provided free transportation whereas the rest of the Teaching & Non-Teaching who are enrolled under the provision are extended subsidized facility.

The Institution has a Transportation Committee headed by one of the Senior Faculty as Convener and represented by one faculty from each department. This committee periodically meets to review the quality of service rendered and recommends periodically actions that would improve quality and access to the service to all the stake holders.

A separate student committee consisting of members drawn from each bus representing gender equality, also formed and it periodically reviews and

discusses the service being provided. This team reports to Transport Committee any deficiencies in service for necessary attention and immediate redressal. These committees collectively arrives at charges payable on no loss no profit basis to the Institution.

19. Grievance Redressal Committee:

The Grievance Redressal Committee headed by the Dean Training and Placements & PG Courses, comprises of 5 senior faculty members from various departments and 2 non-teaching staff members.

19.1 Grievance conveying procedure:

- 1. Open door policy:** Grievances can be through direct approach or through phone to the committee.
- 2. Grievance and Redressal committee boxes:** Drop the grievances in the Grievance and Redressal Committee boxes in the departments.
- 3. Email:** Grievances can be sent to the email id grievances@mvggrce.edu.in of the Grievance and Redressal committee.

19.2 Grievance Redressal Procedure:

1. A student/staff shall first present his/her complaint verbally /in writing to the concerned Head of the Department .The Head of the Department is required to solve /address the issue within 2 days.
2. If the student/staff is not satisfied or his/her complaint was not addressed within 2 days ,He/she can approach the GRC
3. If the student/staff is not satisfied or his /her complaint was not addressed within 7 days by GRC , He /She can approach the Ombudsman.

19.3 The basic functions of the GRC are:

1. It conducts a thorough enquiry on the complaints received from the aggrieved students and staff.
2. It submits the enquiry report to the Principal, with its recommendations on suitable penalty/punishment to be imposed.
- 3 The Principal, on receipt of the above report, gives an opportunity to the student(s) against whom the complaint was lodged to explain his/her case.

The Principal will convene the College Academic Council meeting in this regard to decide on the measures to be taken. In special cases the opinion of the College Management will also be taken before imposing the punishments/penalties.

20. Anti-Ragging Committee:

The Committee (as per clause 6(a) of AICTE Regulations) shall comprise of the following members:

S.No.	Designation	Position
1	Principal	Chairman
2	Vice-Principal(Admin)	Member – Convener
3	Sr. Civil Judge Vizianagaram	Member
4	Social Worker / District Legal Services Authority	Member
5	Circle Inspector- Bobbili (rural)	Member
6	Assoc. Prof	Member
7	Assoc. Prof.	Member
8	Assoc. Prof.	Member
9	Assoc. Prof	Member
10	Asst. Prof.	Member
11	Asst. Prof.	Member
12	Asst. Prof.	Member
13	Asst. Prof.	Member
14	Asst. Prof.	Member
15	Asst. Prof.	Member
16	Psychologist	Member
17	Physical Director	Member
18	Parent nominee	Member
19	Parent nominee	Member
20	Student nominee	Member
21	Student nominee	Member

The Committee will examine the issues related to ragging in its totality taking into consideration various resolutions passed earlier by regulatory bodies like AICTE, APSCHE, JNTUK etc., as well as the orders passed by various courts including the Hon'ble Supreme Court and make recommendations to the Principal for further action in the matter.

21. Other Committees:

The following committees are functioning for smooth running of the Departments and Colleges:

Magazine Committee
Hostel Committee
Cultural Committee
Sports Committee
Construction and Civil Maintenance committee
General Maintenance committee

Each of these committees is specific in their functions and attends with devotion to achieve the assigned targets.

22. College Events:

College regularly conducts many student events every year . Student committees are formed to conduct these events which develop the students organizational skills, inter personal communicational skills and build self confidence.

AADHRITA
SURGE
SCOPRIRE
GREEN TECH
SCHEMCON
MILATI
SPACE

PART-III

QUALITY – ASSURANCE

1. Quality Policy

To reach continuously the higher quality benchmarks in training students on all skills expected of a technical professional through:

- A meticulously planned yet flexible learning process administered
- Accomplished teachers who are encouraged to keep in touch with the latest developments in their respective areas of interest.
- A state-of-the-art infrastructure providing a stimulating learning environment.
- A Continuous assessment of the effectiveness of learning processes through stake holders' feedback.
- A Continuous fine-tuning aimed at improvement

2. Quality Assurance:

The Internal Quality Assurance Cell(IQAC) takes care of various academic audit processes ensuring Quality Assurance.

2.1 Objective :

The primary aim of IQAC is :

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of the best practices.

2.2 Strategies:

IQAC shall evolve mechanisms and procedures for

1. a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

2.3 Functions:

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating the quality-related activities, including adoption and dissemination of the best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

3. Feed Back:

3.1 Staff:

Meetings are held periodically within each Department by the Head concerned with its faculty and the problems related to the academic and other activities of the Department are discussed and the proceedings are recorded. Principal convenes meetings with all the Heads of the Departments periodically every month to have an appraisal and review of the academic and other related activities in the Departments. The outcome of the proceedings of each Department is presented by the respective Heads in the meeting with Principal. Suggestions are invited, thoroughly discussed and appropriate resolutions are taken with the consensus of each Department for implementation. All the staff are also required to actively participate in bi-annual meetings with the Principal in the Chair. They are invited to voice freely their opinion and offer suggestions for any short-comings or lapses in the implementation of the resolutions taken. This helps in the smooth running of the college in the congenial environment.

Students appraisal with respect to class work, teaching and other student-related problems are also discussed in these meetings for sorting them out. Student counseling is regularly carried out through student counselors allocated for each student. Each teacher is assigned to a specific group of students for counseling.

3.2. Students:

Class Review Committee comprising of Head of the Department, teaching faculty for that class, teacher in-charge and student representatives reviews the activities of the class including student performance and other related matters to take necessary corrective actions.

The Principal regularly interacts with Class Representatives (CR's) and conducts two meetings in a year with all the CR's.

The Institute takes feedback from students on their respective subject teachers during the middle of the semester and at the end of the semester. Feedback is collected through both online and written feedback forms. A committee consisting of Principal, Vice Principal(Academic), Assistant Principal(Academic), and the Head of the department, Two Senior Faculty of the department will analyze the feedback. Appropriate corrective actions are initiated. Students' comments are considered positively and weaknesses with regard to teaching are rectified by advising the faculty with the sole objective of maintaining good academic practices and standards.

3.3. Result Analysis and Review :

Student Performance in the University Examination provides a fair indication of student learning and a detailed analysis of performance is carried out at the end of the Semester by Administrative team led by Principal, HOD, and Two senior faculty members of the respective department and necessary corrective measures to improve the teaching – learning process are discussed and necessary actions are initiated.

3.4. Feedback from Alumni :

Feedback from Alumni provides an opportunity to bridge the gap between the industry and the academics, as they provide valuable inputs to enhance the quality learning.

3.5. Feedback from Employers :

This in fact gives actual representation of the quality of the product the college is producing i.e., well rounded and competent professionals who can provide good engineering solutions for the benefit of the society. This feedback gives opportunity to hone the skills of the students to make them Industry ready.

PART-IV

HUMAN RESOURCES

1. GENERAL CONDITIONS:

1.1 General:

- (a) These rules shall be called MAHARAJ VIJAYARAM GAJAPATHI RAJ COLLEGE OF ENGINEERING, VIZIANAGARAM Service and Conduct Rules and shall come into force from the date decided by the Chairman of the Governing Body of the College. These rules supersede all rules previously in force.
- (b) Except as otherwise provided these rules shall apply to all categories of employees except part-time employees and employees borne on contingent establishment.
- (c) The Chairman of the Governing Body of the College reserves to himself the right of modifying these rules from time to time.

