

NRI INSTITUTE OF TECHNOLOGY

AUTONOMOUS



(Approved by AICTE, New Delhi : Permanently Affiliated to JNTUK, Kakinada)
Accredited By NAAC with "A" GRADE : An ISO 9001 : 2015 Certified Institution
Pothavarappadu (V), (Via) Nunna, Agiripalli (M), Vijayawada Rural, Krishna (Dt.), Pin : 521 212 - A.P.

ADMINISTRATIVE MANUAL



SERVICE & CONDUCT RULES

NRI INSTITUTE OF TECHNOLOGY

**Sponsored by Sri Durga Malleswari Educational Society
Affiliated to JNTUK University, Kakinada, Approved by AICTE: ISO 9001: 2008 Certified
POTHAVARAPPADU (V), AGIRIPALLI (M), Krishna Dt.,
Andhra Pradesh – 521212.**

NRI INSTITUTE OF TECHNOLOGY

**(Sponsored by Sri Durga Malleswari Educational Society- SDMES)
Affiliated to JNT University, Kakinada, Approved by AICTE: ISO 9001:
2008 Certified
POTHAVARAPPADU (V), AGIRIPALLI (M), Krishna Dt., A.P**

I. PREAMBLE:

1. These rules shall be called as “NRI Institute of Technology, Pothavarappadu Service and Conduct Rules -2011” (Governing the conditions of service of teaching and non-teaching staff).
2. These rules shall apply to all teaching and non-teaching employees of NRI Institute of Technology, Pothavarappadu unless otherwise mentioned in the appointment order.
3. These rules have come into effect from 1st July,2011 and shall supersede all the earlier rules.

II. DEFINITIONS:

1. **COLLEGE/INSTITUTION:** Means NRI Institute of Technology, Pothavarappadu.
2. **MANAGEMENT:** Means the Governing Body of the college constituted in conformity with relevant orders of Government/University/AICTE as applicable from time to time represented by its Chairman.
3. **CHAIRMAN:** Means Chairman of the Governing body of SDMES/constituent colleges as the case may be.
4. **UNIVERSITY:** Means JNT University, Kakinada, PIN: 533 003.
5. **HEAD OF THE INSTITUTION:** Head of the Institution is the person authorized by the Management to discharge the academic and administrative duties and responsibilities of the college.
6. **PRINCIPAL:** Shall be the competent authority to be the head of the institution or any other person may be authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation, otherwise.
7. **EMPLOYEE:** Means a person employed under the categories of teaching or non-teaching staff including the Director, Principal and Vice-Principal.
8. **SERVICE:** Means, day/days an employee works with pay
9. **VACATION:** Means any recess in an academic year which is a minimum of seven days.
10. **VACATION STAFF:** Means employees who are allowed to avail vacation. All other employees are deemed to be 'Non-Vacation Staff'.
11. **HEADQUARTERS:** Means the head-quarters of the college i.e. Pothavarappadu.
12. **COMPETENT AUTHORITY:** (a) Chairman/Secretary/Correspondent of the college managing committee in case of Principal (b) Principal in case of other employees.
13. **TEACHING STAFF:** The teaching staff comprise of the following categories:

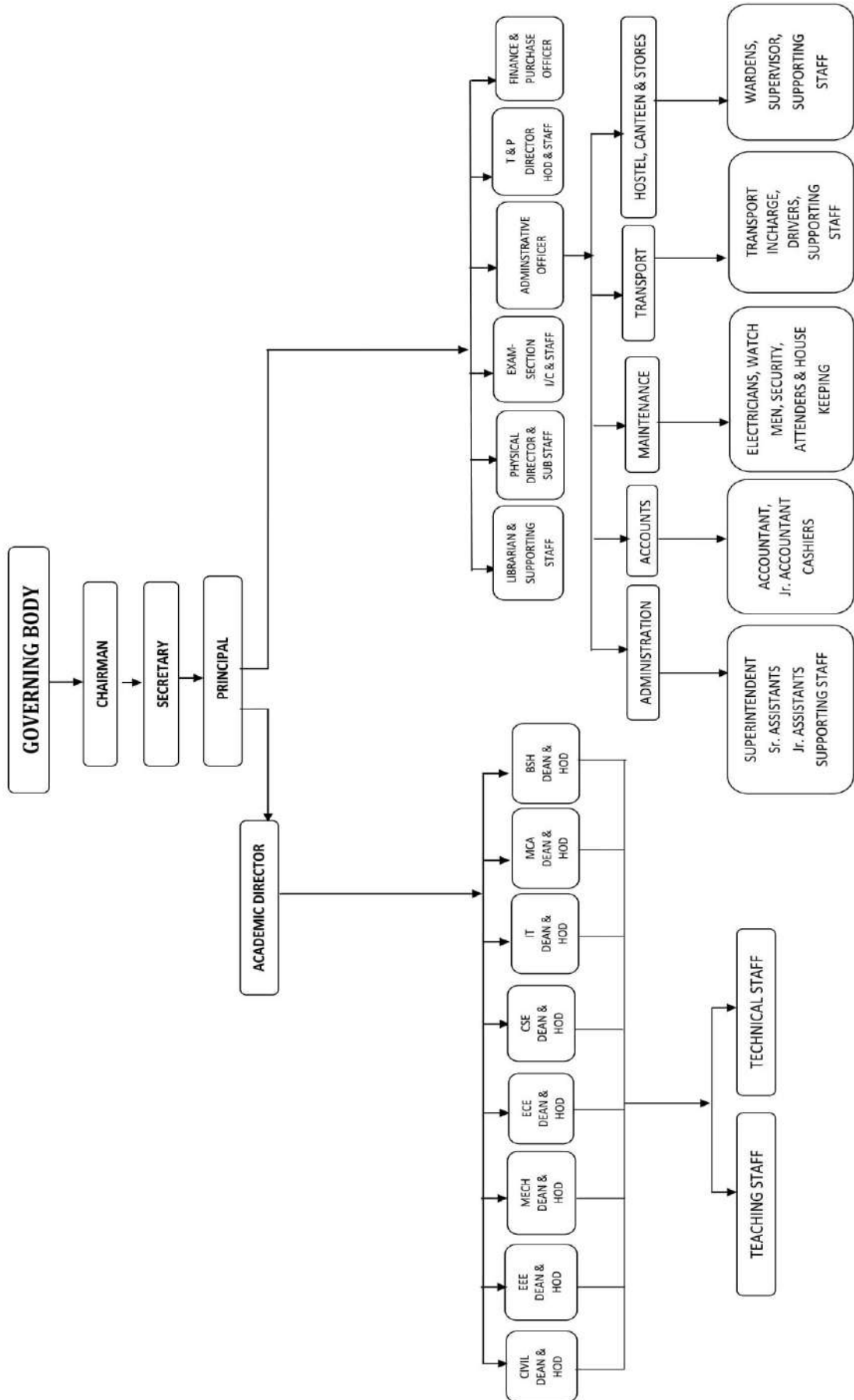
Principal	Asst. Professor
Academic Director	Teaching Assistant
Vice-principal	Librarian
Dean	Physical Education director
Professor	Placement officer
Associate Professor	Any other category, as declared by the competent authority

14. **NON-TEACHING STAFF:** Means those categories of staff that are not categorized under the teaching staff shall be deemed to be non-teaching staff.
15. **DUTY:** An employee is said to be on “duty” for the purpose of service benefits.
- i) When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post.
 - ii) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
 - iii) When the employee is attending conferences/seminars/summer schools duly permitted by the competent authority.
 - iv) When the employee is attending to the work assigned to him/her by the competent authority, in the interest of the Institution.
14. **LEAVE:** Means leave, granted by the appropriate authority to an employee, to which he is eligible.
15. **PAY:** Means Basic Pay in the time scale or Basic Pay with Dearness Allowance as the case may be.
16. **YEAR:** Means Calendar Year/Financial Year/Academic Year as the case may be.

ORGANIZATIONAL STRUCTURE

**III.G
GENERAL:**

1. In respect of matters not specifically



rovided in these rules, the Governing Body of the college shall be the competent authority to issue such directions or orders it may consider appropriate and such directions or orders shall carry as much authority and effect as these rules.

2. Rules requiring clarification and interpretation shall be referred to the Governing Body, whose clarification/interpretation shall be final.
3. Any other rule, prescribed by the Government/Affiliating University/AICTE shall be specifically discussed and appropriate rules/instructions are issued from time to time.
4. Unless 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 duties as may be assigned to him/her by the appropriate authority, if necessary, beyond the scheduled working hours and on holidays and Sundays whether compensated for or not.
5. Every employee shall perform the duties assigned to him/her to the best of his/her abilities, and shall always act in the interest of the institution.
6. Generally, the leaves like C.L, SCL, O.D., E.L., ML/HPL and CCL are applicable to all the Staff members as per their eligibility. Whereas other leaves included in the “NRI leave rules” are applicable to those who are ratified by JNTUK and completed probation.
7. All eligible employees of the college are subjected to the provisions of Employees Provident Fund Act.
8. The age of superannuation of all members of staff are governed by A.P.State Government/AICTE/UGC rules from time to time.
9. A Service Register shall be maintained for each employee and the relevant service entries shall be attested by the competent authority.
10. The power to add, delete or amend these rules shall rest with the Governing Body of the college, and such additions/deletions/amendments will form part of these rules, effective from the date on which such addition/deletion/amendment is passed by the Governing Body.

IV.APPOINTMENTS:

1. The Chairman is the competent authority to appoint any employee based on the recommendations of the selection Committee. The appointment orders shall be issued by the Principal.
2. The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff and AICTE/ A.P. State Government / University norms in respect of Non-Teaching Staff.
3. **SELECTION PROCEDURE & RULES:**
 - i. The qualifications required for filling a post shall be such as may be determined by the Governing Body from time to time taking into consideration the norms prescribed by Government of Andhra Pradesh/ University/AICTE.
 - ii. The Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation or from amongst the members of the existing staff in conformity with University Rules and Regulations.

- iii. All teaching staff posts from Assistant Professor and above and any other posts classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted by Governing Body from time to time. The Staff selection Committee shall be constituted as per the norms of the Affiliating University/AICTE.
- iv. All other teaching and non-teaching staff posts, all temporary and adhoc appointments shall be based on the recommendations of the Staff Selection committee duly constituted by Governing Body from time to time.
- v. The Selection Committees shall shortlist the candidates, conduct written test and or interview and make its recommendations to the Governing Body, the names of the selected candidates being arranged in order of merit.
- vi. The Selection Committees may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the order of merit.
- vii. No act or proceedings of any Selection Committee shall be questioned on the ground, merely, of absence of any member of the Selection Committee.
- viii. The recommendations of the Selection Committee in selecting the candidates shall not be questioned as improper or irrelevant or unfair.
- ix. The Governing Body of the college may in special circumstances appoint persons (Eg. Retired persons) on contract basis, year after year up to the age of 65/70 years, in case of teaching posts.
- x. Any other instruction given, or rule prescribed, from time to time, by Govt. of Andhra Pradesh/Affiliating University/AICTE regarding selection procedure will automatically form part of the rules/procedure of selection.
- xi. All teaching staff appointed by the Chairman of the Governing Body shall have to be ratified by the affiliating University.