1.2. Definition:

- (a) 'Institute' or 'College' means the MAHARAJ VIJAYARAM GAJAPATHI RAJ COLLEGE OF ENGINEERING, VIZIANAGARAM
- (b) 'Trust' means Maharaja Alak Narayana Society for Arts and Sciences, Vizianagaram,
- (c) 'Chairman' means the Chairman of Maharaja Alak Narayana Society for Arts and Sciences and Chairman of the Governing Body of the College
- (d) 'Chairman of the Governing Body' means the Chairman of the Governing Body of the College as constituted by the Chairman.
- (e) Principal means the Head of the Institute
- (f) 'Appointing Authority' means Chairman of the Governing Body
- (g) 'Permanent Post' means a post carrying a definite scale of pay sanctioned without limit of time and included in the cadre of sanctioned posts.

- (h) 'Permanent Employee' means a person confirmed in a permanent post to which no other person holds a lien.
- (i) 'Ratified Employee' means a person selected by selection committee duly constituted by Affiliated University and also ratified by Chairman of the Governing Body of the Institute.
- (j) 'Department' means section or division in which services are rendered both teaching and practical training, leading to award of a degree/ diploma in that faculty.

2. RECRUITMENT POLICY:

2.1 Appointing Authority for teaching posts:

- (a) The Chairman, MANSAS and the Chairman of the Governing Body is the Chairman of Teaching and Non-Teaching Selection Committee.
- (b) All appointments of the staff of the College except that of the Principal shall be made by the Selection Committee constituted by the Chairman of the Governing Body from time to time.
- (c) Selection Committee for the Institute
Teaching : In addition to members of Selection Committee constituted by Chairman of the Governing Body, the following are the members of Selection Committee for selection of Assistant Professor/Associate

Professor / Professor :-
 1. Chairman
 2. Principal of the Institute
 3. Head of Department not below the rank of Professor
 4. Subject experts not below the rank of Professor in a Technical Institute

(d) Selection Committee for Ratification of Teaching Posts:

The following are the members of Selection Committee constituted by the Affiliated University for Ratification of the posts of Assistant Professor/Associate Professor / Professor:

1. Vice-Chancellor of the University
2. Registrar of the University
3. Two subject Experts in the relevant field
4. Head of the Department of the respective branch in the constituent college of University
5. Representative of the State Technical Board
6. Representative of APSHE
7. Chairman/ his nominee from the Society
8. The Head of the Institution

(c) For Non Teaching Selection Committee: - All regular appointments of non-teaching staff are made by the non-teaching selection committee constituted by the Trust from time to time.

(d) All posts at the College shall normally be filled by advertisement but the Chairman of the Chairman of the Governing Body shall have the power to decide, on the recommendation of the Principal that a particular post be filled by invitation or by promotion from amongst the members of the staff of the College.

2.2 .Travelling Allowance to attend interview:

Candidates selected for interview for a post are normally not entitled to T.A. but in special cases they may be paid such travelling allowance as may be determined by the Chairman from time to time.

2.3 .Medical Fitness:

Every appointment shall be subject to the condition that the appointee is certified by a medical authority nominated by the Chairman of the Governing Body as being in sound health and physically fit to serve provided that they may for sufficient reasons relax the medical requirement in any particular case or cases subject to such condition, if any, as may be laid down by the Chairman of the Governing Body. 'Provided further, that in the case of persons appointed temporarily for periods of three months or less than three months duration, the production of physical fitness certificate may be dispensed with.

2.4 Salary and Allowances:

All employees working under the sanctioned posts are entitled to pay according to pay scales of their posts, and in addition, such as dearness and other allowances at such rates as the Chairman of the Governing Body may decide, from time to time.

2.5 Appointments:

All permanent appointments shall ordinarily be made on probation for a period of one year for ratified appointments and two years for college selection committee appointments, after which period, the appointee, if confirmed, shall continue to hold the post, till the close of the academic session, in which he attains the age of retirement as followed by affiliated University.

It is provided that the appointing authority may in exceptional cases, grant extension of service or to re-employ any member of the staff on a year to year basis, provided further that the extension in the first instance in the case of teaching staff may be made for a longer period but not exceeding three years. However, employees joining after superannuation shall be entitled to service

conditions as stipulated from time to time and as decided on the discretion of the Chairman of the Governing Body.

2.6. Appointment on Contract:

Appointment on contract basis is made by the Chairman of the Governing Body of the College.

2.7 .Termination of services:

- (a) After the probation if the employee is not confirmed, thereafter, he shall be deemed to have continued on a temporary basis and his services may then be terminated, on a month's notice or on payment of a month's salary in lieu thereof.
- (b) The appointing authority shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation, on one month's notice, or payment of salary in lieu thereof.
- (c) If in the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, due to which his retention in service is considered undesirable, by such appointing authority, his services may be terminated by three months' notice or on payment of three months' salary in lieu thereof.
- (d) The appointing authority shall have the powers to terminate the services of any member of the staff on grounds of retrenchment or based on unviability by giving to the persons concerned with three months' notice in writing or on payment of three months' salary in lieu thereof.
- (e) A permanent employee of the College may discontinue his services by giving to the appointing authority three months' notice in writing or on payment of three months' salary in lieu thereof, if agreed to by the appointing authority, provided that the appointing authority may for

sufficient reasons call upon the employee concerned to continue till the end of the academic session in which the notice is received.

(f) The service of a temporary employee shall be liable to be terminated at any time by notice in writing given by either party. The period of such notice shall be one month unless otherwise agreed to by the parties. The other terms and conditions of such employees shall be such as may be specified by the appointing authority in the letter of appointment.

3. SERVICE RULES:

3.1 .Travelling and Daily Allowances:

The employees of the College shall be entitled to travelling and daily allowances according to the scales laid down by the Chairman of the Governing Body from time to time on all such out station appointments as approved and authorized by the Principal.

3.2 .Employees entitled to vacations:

It shall be for the Principal to decide as to the class of employee of the College who shall be entitled to vacation.

Teaching faculty of the Institute shall be eligible for vacation as announced by Affiliated University with prior approval from the Principal. Non-teaching employees are not eligible for vacation. Compensatory Earned Leaves may be accrued in the ratio of 1: 2 in the case of public holidays and 1:3 during vacation on the days which an employee is retained by the Principal for specific services like Lab establishments/AICTE work/Accreditation work/ Examination Cell work etc.

4. PENALTIES:

The Principal may place a member of the staff appointed at the College under suspension under the following circumstances: -

(a)Where a disciplinary proceeding against him is contemplated or is pending, or

(b)Where a case against him in respect of any Criminal Offence is under investigation or trial in a Court of Law.

During the first year of suspension the member of the staff concerned shall be entitled to a subsistence allowance of an amount equal half the basic pay and any period subsequent thereto at such rates as may be decided by the appointing authority. In addition he may be granted any allowance of which he was in receipt on the date of suspension to such extent and subject to such conditions as the Principal may fix. During the period of suspension he will not be entitled to work anywhere else.

The following penalties may for good and sufficient reasons and as here in after provided, be imposed on any member of the staff:-

(i.) Censure

(ii)Withholding of increments;

(iii)Recovery of the whole or part of the pecuniary loss caused to the Trust by negligence or breach of orders;

(iv)Reversion to a lower service, grade or post or to a lower time scale, or to a lower stage in a time scale

(v)Dismissal from service which shall ordinarily be a disqualification for future employment under the MANSAS.

No order imposing on any member of the staff any of the Penalties specified at (iv) to (vii) above, shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry was held and the member of the staff was given reasonable opportunity of showing cause of the action proposed to be taken against him.

No order imposing on any member of the staff of any of the penalties specified at (i) to (iii) above shall be passed by any authority subordinate to

that by which he was appointed and unless the member of the staff concerned is given an opportunity to make a representation to the appointing authority.

Notwithstanding the above provision it shall not be necessary to follow the procedure mentioned above in the following cases: -

- (a) Where an employee is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on criminal charge in a Court of Law.
- (b) Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person any opportunity or showing cause

If any question arises whether it is reasonably practicable to give to any person an opportunity of showing cause under clause (b) above, the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank, as the case may be, shall be final.

A member of the staff aggrieved by any order imposing penalty passed by the Principal against him shall be entitled to prefer an appeal to the next higher authority against the order and the decision of the appellate authority regarding the appeal shall be final.

A member of the staff aggrieved by any order imposing any penalty passed by the Principal against him shall be entitled to prefer an appeal to the Chairman of the Governing Body and there shall be no further appeal from the decision of the Chairman of the Governing Body. No appeal shall be entertained unless, it is submitted within a period of three months from the date on which the appellant received a copy of the order appealed against, provided the appellate authority may in its entertaining the appeal after the

expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time. If charges against a member of the College staff, who has been dismissed, removed or suspended on certain charges, are not proved or his appeal is accepted by competent authority, he may be granted pay and allowance by the authority suspending him or by the appellate authority for the period of his absence from duty as under: -

- (a) Full pay to which he would have been entitled if he had not been dismissed, removed or suspended and by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal, removal or suspension, if he has been fully exonerated.
- (b) Such proportion of such pay and allowance as the appellate authority may prescribe, if not fully exonerated.

In a case falling under clause (a), the period of absence from duty will be treated as a period spent on duty. In case falling under (b) it will not be treated as period spent on duty unless the appellate authority so directs.

5. PROVIDENT FUND:

The employees of the College shall be entitled to the benefits of Provident Fund maintained for persons in the service of the College in accordance with the provisions of the rules of the Fund.

Interpretation:

Notwithstanding anything contained in the regulations, the Chairman of the Governing Body shall have the power to decide on any matter when any difficulty arises, regarding the interpretation or implementation of any of the above regulations.

6. CONDUCT RULES:

6.1.Application:

The provisions contained in this Schedule shall apply to all the employees of the College including the Principal.

6.2.Definitions:

In this Schedule unless the context otherwise requires.

(a)“Competent authority” means: -

(i) The ‘Chairman’ in the case of the Principal.

(ii) The ‘Principal’ in the case of all other employees.

(b)“Members of the family” in relation to an employee includes: -

(i) the wife, child or step child of such employee residing with and dependant on him and in relation to an employee who is a woman, the husband residing with her and dependant on her, and

(ii) any other person related, whether by blood or by marriage to the employee or to such employee’s wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or child or stepchild who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of in the law.

(c)“Service” means service under the College.

6.3.General:

(a)Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.

(b)An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.

- (c) Unless and otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the College, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond schedule working hours and on closed holidays and Sundays and during vacations. These duties shall inter-alia include attendance at meeting of committees to which he may be appointed by the College.
- (d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (e) Except for valid reasons and or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- (f) No employee shall leave station except with the prior permission of proper authority, even during leave or vacation.
- (g) Whenever leaving the station, the employee shall inform the Head of the Department to which he is attached, or Principal if he is himself the Head of a Department, the address where he would be available during the period of the absence from station.

6.4. Taking part in Politics and Election:

No employee shall take active part in politics in the campus of the College or exploit his official position for political ends or permit the use of College facilities for political purposes.

6.5. Criticism of the Institute:

No employee shall, in any print/digital/electronic broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.

- (i) Which has the effect of an adverse criticism of any policy or action of the College; or

- (ii) Which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution as organization or members of public; or
- (iii) Which exploits the name of the College or his position therein provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

6.6. Evidence before Committee or any Authority:

- (i) Save as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, Committee or authority.
- (ii) Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticize the policy or any action of the College or the Central Government or any State Government.
- (iii) Nothing in this paragraph shall apply for: -
 - (a) Evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State Legislature; or
 - (b) Evidence given in any judicial inquiry; or
 - (c) Evidence given at any departmental inquiry ordered by the College authorities.

6.7. Unauthorized communication of information:

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

6.8. Private Trade or Employment:

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his official assignments. No member of the staff shall offer private tuition /services either for monetary or otherwise.

6.9. Investments, Lending and Borrowing:

- (i) No employee shall speculate in any business nor shall make or permit his wife or any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.
- (ii) No employee shall lend money at interest to any person nor shall borrow money from any person with whom he is likely to have official dealings.

6. 10. Insolvency, Habitual Indebtedness and Criminal Proceedings:

- (i) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a majority of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.
- (ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether he is guilty or not on criminal charge or otherwise for a period longer than 24 hours shall not join his duties in the College unless he has obtained written permission to that effect from the Principal of the College.

6.11. Moveable, Immoveable and Valuable property:

Every member of the staff shall, on first appointment in the College service and thereafter at such intervals as may be prescribed by general or special order of the competent authority submit return in such form as the College may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

6.12. Vindication of Acts and Character of Employees:

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

6.13. Representations:

- (a) Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.
- (b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

6.14. Punishment, Appeals etc:

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules and preference of appeals against any such action taken against him.

7. LEAVE RULES:

7.1. Introduction:

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Chairman of the Governing Body from time to time.

The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both Teaching and Non-teaching of the Institute. Certain rules and norms have been designed specifically with reference to faculty of the Institute.

7.2 General Principles Regarding Grant of Leave:

7.2.1 Applicability:

The provisions contained in these rules shall apply to all permanent employees of the college. However, these leave rules doesn't include employees under contractual basis or services.

7.2.2 Right to leave:

- i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.

- ii. To change the nature of leave, the maximum period permitted shall not exceed two weeks.
- iii. Mere application of the leave, without proper granting of leave shall be treated as absence without leave.

7.2.3 Authority empowered to sanction Leave:

- i. Applications for leave shall be addressed to the Chairman by the Principal and to the Principal by the other members of staff.
- ii. Sanctioning authority for the sanction of leave for the Principal shall be Chairman.
- iii. For all the Leaves other than Casual Leaves to the members of the staff the sanctioning authority is the Principal or by a member of staff to whom the power has been delegated by the Principal. Normally, the Vice-Principal (Academic) will regulate the leave accounts of the staff members (Faculty and Non-teaching).
- iv. Sanction of Casual Leave to the members of the staff both teaching and non-teaching of the functional departments shall be by the respective Head of the departments/ In-charge HODs.
- v. Sanction of Casual Leaves to the members of all the staff members for Science & Humanities, Exam Cell shall be by the Vice-Principal(Academic).
- vi. Sanction of Casual Leaves to the members of all the staff members in Principal's Office, Library, Physical Directors, Gardening, Construction, Maintenance shall be made by the Vice-Principal (Administration).
- vii. Sanction of Special Casual Leaves, Academic Leaves (upto 3 days), Earned Leaves (upto 7 days), On-duty leaves, Compensatory Leaves shall be made by the respective Vice-Principal. Leave applications for the above mentioned leaves shall be forwarded through the respective HODs to the respective Vice-Principal.

viii. Leave applications for Academic leave (more than three days), Earned Leaves (more than 7 days), Medical Leave, Study Leave, Hospital Leave shall be forwarded through the respective HODs and the Vice-Principal to the Principal.

7.2.4 Commencement and termination of leave:

- i. Leave ordinarily begins from the date on which leave as such is actually availed and ends on the day preceding the date on which duty is resumed.
- ii. Saturdays, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

7.2.5 Combination of leave:

Except as otherwise any kind of leave provided under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

7.2.6 Grant of leave beyond the date of retirement and in the event of Resignation:

- i. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- ii. An employee who has served notice for resignation shall be eligible for CLs on pro rata basis and they are not eligible for any other leaves.

Provided that the Principal may, in any case, grant leaves to an employee prior to his/her resignation if, in the opinion of the Principal the circumstances of the case justify such grant of leave.

7.2.7 Conversion of one kind of leave into another kind:

Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after availing himself or herself of the leave, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

7.2.8 Rejoining of duty on return from Leave on medical grounds:

- i. An employee who has been granted leave on medical grounds is required to produce a medical certificate of fitness before resuming duty.
- ii. Leave sanctioning authority may secure second medical opinion, if considered necessary.