V. PROBATION & SENIORITY:

1. The Chairman of the Governing Body shall be the competent authority for issuing all appointment orders.
2. All initial regular appointments to teaching and non-teaching posts shall, ordinarily, be made on probation for a period of two years. All appointments, by promotion, shall be made on probation for a period of one year.
3. The Governing Body upon the recommendations of the Principal for valid and sufficient reasons (long leave/ maternity leave/medical leave etc.) may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed.
4. The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she, satisfactorily, completed probation.
5. The rules governing probation will not apply to appointments made on

Adhoc/Contract/Contingent basis or as Trainees.

6. The seniority of an employee in a post shall be determined by the date of commencement of probation in that post. In case two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them having regard to the merit order in which they have been placed by the selection committee, if any, which has included them in the panel. However, seniority alone is not the criterion for promotion or for conferring any other benefit/authority.

VI. PAY, ALLOWANCES & INCREMENTS:

1. AICTE/UGC Scales of Pay, as applicable from time to time, shall be adapted to posts classified as teaching staff, but, subject to approval of the Governing Body. However, the Governing Body may temporarily appoint staff on consolidated pay in certain cases.
2. The scales of pay as approved by the Governing Body shall be adopted for all posts not falling under the category of teaching staff.
3. Dearness and House Rent Allowances as per A.P. State Government rates shall be adopted, but subject to approval of Governing Body.
4. Unless otherwise stated in the appointment order, an employee on appointment shall be eligible to draw pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
5. Increment are sanctioned as per the guide lines of AICTE/UGC/A.P.State Government.
6. Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.
7. The Governing Body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay, if it is for more than seven days.
8. The Chairman of the Governing Body shall be the authority to sanction normal increment in case of those staff on regular scales of pay and whose personal files did not contain adverse remarks, since the date of sanction of last increment. In all other cases, the Governing Body shall be the competent authority to sanction normal increments.

VII. ADVANCE INCREMENTS:

1. The Governing Body shall be the competent authority to sanction advance increments, in respect of new appointees taking into consideration the pay structure in previous employment and additional qualification or experience. Advance increments to the existing employees may be sanctioned as an incentive in deserving cases.

2. Advanced increments are sanctioned on acquiring higher qualifications like Ph.D, M.Tech., M.Phil. as per UGC/AICTE/A.P. State Government rules from time to time.

VIII. TRAVELLING ALLOWANCE, DAILY ALLOWANCE, LOCAL TRANSPORT ETC.:

1. The employees of the college when deputed to any out station shall be entitled to Travelling Allowance, Daily Allowance and other permissible expenses they incur as per the rules of A.P. State government in force from time to time. These shall be regulated as under:

Note: It is a fundamental principle that allowance is not to be a source of profit and no allowance is granted to cover the expenses of family members accompanying them when traveling on duty.

Grades: All the staff, both teaching and Non-Teaching are classified into three Grades as follows:

Grade – I: The entire regular teaching staff of Associate professor cadre and above.

Grade – II: The entire regular teaching staff of Assistant professor cadre and below.

Grade – III: All the non- teaching staff and all other employees.

Employees of Grade – I are eligible to travel by III tier AC sleeper class.

All the other employees are eligible to travel by sleeper class (SL)/II class.

If the train facility is not available, the employees can travel by APSRTC express service buses only and claim the charges actually paid on production of original tickets.

The current applicable DA and Lodging allowances are mentioned in Appendix – 1. For the purpose of claiming D.A., the absence of the employee from the headquarters is reckoned i.e., the time between the staff left the headquarters and the time he returned to the headquarters shall be taken. For periods less than 24 hours absence the following rate are admissible:

Absence Less than 6 Hours.	No DA
Absence more than 6 hours, but less than 12 hours	Half D. A
Absence more than 12 hours.	Full DA

NOTE:

1. Regarding the interpretation of these rules and on any other point which is not covered under these rules, the decision of the Management of the College shall be final and such decisions shall as far as possible, be in the general interest of the employees.
2. The Management reserves the right to amend any of the above rules in the interest of the College without unduly affecting the general interest of the employees.
3. **Allowance for Presenting Papers in Seminar / Conferences e t c.:** The regular teaching staff who are sponsored (once in an academic year) for presenting papers in seminars/ conferences and to undergo Q.I.P. Courses, Refresher Courses etc., are eligible to travel by third AC class in addition to reimbursement of registration fee. This provision is not extended when the organizing agency is meeting the T.A and D.A. either fully or partially.

IX. RESIGNATION, TERMINATION & RELIEF:

1. The services of staff who are ratified & completed probation may be terminated by the

- employer by giving three months' notice or three months' salary in lieu of such notice.
2. The services of staff on probation/ temporary/adhoc appointments are liable to be terminated by the employer by giving one month notice or one-month salary in lieu of such notice.
 3. Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months' notice or by paying three months' salary in lieu of such notice to the Employer. If their resignation is for the purpose of higher studies the notice period is reduced to two months instead of three months. The timing of resignation should be such that the incumbent will be relieved at the end of the semester.
 4. Teaching staff who are on temporary/adhoc appointments can resign from service by giving either two months' notice or by paying two months' salary in lieu of such notice to the employer. However, the timing of resignation should be such that the incumbent will be relieved at the end of the semester.
 5. All Non-Teaching Staff can resign from service by giving two months' notice or by paying two months' salary in lieu of such notice to the employer.
 6. In the case of teaching staff who have completed probation and are seeking employment elsewhere, two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year only. In addition, all applications for admission to higher studies and for All India Service Examinations (such as IAS, IES etc.) will also be forwarded. However, the Management is given discretion to relax the rule in appropriate case basing on the merits and demerits of the case.
 7. In case of teaching staff who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES etc.,) will be forwarded.
 8. In the case of teaching staff that are appointed on temporary/adhoc basis and are seeking employment elsewhere, four applications per year will be forwarded. In addition, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES etc.) will be forwarded.
 9. In the case of non-teaching staff, no application seeking employment elsewhere will be forwarded during probation period. After completion of probation period, two applications per year will be forwarded.
 10. In the case of non-teaching staff (whether they are on probation or confirmed) all applications for admission to higher studies will be forwarded.
 11. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately, he/she can do so by paying for the remaining part notice period.
 12. If the employer issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.
 13. In the entire above sub clauses of this article, notice period do not include vacation or earned leave or leave on loss of pay granted to the employee.