7.2.9 Rejoining of duty before the expiry of leave:

Except with the permission of the authority, which granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

7.2.10 Maximum period of absence from duty:

- i. No member of the Service shall be granted leave of any kind for a continuous period exceeding five years.
- ii. Unless the Chairman of the Governing Body, in view of the special circumstances of the case, determines otherwise, a member in the service who remains absent from duty for a continuous period exceeding five years other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service.

7.2.11 General:

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and in satisfactory reasons.
- ii. Absence from duty after the expiry of leave entails disciplinary action.

- iii. Absence without leave will constitute an interruption in service
- iv. A staff on leave should not take up any service or employment elsewhere without obtaining the prior sanction of the competent authority.
- v. At any time not more than 30% of the staff in a department be granted leave.

7.3 Kinds of Leave:

The following kinds of leave shall be admissible to the members of the staff of this Institute.

1. Casual Leave. (CL)
2. Special Casual Leave.(SCL)
3. Academic Leave(AL)
4. On-Duty(O.D.)
5. On College Duty Leave (OCD)
6. Medical Leave (ML)
7. Earned Leave (EL)
8. Maternity Leave
9. Hospital Leave
10. Study Leave(Full-Time)
11. Study Leave(Part-Time)
12. On College Duty Leave (OCD)

7.3.1 Casual Leave (CL):

- i. Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subject to a maximum of 15 days in a calendar year.
- ii. CL can be combined with Special Casual Leave/Vacation but not with any other kind of leave.
- iii. Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or sufficed, shall not be counted as Casual Leave.

- iv. CL should not be granted for more than 3 days at any time, except under special circumstances.
- v. CL can be taken for half a day also.
- vi. Staff appointed and joined duty during the middle of the year may avail of CL on pro rata basis.
- vii. CL is credited in advance at the rate of 7 1/2 days on the 1st January and 1st July every year.

7.3.2. Special Casual Leave (SCL):

The Special CL can be granted up to a maximum of 7 days in a calendar year.

- i Special Casual Leave, not counting towards ordinary Casual Leave, maybe granted to a member of the staff when he/she is:
Summoned to serve as Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his/her private interests are not at issue.
- ii. SCL may be granted for a particular special purpose which is to be approved by the Principal.
- iii. SCL shall be granted to the staff of the Institute when they are unable to attend office due to natural calamities/bandh etc. subject to the approval of the authorities.
- iv. Combination of Casual Leave or regular leave (ex. EL, HPL, etc.) with SCL is permissible but combination of both CL and regular leave with SCL is not permissible.

7.3.3 Academic Leave:

Academic leave may be granted when a staff member attends conferences/seminars/symposia/practical training etc. and a staff member is entitled to avail Academic Leave to the maximum of 15 days in a calendar year.

Priority need to be followed in forwarding a recommendation for participation is as follows:

1. In the order of seniority duly taking into account whether the faculty in the given academic year has already attended any seminar/work shops/ symposium--
2. Area of research/teaching
3. Retired faculty considered on requirement basis
4. Paper Presentations considered without any discretion.
5. Given faculty in a given academic year may get a second opportunity provided at least 50% of faculty covered in the discipline/department.
6. The above is only a general priority. In specific cases discretion may be used keeping in view of institution's interest.
7. Permission for participation may be refused to those who have attended a similar programme within an year.
8. At any given time not more than 2 faculty from a given department be deputed/permitted.
9. Eligibility criteria is minimum 2 years experience.
10. Faculty on probation at entry level however are not eligible for above leaves except for Refresher Courses/FDP in their respective disciplines.
11. Refresher courses for Non- teaching technical staff in their line of duty can be considered for academic leave.

7.3.4 On-Duty(O.D.) Leave:

On-Duty leave may be granted when a staff member is attending Examination related work like Spot-Valuation/ External Examinership up to 10 days in a calendar year.

7.3.5 On-Collge -Duty(O.C.D.) Leave:

On- College Duty leave may be granted when a staff member who is attending the Institution related work outside the college campus as assigned by the Principal.

7.3.6. Medical Leave (ML):

- i. The Medical Leave admissible to a member of the staff in respect of each completed year of service shall be 20 Half pay leaves /10 Full pay Leaves.
- ii. ML is credited in advance at the rate of 10 Half pay leaves /5 Full pay Leaves on the 1st January and 1st July every year.
- iii. For availing of ML Minimum one year service in the college is necessary.

Conditions:

- i. Leave on medical grounds is admissible for leave of three days or more.
- ii. Joining Duty after availing Medical Leave is admissible against submission of Fitness Certificate from the Medical Officer not below the rank of Civil Assistant Surgeon.

Procedure:

Medical Leave can be availed through either formal or informal intimation followed by leave application within 48 hours.

Points to be considered:

1. In case of perennial chronic diseases, the candidate should take his annual treatment only during vacations/public holidays without prejudice to his assigned duties.
2. If the candidate is unable to execute his assigned duties for one year on medical/other grounds, his services are liable for termination.

7.3.7 Earned Leave (EL):

- i. The EL admissible to a member of the staff shall be 6 days in a calendar year for Teaching staff and 30 days for Non-teaching staff. For availing of EL Minimum one year service in the college is necessary.
- ii. EL can be accumulated up to 240 days.
- iii. The maximum amount of Earned Leave that can be granted to a member of the staff during teaching days shall be not more than 15 days in a semester.
- vi. The maximum amount of Earned Leave that can be granted to a member of the staff shall be 60 days in a calendar year.

7.3.8 Maternity Leave:

- i. Maternity Leave may be granted to a female staff with less than two surviving children, for a period of up to 90days from the date of its commencement.
- ii. Maternity Leave shall not be debited to the leave account.
- iii. Maternity Leave may be combined with leave of any other kind except Casual Leave.

- vi. Minimum 2 years' service in the college with a commitment of at least 1 year service bond after the leave is required for availing the maternity leave. Else, only 15 paid leaves are admissible.
- vi. During maternity leave, leave salary equal to last pay drawn is admissible.

7.3.9 Hospital Leave:

- i. Hospital Leave may be granted to staff under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of his official duty. This concession will be available to such staff, the nature of whose duties exposes them to such illness or injury.
- ii. During the Hospital Leave, the staff may be granted leave salary, either an average or half average, as the authority granting it may consider as necessary.
- iii. The staff eligible for Hospital Leave will be entitled to such leave without any restriction on the quantum of leave and the leave can be granted for such period as is considered necessary by the authority competent to grant it.
- iv. Hospital Leave is not debited against the leave account and may be combined with any other leave, which may be admissible, provided that the total period of leave after such combination shall not exceed 12months.
- v. Leave salary for the first 120 days will be as last drawn pay and for the remaining period, it will be half-pay leave.

7.3.10 Study Leave(Full Time) :

- i. Study Leave is granted to staff with not less than five years of service in the college for a course leading to Ph.D. and for a Post-Doctoral

- Research and not less than three years of service in the college for a course leading to P.G. and not less than three years of service in the college for the technical staff for a course leading to diploma.
- ii. The Course shall be certified to be of definite advantage to the Institute's interest and also for the current responsibilities.
 - iii. The Principal shall approve the particular study program to grant leave.
 - iv. The official on his/her return shall submit a full report on the work done during study leave meanwhile periodical review of the work should be submitted semester-wise for P.G. and year-wise for Ph.D./Post-Doctoral.
 - v. Study leave is not admissible
 - a. For studies out of India if facilities for such studies existing in India;
 - b. To an employee due to retire within three years on return from the study leave;
 - vi. Maximum period of study leave is 24 months in the case of P.G. Degree and 36 months in the case of Ph.D Degree.
 - vii. Study leave shall not be debited to the leave account.
 - viii. Faculty who wish to avail this Study Leave (Full- Time) has to execute Three years service bond in the case of Ph.D. and One Year/Two Year/ Three Years service bond in case of P.G. for sponsored candidates only.
 - ix. Requisite Bonds in the prescribed forms are required to be executed by the faculty before proceeding on study leave. The bond amount will be decided by the Chairman of the Governing Body.
 - x. If the course falls short of the study leave, the faculty should resume duty on conclusion of the course; or the excess period maybe treated as ordinary leave with the prior approval of the leave sanctioning authorities.
 - xi. Leave Salary for Ph.D./ Post-Doctoral Research:

Basic salary during the period for Universities /NIT/IIT and 50 % of Basic pay in case of Deemed Universities/ Private Institutes etc. only for Ph.D./Post-Doctoral Research with other commitments being the same

xii. Leave Salary for P.G.:

1. Faculty pursuing PG course in his/her line of teaching can be given tuition fee support if he/she gives a commitment to serve the institution for at least two years.
2. Faculty pursuing PG course in his/her line of teaching can be given basic salary support if he/she gives a commitment to serve the institution for at least three years.

xiii. Non-teaching technical staff are eligible for study leave for up gradation of skills in their functional line like pursuing Diploma from ITI .

xiv. Leave Salary for Diploma:

1. Technical staff pursuing Diploma course in his/her functional line can be given tuition fee support if he/she gives a commitment to serve the institution for at least two years.
2. Technical staff pursuing Diploma course in his/her functional line can be given basic salary support if he/she gives a commitment to serve the institution for at least three years.

7.3.11 Study Leave(Part Time) :

- i. Study Leave is granted to staff with not less than five years of service for course leading to Ph. D. and not less than two years of service for course leading to M.Tech and not less than three years of service in the college for technical staff for course leading to Diploma.

- ii. Course should be certified to be of definite advantage to the Institute's interest.
- iii. The Principal should approve the particular study to grant leave.
- iv. The employee on his/her return should submit a full report on the work done during study leave meanwhile periodical review of the work should be submitted semester-wise for Diploma/P.G. and year-wise for Ph.D./Post-Doctoral.
- v. Study leave is not admissible to an employee due to retire within three years on return from the study leave;
- vi. Maximum period of study leave is 90days per year(Two years for M.Tech and Three years for Ph. D.) without prejudice to class work. However, they are not eligible for vacation.
- vii. Maximum period of study leave is 90days per year (Three years for Diploma) without prejudice to class work.
- viii. Availing of Study-leave(part-time) is based on periodical Review by the competent authority .
- ix. Sanction of leave beyond 30 days of leave in an academic year is subject to Guide's recommendation and College Academic Committee's clearance.
- x. Study leave shall not be debited to the leave account.
- xi. Employee who wish to avail this Study Leave (Part- Time) has to execute One year service bond in case of Ph.D. and M.Tech and Diploma
- xii. Requisite Bonds in the prescribed forms are required to be executed by the faculty before proceeding on study leave. The bond amount will be decided by the Chairman of the Governing Body .
- xiii. If the course falls short of the study leave, the employee should resume duty on conclusion of the course; or the excess period maybe treated as ordinary leave with the leave sanctioning authority's prior approval.

7.3.12 Extra-Ordinary Leave for faculty members:

Following Extra-Ordinary Leave Rules are proposed to be implemented in the College:-

If a staff member seeks leave of which he has no account but the authorities upon verification are convinced of the genuineness of the cause, the said requisition may be considered as extra-ordinary leave on loss of pay subject to a maximum period of two years.

Sanctioning authority:

For a Period of 3 months: Principal
up to 2 years : Chairman/ his nominee.

If the leave is to be taken for more than one month by any faculty member then it is essential to get the leave sanctioned before the start of Academic Session so that class work will not suffer. Extra Ordinary leave can be permitted only according to the set rules of the College.

For the sanction of Extra Ordinary Leave, following rules will be applicable:

- (a) No staff member will be granted any extra ordinary leave till he/she completes five years of service.
- (b) The staff members, who have completed regular service for 5 to 10 years, will be eligible to apply for extra ordinary leave for one year.

(c) Those staff members, who have completed regular service for more than 10 years, they will be eligible to apply for extra ordinary leave for two years.

(d) No staff member will get extra ordinary leave for more than 3 years during his/her entire service.

After availing extra ordinary leave, the employee should serve the Institution at least for one year regularly and during this one year the employee will not be granted any other kind of leave except Casual Leave and Medical Leave.

An Employee will not be permitted to extend extra ordinary leave and as and when their leave term gets over they have to report for duty.

If the employee wants an extension of this leave, then it will be meant that he is not interested in doing further service and wants to resign the job or he wants to opt for premature retirement that's why the extension of leave is sought.

At a time, in one department only one staff member can go on extra ordinary leave.

An employee can proceed on extra ordinary leave when he/she takes clearance certificate from departments including Principal's Office and completes the formality of handing/taking over, failing which, the leave of such an employee will be understood as cancelled and he will be considered absent from duty.

Leave Rules (Consolidated)

S.No	Type of Leave	Duration	Purpose	Remarks
1.	Casual Leave (It cannot be combined with any other leave).	15 days per year	Personal work etc.	Absence limited upto 3 days at a stretch and 7 1/2 days each accrued on Jan1st and July1st
2.	Special Casual Leave	7 days per year	Any particular special reason	Minimum 1 year service
3.	Academic leave	15 days per year	National/ International conferences within India/Abroad to present paper/chairing a session/ committee meetings / Ph.D Viva	Less than One year service 7 days only
4.	On Duty (Holidays can be prefixed/ suffixed)	10 days per year	Examination related work (Observer/Spot valuation/External Examiner)	
5.	On College Duty		Assigned College work outside college campus	
6.	Medical Leave	20 Half Pay Leaves per year / 10 Full pay leaves per year	Medical grounds	Minimum 1 year service
7.	Earned Leave (can be combined with any leave and	6 days per year(Teaching) (30 days for		Accumulated upto240 days only. Minimum 1

	also can be prefixed and suffixed with holidays but Intervening holidays will be treated as EL).	Non-Teaching)		year service
8.	Maternity Leave	90 days	Maternity	Minimum 2 years' service with a commitment of at least 1 year service after leave availment Else only 15 paid leaves
9.	Hospital Leave	-	Injury/ illness directly due to risk incurred in the course of official duty.	Not to be debited to leave account. May be combined with any other leave upto a max. of 12 months.
10	Study Leave (Full-Time) *	Maximum 24 months for M Tech Maximum 36 months for Ph. D. Maximum 36 months for Diploma(for technical staff)	To acquire higher qualification	Minimum 5 years of service for Ph.D. and 3Years for M.Tech(Need to Execute Three Years Bond for Ph.D. and One year for M.Tech) and three year bond for Diploma

11	Study Leave (Part –Time) **	Maximum 90 days per year without prejudice to the class work (Three Years for Ph.D. Two years for M. Tech and three years for Diploma)	To acquire higher qualification	Minimum 5 years of service for Ph.D. and 2 Years for M.Tech (Need to Execute One Year Bond)
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* With Basic salary during the period for Universities /NIT/REC/IIT and 50 % of Basic pay in case of Deemed Universities/ Private Institutes etc. with other commitments being same.

** Review based - On the recommendation of the Guide for every 30 days and thereof.

8. STAFF WELFARE & INCENTIVES

8.1. Quality Improvement (Q.I.P.):

Faculty members are sponsored for higher study on deputation under QIP Scheme. One staff member from each department can be sponsored only once on seniority basis.

8.2. Group Insurance:

College is providing group health insurance to employees upto a limit of Rs.50000/-and general insurance for faculty for Rs.2,00,000/- and Rs.1,00,000 for non-teaching staff.

8.3. Professional Body memberships:

College is providing for Two Professional Body memberships for HODs at free of cost and 50% of membership fee for Faculty having at least Two years of service in college.