X. CONDUCT RULES:

1. Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
2. Every employee, at all times, maintains integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit/utmost loyalty and shall, always, act in the interests of the college.
3. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work.
4. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal, in writing, through the respective HOD or the Principal directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
5. No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe or aid or assist in any manner to any political movement or activity.
6. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the college or detrimental to the interests of the college.
7. No employee can engage directly or indirectly in any trade or any private tuition or undertake employment or consultancy outside his official assignment, whether for any monetary gain or not.
8. An employee against whom an Insolvency Proceedings commenced in the Court of Law shall forthwith report full facts thereof to the college.
9. If an employee on any ground goes to jail for more than 24 hours will be suspended from duties except on agitations and strikes etc. for the cause of society.
10. An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
11. No employee shall, except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attack of defamatory character.
12. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
13. An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subjected to an enquiry and punishment by the competent

authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Body and the decision of the Governing Body, thereon, is final and binding on the employee.

14. No employee shall engage in strike or incitements there to or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attracts deterrent punishment.

XI. DISCIPLINARY ACTION:

1. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
2. As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/negligence of duties.
 - i) Censure
 - ii) Withholding increments/promotion
 - iii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders.
 - iv) Suspension
 - v) Removal from service
 - vi) Dismissal from service

XII. ANNUAL CONFIDENTIAL REPORT

1. All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format.
2. The format of Annual Confidential Report (ACR) for the teaching staff is given by the Principal
3. The Head of the institution shall write confidential report for all staff and submit to the Chairman for approval.

XIII. APPEALS AND REVIEW

The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL / CHAIRMAN for review and redress.

XIV. GENERAL DUTIES

1. The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

3. The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

- (i) Professor / Associate Professor : 14 hours / week
- (ii) Assistant Professor : 16 hours/week
- (iii) Other categories : 20 hours/week

A relaxation of two hours in the work load may be given to Professors who are actively involved in extension activities and administration. For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution.

- 4. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the principal/Management.
- 5. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- 6. The Faculty Member must strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- 7. Formation of any kind of groups should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.
- 8. Staff member should be willing to accept the academic, research, consultancy, administrative and related works from time to time as assigned by the higher authorities within or outside the college.

XV. DEPARTMENT

- 1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- 2. The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.
- 3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- 4. Every Faculty Member must give seminar on any topic at least once in each semester to other faculty.
- 5. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.

6. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
7. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
8. The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

XVI. CLASS ROOM TEACHING

1. Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.
2. The Faculty Member should get the lesson plan and course file – approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, handouts, PPT, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.,
3. The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
4. The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
5. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
6. The Faculty Member should engage the full 50 minutes and should not leave the class early.
7. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.
8. The Faculty of Member should not carry mobile phones to the lecture class / lab./ drawing / workshop practice.
9. Should practice/rehearse the lecture well before going to the class.
10. The Faculty Member should make use of PPT, Models etc., as teaching aids.
11. The Faculty Member should encourage students asking doubts / questions.
12. The Faculty Member should get the feedback from students and act /adjust the teaching appropriately.
13. The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
14. In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.

15. The Faculty Member shall give possible subjective/objective questions with answers for each unit.
16. The Faculty Member should sign in the class log book every day after he/she finishes the lecture.
17. The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
18. The Faculty Member should always aim for 100% pass results in his /her subjects and work accordingly.
19. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
20. The Faculty Member should make himself/ herself available for doubt clearance.
21. The Faculty Member should motivate the students and bring out the creativity / originality in the students.

XVII. LABORATORY

1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students must be given.
3. The lab observations/records must be corrected then and there or at least by next class.

XVIII. TEST / EXAM

1. While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
2. During invigilation, the Faculty Member should be continuously moving around. She/he should not sit in a place for a prolonged time. She/he should watch closely so that nobody does any malpractice in the exam/test. Invigilators should not carry mobile phones to the exam hall.
3. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of cycle test / Model Examination).
4. The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Chief Superintendent / Principal with remarks.
5. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

XIX. STUDENT - FACULTY SUPPORT

1. The Faculty Member should have a good control of students.
2. As soon as the Faculty Member enters the class, he / she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent.
3. In case of repeaters or habitual late comers, the teacher should try to correct the student through personal counseling and if it does not be any change the student must be directed to meet the class coordinator, HOD/Dean.
4. The Faculty Member should act with tact and deal with insubordination by students maturely.
5. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

XX. RESPONSIBILITIES OF THE EMPLOYEES

Responsibilities of the Principal:

- i) The Principal shall be the head of the institution.
- ii) Plan the establishment of various departments and administrative units of the college.
- iii) Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
- iv) To identify and recruit suitable persons to man the various departments and administrative units.
- v) Development of various laboratories, Computer Centre, library and all organs required for an educational institution.
- vi) To maintain cordial relationship with the university authorities, Directorate of technical education, AICTE and such other policy making bodies who matter.
- vii) a) To maintain healthy relationship with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.
b) Prepare the minutes of meetings.
c) Prepare the budget for approval of management.
d) Regularly apprise the management about the various activities.
- viii) To plan functions like Annual Day, Fresher's Day, Success Meet etc.
- ix) To give leadership for organizing seminars, symposia, short-term schools and plan Faculty Improvement Programs.
- x) In a nutshell. the principal shall be responsible to project a powerful image of the college in the eyes of the authorities of universities, AICTE, Government, Parents, Industries, R & D Establishments and the general public.