8.4. Financial support to faculty members for paper presentation/Conferences/ Symposium etc:

Faculty members are allowed financial support for presenting papers in conferences/attending short term courses /symposium etc. as under:-

i) National Conference Allowed twice in a calendar year. TA/DA as per Rules.

ii) International Conference within India - Allowed twice in a calendar year

TA/DA as per Rules.

iii) International Conference outside India - Allowed once in three years with full registration fee plus Upto 25,000/-

8.5.Faculty Research&Publications(QIP Incentives):

- International Journals Cash Reward:Rs.8000/-
- Journals from US, Canada, Europe, Australia and Japan with at least 5 years standing with good Impact Ratio (IR) are considered as International.
- National Journals Cash Reward:Rs.4000/-
- Journals published from Indian Subcontinent and other than defined International Journals are considered National.
- International Conference (Paper Presentation) Cash Reward: Rs.2000/-
- International Conferences held in premier institutions like IITs, NITs, IISC, IIMs, Central Universities and minimum of three Foreign delegates/speakers incase of India are also considered.
- National Conference(Paper Presentation)
- Conferences held in India Cash Reward:Rs.1000/-

BonusRs.10,000/-

Faculty publishing minimum two or more research papers in journals (at least one of them must be in International Journals defined) and published at least one conference paper within the prescribed period are eligible for Bonus.

8.6 Authorship Consideration:

- Author must be a regular and in service faculty.
- Author's name must be either first or second only.
- If first and second authors are college faculty, reward is shared between them equally.
- Author's name in the third place can be considered if the first two names are guides/supervisors.
- Author's address should contain college name compulsorily.

8.7 Performance Incentives:

- Faculty getting the best result in the given academic year in each department shall be given a cash reward of Rs. 1000/- [II, III, IV years] 1st Semester and 2nd Semester.
- Faculty getting the best cumulative student feedback in each department gets a cash reward ofRs.1000/-

9. FACULTY HAND BOOK

The Faculty Handbook reflects the policies and regulations of the Maharaja Vijayaram Gajapathi Raj College of Engineering, Vizianagaram as they apply to the teaching faculty of the College. These are in addition to the rules, procedures and requirements contained in the Service Rules. The faculty being central to any educational enterprise, they have greater responsibilities than the other sections that go to populate an educational community.

9.1 PROFESSIONAL ETHICS AND ACADEMIC RESPONSIBILITY

9.1.1 Introduction:

The basic functions of the College are the advancement and dissemination of knowledge, the development of critical intelligence, and the education of citizens and professional workers for the society of which the College is a part.

The indispensable condition for the successful discharge of these functions is an atmosphere of intellectual freedom. Unless he or she is free to pursue the quest for knowledge and understanding, wherever it may lead, and to report and discuss the findings, whatever they may be, the College faculty member cannot properly perform his or her work. As a participant in an enterprise that depends on freedom for its health and integrity, the faculty member has a special interest in promoting conditions of free inquiry and furthering public understanding of academic freedom.

Freedom entails responsibilities. It is incumbent upon the faculty member to accept the responsibilities which are concomitant with the freedom he or she needs.

Those responsibilities are: 1) to the students, 2) to the scholarship, 3) to the colleagues, 4) to the College, and 5) to the larger community which the College serves. To make these responsibilities operational, it is necessary that the ethical and professional standards be adopted to guide faculty members in their conduct and an effective mechanism be established to monitor and enforce compliance with these standards.

9.1.2 Responsibilities to Students:

As a teacher, the faculty member has the responsibility for creating in his or her classroom or laboratory a climate that encourages the student's endeavors to learn. The faculty member should exemplify high scholarly standards and respect and foster the student's right to choose and pursue his or her own educational goals.

- a. The faculty member must make clear the objectives of the course or program, establish requirements, set standards of achievement, and evaluate the student's performance.
- b. The faculty member has the responsibility to meet classes as scheduled and, when circumstances prevent this, to arrange equivalent alternate instruction.
- c. The faculty member has the responsibility to teach courses in a manner that is consistent with the course description and credit published in the syllabus book of University and with the announced objectives of the course. He or she must not intentionally interject into classes the material or the personal views that have no pedagogical relationship to the subject matter of the course.

d. In order to facilitate student learning, faculty members should present the appropriate context for course content. While a challenge is essential to good teaching, challenge is ordinarily most effective when students are adequately prepared to deal with course materials. On controversial issues within the scope of the course a reasonable range of opinion should be presented. When the faculty member presents his or her own views on such issues, they should always be identified as such. Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.

e. The faculty member owes to the student and the Institute a fair and impartial evaluation of the student's work. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, sex, or political views, or be based on the student's agreement with the teacher's opinion pertaining to matters of controversy within the discipline.

f. Every student is entitled to the same intellectual freedom which the faculty member enjoys. The faculty member must respect that freedom. Restraints must not be imposed upon the student's search for or consideration of diverse or contrary opinion. More positively, the faculty member has an obligation to protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action. The classroom must remain a place where free and open discussion of all content and issues relevant to a course can take place.

g. The faculty member has obligations as an intellectual guide and counselor to students. He or she has a responsibility to be available to students for regular counseling. In advising students, every reasonable effort should be made to see that the information given to them is accurate. The progress of students in achieving their academic goals should not be thwarted or retarded unreasonably because a faculty member has neglected his or her obligation as an advisor and a counselor.

h. The Faculty members are expected to hold regularly scheduled office hours and reasonably available for appointments with students.

i. The faculty member should conduct himself or herself at all times so as to demonstrate respect for the student. He or she should always respect the confidence deriving from the faculty-student relationship.

j. The faculty member must avoid exploitation of students for personal advantage. For example, in writings and oral presentations, due acknowledgment to their contributions to the work should be made.

k. In order that students can make knowledgeable choices about whether to take a particular course, it is the faculty member's responsibility to provide, on the first day of class, the course syllabus in either electronic or paper format, containing the following information:

- (1) the instructor's name, designation, department Contact hours for doubt clarification
- (2) goals and objectives of the course;
- (3) course content and schedule of topics;

- (4) list of readings and/or other anticipated course materials;
- (5) expectations for attendance, assignments, and examinations;
- (6) dates and timings of any examinations scheduled outside of class time;

9.1.3.Responsibilities to Scholarship.

Society has a vital stake in maintaining the College as an institution where knowledge can be sought and communicated. The faculty member has an ethical responsibility both to make appropriate use of that freedom in his or her teaching and research and to guard it from abuse. More specifically:

- a. A faculty member is committed to a lifetime of study. Although no one can know everything, even about a limited subject, he or she must constantly strive to keep abreast of progress in his or her field, to develop and improve his or her scholarly and teaching skills, and to devote part of his or her energies to the extension of knowledge in his or her area of competence.
- b. The faculty member has the responsibility of being unfailingly honest in research and teaching. He or she must refrain from deliberate distortion or misrepresentation, and must take regular precautions against the common causes of error.
- c. In order to maintain or increase effectiveness as a scholar, a faculty member may find it advantageous to assume certain obligations outside the College, such as consulting for government or industry, or holding office in scholarly or professional societies. Such activities are

appropriate so far as they contribute to his or her development as a scholar in his or her field, or at the very least, do not interfere with that development. On the other hand, acceptance of such obligations primarily for financial gain, especially when such activities may be incompatible with the faculty member's primary education as a scholar, cannot be condoned.

9.1.4 Responsibilities to Colleagues:

As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. He or she respects and defends the free inquiry of associates and avoids interference with their work. In the exchange of criticism and ideas, he or she should due respect for the rights of others and their opinions. He or she should refrain from personal vilification, and acknowledge contributions of others to his or her work. When asked to evaluate the professional performance of a colleague, the faculty member should strive to be objective.

9.1.5 Responsibilities to the Institution:

The primary responsibility of the member of the Faculty to his or her institution is to seek to realize his or her maximum potential as an effective scholar and teacher. In addition, he or she has a responsibility to participate in the day-to-day operation of the Institute. Among the faculty member's general responsibilities to the Institute, the following may be particularly noted:

- a. When a faculty member acts or speaks as a private person, he or she should make clear that his or her actions and utterances are entirely his or her own and not those of the Institute.

b. The faculty member must never attempt to exploit his or her standing within the Institute for private or personal gain. The faculty member may, on appropriate occasions, cite his or her connection with the Institute, but only for purpose of personal identification. The faculty member must not permit the impression to prevail that the Institute in any way sponsors any of his or her activities.

c. The Institution facilities, the equipment, the supplies, and other properties must never be used for personal or private business.

d. A faculty member has the duty to ensure that the regulations of the Institute are designed to achieve the Institute's goals as well as being in accord with the principles of academic freedom. Recognizing the importance of order within the institution, the faculty member observes the regulations of the Institute without prejudice to the Institute's interest.

E .Effective faculty participation in the governance of the Institute promotes academic freedom and the goals of the institution. Each faculty member should take part in his or her institution's decision-making processes to the best of his or her ability and should accept a fair share of the faculty's responsibility for its day-to-day operation.

f. During the periods of disturbance or high tension on campus, a faculty member should take reasonable steps to prevent such acts of violence and to reduce tension.

g. Subject to the requirements of this statement and other institutional regulations, a faculty member should determine the amount and character of the work and other outside activities he or she pursues with due regard to his or her paramount responsibilities within the Institute and primary loyalties to it.

9.1.6 Responsibilities to the Committee:

As a member of the community, the faculty member has the rights and obligations as any other citizen. However, in exercising these rights, the faculty member must make it clear that he or she should not speak for the Institute, but simply as an individual. The faculty member should not use the classroom to solicit support for personal views and opinions.

Because academic freedom has traditionally included the faculty member's full freedom as a citizen, most of the faculty members face no insoluble conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institutions on the other. If such conflicts become acute, and the faculty member's attention to his or her obligations as a citizen and moral agent precludes the fulfillment of substantial academic obligations, the responsibility of that choice cannot be escaped, but the faculty member should either request a leave of absence or resign his or her academic position.

9. 2. Faculty Responsibilities and Duties:

9.2.1 Teaching:

The faculty is responsible for contributing to the teaching programmes of the College through:

1. Preparation and submission of lesson plans and schedules as per curricular and advise of the department.
2. Teaching of assigned courses.

3. Shall take up the theory subjects, Laboratory, Drawing etc., as entrusted from time to time by the HOD /as decided in departmental academic council meeting.
4. Preparation of course material for the courses and for the Technology-Enhanced Learning (TEL) environment envisaged for the College. This includes developing the websites for the courses on the education server of the College
5. Faculty is responsible for engagement for each of the scheduled hour as per time-table of the department. If a faculty member cannot take a class due to a rare pressing engagement, arrangements must be made to make that hour up, through mutually convenient class work adjustment/substitution by a colleague. Such arrangements should be infrequent.

9.2.2 Student related:

1. Shall promote parental interactions and provide the necessary performance reports and counseling feed-backs from time to time.
2. Counseling students, Academic advising of students as assigned within the department;
3. Faculty is expected to be punctual to the class and to all other scheduled meetings with the students. It should try and inculcate the same among students by being example and teaching them the respect for time, procedures and rules.
4. Faculty is expected to be helpful and sympathetic towards the students and their learning needs.
5. He is expected to be available on campus for interactions with students:

Each faculty will maintain at least one open office hour on three different days of the week for the students. These hours should be set for students' convenience and should be announced in the class and posted.

There will still be some students who need to meet the faculty outside these hours and adequate arrangements should be made by the faculty for these academic interactions.

9.2.3 Institution related:

1. Shall attend all such responsibilities like invigilation, timetable preparations, counseling reports, self-assessment, to obtain student feedbacks on the services provided from time to time and consolidate on various criteria/opinions so as to improve on overall performance
2. Shall maintain attendance registers, log sheets, evaluation and assessment of students for awarding of internal marks.
3. All records like attendance registers, log sheets, consolidated marks memos, evaluated scripts, and question papers should be submitted to the department after completion of semester /year.
4. Shall attend external duties as assigned by University authorities.
5. Setting up of the required laboratories, identifying the equipment, preparing the lab-manuals and periodical updation, management of the laboratories as assigned by the department.
6. Shall prepare and develop Course Contents, Notes Material, Laboratory Manuals, PowerPoint presentations.
7. Engaging in activities to promote the advancement of department and Institute programs of study through curricular development promotion of students, research and scholarship, assessment, outcome evaluation, etc.;

8. Engage in activities to promote the overall advancement of the Campus and Institute such as involvement in educational programs, community service (Institutional engagement activities), and student activities.
9. Helping in the management of student affairs, including sports, cultural and club activities, management of hostels, and disciplinary functions.
10. Helping the College in the management of the various activities central to an academic campus including participation in Industrial Visits/Tours.
11. Participation in the meeting of the department and Institution.
12. Attendance at official Institute functions;

9.2.4 Professional Body:

1. Engaging in activities in Professional Body to promote individual's professional development appropriate to the faculty member's primary discipline;
2. Participation in discipline specific refresher courses including workshops, seminars and conferences for enhancement of knowledge in their respective fields.

In addition, the faculty is also expected to carry out research work, including consultancy assignments, of high quality in at least one of the identified research areas.

Within the mission, goals and needs of the department, at this Campus and of the Institute, the particular skills, talents and inclinations of each faculty member will be respected, subject to the overall fulfillment of aggregate responsibilities.

9.3. WORK LOAD NORMS:

Classroom teaching and the work associated with it is the major responsibility of the faculty. But the College recognizes that it stands to gain stature only through the individual stature of its faculty, which comes through making significant contributions to the advancement of knowledge, and by making contributions to the Industry by taking up advanced consultancy projects.

A. It is envisaged that a faculty member of the College will spend about 18 hours per week on teaching and other tasks directly related to teaching. This includes time spent on preparing and updating the course-site, grading time and formal office hours, helping student with their difficulties in the courses being taught, and on the maintenance of course files in electronic format (containing detailed teaching plan used, text-books, copies of all assignments and teaching materials used, recommendations about desirable deviations, comments about the success of innovations, etc.)

B. Besides these direct teaching duties, a faculty member is expected to spend remaining hours per week on activities such as research, extension activities, preparation of teaching aids, development of computer- based instructional material and other educational software including books, teachers manual for lab courses, etc., Academic/student administration, assigned duties in admissions process, academic/administrative committee work, warden-ship, formal student counseling, etc.

9.4. STUDENT EVALUATION:

The Faculty of a course is responsible for awarding the Internal marks to the students for the course. It is expected that

1. Faculty will be absolutely fair in evaluating the students. Any willful manipulation of student grades is seen as the most serious infraction of conduct rules .
2. The grading shall be transparent. The faculty is expected to return to the students the graded scripts of quizzes, tests, and mid-semester examinations within a reasonable time.
3. Evaluation/Assessment shall be prepared and maintained and submitted as per the guidelines of the Institution.

9.5. CONSULTANCY AND SPONSORED RESEARCH:

The College expects and encourages its faculty to undertake consultancy and sponsored research. Norms for administration and regulation of such works will be developed on requirement basis.

The College also encourages its faculty to accept academic committee work of other institutions and agencies. The rules governing the release of faculty members for such duties will be developed on requirement basis

PART IV
FINANCIAL MODULE

1. Financial Powers:

Yearly proposals are prepared by Heads of various departments with the help of Financial Officer of the college and are forwarded to the Principal. The Administrative team comprising of Principal, Vice Principals and Deans studies the proposals received from the departments and suggests necessary amendments. After taking note of these, Departments forward the revised budget proposals to the Principal. Then, Management Sub-committee vets these ad-hoc budget proposals for their compliance to guidelines of regulating bodies as well as developmental requirements of the Institute in line with the Mission & Vision. After which, Principal places the proposals to the Governing Body for ratification. Funds would be spent from the approved budget. Recurring expenditure like establishment (salaries etc.), power, telephones, transport, maintenance and such other mandated payments due to affiliating and regulating bodies are adequately being met from internal accruals. Expenditure over and above the receipt, which largely constitute developmental budget in terms of equipment and civil infrastructure, the management makes suitable arrangements either through society funds or loans from financial institutions.