Responsibilities of Heads of Departments:

- i)
 - a) Administer the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus as per the almanac in time
 - b) Maintain vacation duty statement, CCL account for the staff of the department.
 - c) Maintain the relevant topic-wise files and ensure "place for everything and everything in its place".
 - d) The HOD should be well informed about the activities and programs of other

- professional colleges and institutions. HOD should keep good contacts with the faculty of IITs, Universities and Sister Colleges in the country and if possible, universities abroad.
- e) Preparation of class-wise timetables.
 - f) Ensure compilation of students' attendance and mid marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.
- ii) Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.
 - iii)
 - a) Development of various laboratories and arrange for regular maintenance, updating the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.
 - b) Maintain laboratory-wise stock registers one for capital equipments and the other for components & spares
 - c) Procure spares and components and stock them and maintain inventory laboratory-wise.
 - iv)
 - a) Coordinate the activities of Technical Associations, ISTE, IETE. I EEE and such other professional associations.
 - b) Organizing special lectures by experts, technical staff, seminars & conferences and refresher courses.
 - v)
 - a) Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.
 - b) Encourage students to develop communication skills, report writing, debating and group discussions etc.
 - vi)
 - a) Maintaining cordial relations with local industries and also develop contacts in general with industry and R & D organizations in the country.
 - b) Extend all possible help to the students of the department for training / project work / professional employment.
 - c) Efforts are to be put in to enhance the computing skills of the students of the department and organize bridge courses to make up deficiencies.

Responsibilities of Deans:

1. Dean of Research & Development:

- i)
 - a) To coordinate all the proposals for research schemes submitted to various funding agencies.
 - b) To coordinate the import of sophisticated equipment and the necessary permissions from the university and other authorities.
 - c) In general, to work out the various plan to give a boost to R&D activities in the various departments of the college.
 - d) To coordinate the activities of the city-Centre including training activities, bridge courses, Internet Facility, Reference Library and related matters.
- ii) To coordinate the proposals for new courses in the college and maintain liaison with university, AICTE and Government.

RESPONSIBILITIES OF TEACHING STAFF:

1. Academic Responsibilities:

- i) Class Room Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by JNTU and relevant advanced topics beyond syllabus.

- ii) To develop curriculum, learning resource materials and Laboratories.
- iii) To actively participate co-curricular and extra – curricular activities of the college and those organized by other institutions.
- iv) Excellent guidance and counseling to promote their personal, ethical, moral and overall character.
- v) To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.
- vi) Self-development through up-gradation of qualification and participation in professional activities.

2. Administration:

- i) To participate actively in academic and administrative management of the institution and also in policy making.
- ii) Planning, monitoring and evaluation and promotional activities at department and institutional level.
- iii) To design and develop new Programmes of high quality.
- iv) To prepare project proposals for funding in vital areas of R & D.
- v) Laboratory Development and Modernization.
- vi) To participate in administration related activity both at departmental and institutional levels.
- vii) To monitor and evaluate academic and research activities.
- viii) To participate in policy planning at the Regional / National level for development of Technical Education.
- ix) To help mobilization of resources for the institution.
- x) To plan and implement staff development activities.
- xi) To maintain accountancy and to conduct performance appraisal.

3. Research & Consultancy:

- i) To actively involved in Research and Development Activities, Research guidance and Industries sponsored research.
- ii) To provide consultancy and testing services by providing extension services and participating in community services.
- iii) To provide non-formal modes of education for benefit of community and dissemination in community services.
- iv) To promote the spirit of entrepreneurship with an aim at creation of jobs.
- v) And any other relevant work assigned by the head of the institution.

XXI. UNDERTAKING BY THE MEMBER:

Every member of the faculty should carefully read and understand the above “*Duties and Responsibilities*” and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give an undertaking as below:

I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above, I will be relieved from the employment of NRI Institute of Technology, Pothavarappadu. A copy of these rules is supplied to me.

Signature:

Date:

Name & Designation:

APPENDIX - 1

Daily Allowances/Lodging Allowances:

Allowances admissible to different grades of employees shall be as noted below:

Category of Employee	Type of Allowance	Town / City		
		A Grade Towns (Municipal Corporations/ towns)	B Grade Towns (Metropolitan Cities)	C Grade Towns (Cosmopolitan Cities)
Grade – I	Daily Allowance	300/-	350/-	400/-
	Lodging	500/-	750/-	875/-
Grade – II	Daily Allowance	200/-	250/-	300/-
	Lodging	300/-	450/-	525/-
Grade – III	Daily Allowance	150/-	175/-	200/-
	Lodging	200/-	300/-	350/-

Reimbursement of the actual lodging charges may be considered subject to the production of the actual bill subject to 10 – 15 % of variation.

II. FINANCE COMMITTEE AND FINANCIAL REGULATIONS

Finance Committee

Following is the constitution of the Finance Committee to be formed in accordance to the rules prescribed by UGC in them

S.No	Name / Designation	Position
1	Principal, NRI Institute of Technology	Chairperson
2	Nominee of the Governing Body	Member
3	Finance Officer of the Affiliating University	Member
4	Senior Most Teacher of the College, NRIIT 1.	Member
5	Finance Officer of the College, NRIIT 1.	Member Secretary

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- a) 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.
- b) Audited accounts for the above.