1.1. Principal:

- (a) Financial powers up to a maximum of Rs. 25,00,000/-
- (b) To look after day- to-day activities.

- (c) To authorize purchase of consumables for laboratories over and above the powers of the Head of the Departments.
- (d) To permit reimbursement of traveling and other expenses for official purposes within the permitted limit to be decided by the Chairman.
- (e) To entertain guests.
- (f) To sponsor faculty / staff for any academic and co-curricular activities as per norms.
- (g) To authorize any other expenses he may deem essential.
- (h) Principal may obtain oral permission from Chairman of the Governing Body (GB) if any expenditure is incurred due to emergency which exceeds his powers and get it ratified by the Chairman

1.2. Heads of Departments:

The HODs are delegated with powers up to Rs.25,000/- for sanctioned work and Rs.10,000/- for unplanned work

- (a) To make urgent consumable purchases for Lab. (b) To meet small non-recurring expenses.
- (c) To incur any other expense deemed necessary.

2.Finance and Audit:

2.1 Finance Officer is responsible for all cash and bank transactions. He has to maintain the following documents

- (a) Day Book– Manual& Computerized
- (b)Reconciliations details at least once in two months with all the banks with which accounts are operated.
- (c) Tuition Fee Registers batch-wise
- (d) Pay Bill Registers
- (e) Fixed Deposit Registers
- (f) Fee Receipt Books
- (g) Purchase Register-Computerized

2.2 Pay and Allowances:

Pay bill has to be prepared on 1st of every month taking into consideration the leaves applied in the previous month.

2.3 Student Fees:

Fee should be collected at the beginning of the year (odd semester) through bank giving 15 days 'time. Fine should be levied on defaulters.

2.4 Computerization:

Every office transaction is being computerized and Management Information System is being implemented .

2.5 Audit:

Records of MVGR are to be submitted in time so that the college accounts are audited by a chartered accountant. The audited reports to be placed before the Governing Body for its approval.

3. Scholarships:

To acknowledge and promote students' academic excellence, MVGRCE gives student academic awards every year.

The key objectives of student academic awards are to :

- Acknowledge and promote student academic excellence
- Provide formal recognition of students achievements
- Increase visibility of student excellence within the academic community thereby upgrading standards of excellence and achievement

Institution is providing tuition fee concession for students of academic excellence to the tune of around Rs. **12 Lakhs** every year.

4. Banking:

A full-fledged branch of Canara Bank is provided in the premises of our Institute. ATM facility is also available in the campus. Both the students and faculty members can utilize the services that are offered here in the branch. Students can pay the fees like examination fee, tuition fee through this bank.

PART V

FILE SYSTEM

1. Introduction:

In MVGR, a uniform Numbering System for all the files and Letters (which means any form of written correspondence, including circulars, notes etc, and sent by a department to any other department within MVGR or to any organization outside MVGR) was introduced. The following are the salient points of the system.

1.1 File Maintenance:

Each department shall open the departmental files, as per the numbering system (MVGR/Dept/Sub/Type/Sl No/Year). The cover page of each file shall contain the details as given below:

- (a) Department Name & Code
- (b) File Opening Date
- (c) File Closing Date, if the file has been closed. Also, it shall be written on the file cover that the file has been closed, and a cross on the full file cover shall be marked.

Each letter originated from a file shall have the file number (MVGR/Dept/Sub/Type/Sl .No/Year)

1.2 File Index Register:

Each department shall maintain a **File Index Register**, giving the list of current files with date of opening for each file, and the list of closed files with date of closing of each file. The register shall also contain the dates of Verifications of File Index Register and all the Departmental Files.

1.3 Receipt Register:

Each department shall maintain a Receipt Register, in which there is an entry for each letter received, in serial order for one academic year. After entry in the Receipt Register, that serial number shall also be marked on the received letter, along with the date of receipt. The different columns of entry in the Receipt Register shall be as follows:

Sl No	Receipt date	Received from which organization	Subject of letter	Staff member concerned	Any other remarks
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1.4 Dispatch Register:

Each department shall maintain a Dispatch Register, in which there is an entry for each letter sent by the department. The Numbering System for the letter is detailed in an n e x u r e . The different columns of entry in the Dispatch Register shall be as follows:

Sl No	Date of Letter	To whom sent	Subject of letter	Staff member concerned	Remarks
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1.5 Periodic Verification:

Physical Verification for the availability and maintenance of files as per the Numbering Code and as given in the File Index Register shall be done, at least once every semester, by the Principal through a representative nominated by him. The Verification shall also cover whether the entries are being carried out systematically for the inward letters in the Receipt Register and outward letters in the Dispatch Register.

1.6 Life:

- (a) All files are to be preserved for three academic years since its closing date. Then they are to be destroyed, keeping the record of destruction in the file index register.
- (b) For posterity and auditable verification certain information is maintained in registers format.
- (c) To have centralized information, it is mandatory for the departments to send information periodically to the Principal's office.

1.7 Numbering System:

Even letter or communication shall have the numbering, as given below, along with the date of dispatch.

MVGR/Dept/Sub/Type/Year

Where,

Dept. : **Department Code**, consisting of 2 to 4 alphabets as given below

Sub : two to four alphabet code as assigned by the department

Type : Letter P for matter related to policy and G for general correspondence

Year : Academic Year (Example: 14-15)

1.8 Department Code:

Department Code, consisting of 2 to 4 alphabets, shall be as given below.

PRIN : Principal

VPAD : Vice-Principal(Administration)

VPAC : Vice-Principal(Academics)

APAD : Asst-Principal(Administration)

APAC : Asst-Principal(Academics)

DSP	:	DEAN(Strategic Planning)
DRD	:	DEAN(Research & Development)
DFD	:	DEAN(Faculty Development)
DCI	:	DEAN(Civil Infrastructure)
DPG	:	DEAN(PG Courses)
DTP	:	DEAN(Training & Placement)
DSA	:	DEAN(Student Affairs)
DEX	:	DEAN(Examinations)
FO	:	Finance Officer
CHE	:	Chemical Engineering Department
CIV	:	Civil Engineering Department
CSE	:	Computer Science & Engineering Department
EEE	:	Electrical & Electronics Engineering Department
ECE	:	Electronics & Communication Engineering Dept.
EEE	:	Electrical & Electronics Engineering Department
IT	:	Information Technology Department
MEC	:	Mechanical Engineering Department
MBA	:	Master in Business Administration Department
MCA	:	Master in Computer Applications Department
MAT	:	Mathematics Department
PHY	:	Physics Department
CHY	:	Chemistry Department
E&H	:	English & Humanities Department

1.9 Registers to be Maintained By Departments:

- (a) Departmental Staff Meetings(HB) (b) Class Committee Meetings(HB) (c) Staff Profiles(PF)
- (d) Student Progress Record(RF)
- (e) (One Ring folder for each batch say 2001-05 containing Proctor Sheets, monthly marks/ attendance record, sessional marks, competitive exam results)
- (f) University Question Papers (RF) (g) Unit Test Question Papers (RF) (h) Stock Register (HB)

***NOTE:** Considering the type of information and usage utility, the registers could be of the type:

- (i) Hard Bound (HB) (ii) Ring Folders (RF) (iii) Pouch files (PF)

1.10 Periodic Submissions by each Department:

S:No	Item	Format	Submitted	Due Date
1	Monthly Student Attendance and Marks	MVGR/F101	VP(AC)	5th of each month
2	Monthly expenditure statement	MVGR/F100	FO	5th of each of month
3	Sessional Marks of each year	JNTU format	VP(AC)	10 days from last examination day
4	Chronic Absentee List		VP(AC)	First Working day of each month
5	Lesson plans		VP(AC)	A week prior to commencement of semester
6	Time Tables		VP(AC)	A week prior to commencement of semester