FINANCIAL REGULATIONS

DEFINITIONS

The following are the definitions for the terms used in these regulations:

1) ADMINISTRATIVE SANCTION:

Administrative sanction means the formal acceptance by the competent authority of a proposal that the Institution should incur - a specified amount of expenditure on a specified item for which budget provisions are available.

2) APPROPRIATION:

Appropriation means the amount provided in the budget estimates for a unit of appropriation or the part of that amount placed at the disposal of a disbursing officer.

3) BUDGET ESTIMATES:

Budget estimates are the detailed estimates of the receipts and charges of a financial year.

4) CHEQUE:

Cheque means a written order addressed by a person called the 'drawer' to a bank to pay a specified sum of money to himself or a third party known as 'payee'.

5) CONTINGENCIES:

The term 'Contingencies' or 'Contingent Charges' is applied to the incidental expenditure which is necessarily incurred in running an office.

6) DISBURSING OFFICER:

Disbursing Officer means a Institution employee who draws money from the Institution Account for disbursement.

7) FINAL PAYMENT:

Final payment means the last payment on a running account made to a contractor in full settlement of the account relating to his contract when the contract has been completed or determined.

8) YEAR:

Year means the financial year beginning with the 1st April and ending with the following 31st March.

9) FIRST AND FINAL PAYMENT:

First and Final payment means a single payment made to a contractor in full settlement of the account relating to his contract when the contract has been completed or determined.

10) MAJOR HEAD:

Major head means a main head of account for the purpose of recording and classifying receipts and disbursements of moneys.

GENERAL PRINCIPLES:

- 1) The Accounts and the financial records of the Institution shall be maintained in the forms and registers prescribed. It shall be the responsibility of the Finance Officer / Head of the Branch concerned to ensure that these records are maintained properly and correctly and that they are up-to-date. The Finance Officer is the overall in-charge of the Finances.
- 2) The accounts of the Institution shall be maintained separately for each financial year.

- 3) a) No addition to, alteration in or modification of any register or form prescribed in this manual or introduction of any new form shall be made without the previous sanction of the Chairman.
b) For administrative convenience, however, such registers as may be necessary may be maintained as subsidiary to the account books/soft copy prescribed in the rules.
- 4) All books/soft copy of accounts and registers shall be properly bound. No account shall be prepared on loose sheets or in loosely bound volumes.
- 5) The pages of all account books/soft copy shall be serially numbered and each page shall bear a stamp of the Institution
- 6) Every correction or alteration in accounts shall be made neatly in red ink (a simple line being drawn through the original entry to be corrected) and attested by the dated initials of an employee not below the rank of the section Officer.
- 7) All corrections and alternations in bills and vouchers shall be similarly attested by the Officer drawing the bill or person preferring the claim,
- 8) Erasures and covering the figures with fluids shall be absolutely forbidden and no document with an erasure shall be accepted.
- 9) Issue of Duplicate Receipts:
No duplicate copy of a receipt for money received shall be issued on the ground that the original has been lost. If any necessity arises for such a document, a certificate may be given that on a specified day, a certain sum on a certain account was received from a certain person. An Officer who signs or countersigns such a certificate shall do so only after reasonable inquiry as to the correctness of the fact stated therein.
- 10) The following shall be the general principles governing all expenditure incurred from the Institution Funds.
 - i) There shall be provision of Funds in the sanctioned Budget/ sanctioned by Chairman / Governing Council within which expenditure can be incurred.
 - ii) No expenditure shall be incurred which is in excess of the provision under the relevant budget/sanctioned head as sanctioned by the Governing Council, or which involves the sanctioning of a fresh item of expenditure without the previous approval of the Council/Chairman.
Note: However, additional/fresh Budget provision can be made for such items of expenditure, if they are considered to be essential and urgent by the Chairman upto Rs.10,00,000/- and shall be reported to Governing Council at its next meeting through Finance Committee.
 - iii) The expenditure incurred shall conform to the relevant provisions of the Rules framed by the Institution.
 - iv) There shall exist sanction either special or general, accorded by the competent authority, authorizing the particular item of expenditure.

- 11) Every Officer of the Institution shall exercise the same vigilance in respect of expenditure incurred from the Institution Fund as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- 12) No Officer or person shall exercise his/her powers of sanctioning expenditure or pass an order which will be directly or indirectly to his/her own personal advantage.
- 13) Any Officer of the Institution on whom financial delegation has been made shall not incur any expenditure which is likely to involve at a later date expenditure beyond his power of sanction.
- 14) No Officer other than the Chairman shall without previously obtaining orders for extra funds incur liability in excess of the amount provided in the budget/sanction under the respective heads of account/items and where an Officer exceeds the grant/sanction, he/she will be held personally responsible for the same.
- 15) Money indisputably payable shall never be left unpaid, and money should in no circumstances be left out of account for a day longer than is absolutely necessary.
- 16) All transactions involving giving and taking of cash, stores, other properties, rights, privileges and concessions which have monetary value shall be brought to account under proper head under intimation, if possible, in written form, to the Chairman.
- 17) Every Institution Officer is personally responsible for the money which passes through his hands and for the proper record of receipts and payments in the prescribed account as well as for the correctness of the accounts in every respect.
- 18) All bills and claims shall be prepared in the printed forms (voucher) stating full particulars as regards the amount, the name of the payee and the nature of the claim so as to be susceptible for identification at any later date.
- 19) The amount of the bill shall, as far as whole rupees are concerned, be written in words as well in figures. Paisa if any, in the total value of the bills be rounded off upward or downward to the rupee depending, respectively, on whether paisa are more than or less than 0.50 paisa. Hence, '.00' shall be added at the end of the amount of total value of the bill. In words 'only' shall be written after the number of whole rupees.
- 20) Care shall be taken to leave no space for interpolation.
- 21) When a bill is presented on account of charges incurred under special orders, the orders sanctioning the charges shall be quoted in the bill. Photo copies of sanction orders shall be attached to the bill.
- 22) Charges against two major heads of account relating to expenditure shall not, as far as possible, be included in one bill. No payment shall be made on a bill on an order signed other than the Chairman / officer authorized to sign the pass order for payment.
- 23) Every voucher shall ordinarily bear or have attached to it an acknowledgement of the payment signed by the person for whom or on whose behalf the claim is presented in the form of Advance stamped receipt. No payment shall be made in the absence of the necessary acknowledgement.
- 24) No money shall be paid on a voucher or an order signed with a rubber or facsimile stamp.

- 25) When the acquaintance in vouchers is given by a mark or seal or thumb impression, it shall be attested by some person known to the disbursing officer.
- 26) Dates of payments shall, whenever possible be noted by the payee in such acknowledgements. If for any reason, such as illiteracy or the presentation of a receipt in anticipation of payment shall be noted by the disbursing officer under his initials either separately for each payment or by groups as may be convenient.
- 27) No duplicate copy of a bill or other document for the payment of money which has already been paid shall be issued on the ground that the original has been lost. If any necessity arises for such a document, a certificate may be given that on a specified day, a certain sum on a certain account was paid to the certain person. An Officer who signs or countersigns such a certificate shall do so only after reasonable inquiry as to the correctness of the fact stated therein.

28) PRESENTATION OF BILLS:

All bills shall be sent for check and payment to the Accounts Branch. They shall be examined by one of the Officers in charge of pre-check who shall, if the claim is admissible, if the authority is proper, if the signature is true and in order and if the receipt is a legal acquittance, make an order to pay on the bill. The order shall specify the amount payable both in words and in figures.

- 29) Every bill after it is passed for payment shall be given a voucher number and entered in the cash book before the cheque is prepared.

30) DRAWAL OF CHEQUES:

A Cheque shall be signed by the Chairman / Officer in favour of the party to whom the payment is due. After the cheques are signed, an endorsement of payment shall be written on every bill noting the number and date of the cheque in which the claim is included.

- 31) Every cheque shall ordinarily be crossed and be made payable to order only.
- 32) No cheque shall be signed unless required for immediate delivery to the payee or drawn in favor of a person other than the actual payee.
- 33) No corrections and alterations in cheques shall be made. In case any corrections are required the wrong noted cheque should be cancelled and a new cheque shall be prepared.
- 34) Payments shall ordinarily be made by cheques, but where claims are required to be paid in cash, it shall be permissible to issue cheque in favour of the Drawing Officer to make payment. Such amounts drawn on cheques and payments therefrom shall, however, invariably be accounted for in the Petty Cash Books/soft copy and Acquittance Registers from time to time.
- 35) In respect of payments made by Drawing Officers from the imprest/advances taken by them, the vouchers shall be examined by the concerned officer.

36) CHEQUE BOOKS/SOFT COPY:

Cheque Books shall be kept under lock and key in the personal custody of the cheque drawing Officer/ Staff member entrusted with writing of cheques.

- 37) He/she shall maintain a Stock Account of Cheque Books.

38) Not more than one Cheque book shall be brought into use simultaneously at any time unless the occasion demands issue of cheques at a time in excess of the number contained in one book.

39) CURRENCY OF CHEQUES:

If the currency of the Cheque expires owing to it's not being presented within time, a fresh new cheque shall be issued. No correction of date on cheque should be made. A note to this effect shall be recorded against the original entry in the Cash Book.

40) CANCELLED CHEQUES:

In the case of cancelled Cheques, the fact of cancellation and the number and date of the new Cheque shall be recorded on the counter-foil/front leaf of the old cheque and the number and date of the old cheque that is cancelled, shall be entered on the counter foil/front leaf of the new one. The cancelled cheque shall be carefully retained and attached to its counter-foil/cheque book until the accounts for the period to which it relates have been audited/finalized.

If a cheque is cancelled before the Cash book is closed, the entries in the cash book or any other register in which the items included in the cheque may have been posted shall be struck off in red ink under the initials of the issuing authority. When the cheque is cancelled after the cash book has been closed, the amount shall be adjusted by minus entries under the corresponding expenditure head in the expenditure registers and the cash book, a note being made in the registers in which the transaction may have been noted.

41) CHEQUES LOST/DESTROYED:

If the cheque is reported to have been lost or destroyed the cheque drawing officer shall address the bank requesting for non-payment certificate and instructing stoppage of payment, if the cheque is presented for payment. On arranging for the above routine safeguards with the bank, the drawing Officer shall enter in his account the original cheque as cancelled and a new Cheque shall be quoted against the original entries in the cash book with the remark that the original cheque has been lost or destroyed, and a note shall be made on the counterfoil/front leaf of the cheque book.

42) UNPAID CHEQUES:

A cheque remaining unpaid for any reason for 6 months or over from the date of issue shall be cancelled. In respect of such cancelled cheques which relate to the previous accounting year, the amounts of the cheques shall be classified under, "Other Miscellaneous Receipts". If such cheques relate to the current accounting year the amounts of the cheques shall be shown as a deduct entry under the concerned head of account.

43) ROUNDING OFF OF AMOUNTS:

Transactions involving fractions of a rupee shall be brought to account by rounding off to the nearest rupee i.e. an amount of fifty paise and above but less than one rupee should be taken as one rupee, while the amount less than fifty paise should be ignored and omitted from the accounts.

44) EXCESS AND OVER PAYMENTS:

Any excess payments made in any bill shall be recovered in cash or by short payment from the subsequent bill of the payee.

45) Recoveries of overpayments in cash or by short payment shall be adjusted as follows:

(a) If in the same accounting year: -

- (i) They will ordinarily be adjusted by deduction from the current year's charge under the detailed Head previously overcharged.
- (ii) If the recovery is made by a short payment of an item chargeable to a detailed Head under which the previous over payment occurred, no further adjustment is necessary, as the short payment is set off against the excess payment.
- (iii) If the recovery is made in cash, the amount shall be taken to the concerned expenditure head as minus debit.
- (iv) If the recovery is affected by short payment of an item chargeable to a detailed Head other than under which the excess payment was previously made: -
 1. The amount payable before deduction shall be entered under the detailed Head to which the item pertains.
 2. The amount recovered shall be taken as a credit item under the expenditure Head to which the recovery

(b) In subsequent years:

Recoveries of such overpayments except in respect of works in progress shall be accounted for under the relevant receipt major head or under the head 'Other Miscellaneous receipts'. In the case of works in progress, they may be taken by way of reduction of expenditure.

46) ARREAR CLAIMS:

No claims against the Institution which are not presented within the time limit prescribed hereunder will be entertained:

- (a) No claim for the payment of travelling and halting allowance will be entertained in full, after a lapse of six months from the date on which it was due.
- (b) Payment of remuneration for examination claimed beyond one year from the date of publication of the examination results will be considered as lapsed.
- (c) The Caution Deposit Money EMD/Security Deposit which remains unclaimed for a period of three years shall form part of the Institution money.

47) LOSSES:

Whenever any embezzlement or misappropriation of the Institution funds or other valuables or loss of money or stores etc., by theft, negligence or otherwise is discovered, enquiry shall be made at once by the Chairman or Principal or any other Officer duly authorised in this behalf and the fact of embezzlement, misappropriation or loss shall immediately be reported by him to the Chairman.

48) When the matter has been fully enquired into, the Principal/concerned Officer shall send a complete report to the Chairman showing the total sum of money or value of stores etc., misappropriated or lost, the manner in which the misappropriation was effected or the loss occurred and the steps taken to recover the money or to punish the offenders and to prevent the recurrence of similar embezzlements or losses in future

49) ENDOWMENTS FOR MEDALS AND PRIZES:

The Institution accepts offers of endowments for the institution of Gold Medals and Prizes to meritorious students as per the terms and conditions prescribed by the Institution from time to time.

The amounts received from the donors are invested in Fixed Deposits in nationalized banks and the annual interest on such Fixed Deposits is drawn and made available to the Controller of Examinations/ Principal on requisition along with the particulars of gold medals remaining with him/her and the advance required for purchase of the other medals still needed for presentation to awardees approved by the Chairman. Expenditure on the making of Gold Medals shall be incurred by way of advance or payment after the medals are received. Prizes be awarded either in the form of books or cheques as decided from time to time. Unspent amounts of interest shall be added to the endowed amounts of Fixed Deposits.

The Controller of Examinations shall send an account to the Accounts Branch within one month from the date of the date of presentation given along with vouchers for the expenditure incurred from the advance taken by him for adjustment of the advance or for payment to the firm which prepared the medals if no advance was taken along with a statement showing the number of gold medals prepared, issued and balance available with full details.

50) AUDIT OF ACCOUNTS:

- i) The accounts of the preceding year shall be submitted to audit before the end of the current financial year.
- ii) The accounts audited shall be submitted to the Governing Council in not less than two years from the end of the financial year to which the accounts pertain.

51) APPROVAL OF ANNUAL ACCOUNTS AND BUDGET:

The Finance Officer shall prepare each year the annual accounts of the Institution of the preceding financial year, the revised estimates for the current financial year and the budget estimates for the ensuing year. These shall be submitted to the Finance Committee for its remarks and the Governing Council is at liberty to revise the estimates in the light of the Committee's remarks. The accounts and the estimates as finally adopted by the Governing Council shall be submitted to the Governing Body of the sponsoring society for approval at its annual meeting.

52) Unspent balances of budget allotments at the close of the financial year shall lapse and shall not be available for expenditure in a succeeding year except under the budget of that year.

53) Finance Officer shall each year prepare in such manner as may be prescribed from time to time and submit a budget containing detailed estimates of income and expenditure under several main heads for the ensuing financial year which, after approval of the Finance

Committee, will be passed by the Governing Council in time for submission to the Governing Council for approval not later than March each year.

- 54)** (1) The Chairman may incur expenditure outside or in excess of the budget allotments for the year as adopted by the Governing Council but such expenditure shall be reported to the next meeting of the Governing Council for ratification. For this purpose, the Chairman shall have power to re-appropriate from one detailed head to another in the same account upto a limit to be prescribed provided that no recurring liability is involved, which shall be placed before the next Governing Council meeting for ratification. In case reappropriation is required for more than the limit prescribed, the matter shall be placed before Governing Council for approval.
- (2) The Chairman shall have power to sanction the temporary transfer of amounts from one fund to another. All such transfers shall be reported to the Governing Council at its next meeting.
- (3) All fresh appropriations, whether they be (a) from unappropriated balances in any account to any specific head in the same account or (b) from anticipated savings or unappropriated balances of any account to any specific head in another account shall require specific approval of the Governing Council. It shall, however, be competent for the Chairman to make such appropriations in urgent cases and report to the Governing Council at its next meeting for its approval.
- 55)** The Chairman may invest any moneys belonging to the Institution including any unapplied income, any portion of such moneys not required for current expenditure in any of the securities described in Section 20 of the Indian Trusts Act, 1882, with the power to vary such investments or to place on fixed deposit in any Bank and shall report the same to the Governing Council at its next meeting.
- 56)** When the cash balances under the several accounts have become larger than are necessary for current expenditure, the surplus amounts should be withdrawn, and deposited in such manner as the Chairman may determine and such deposits be reported to Governing Council at its next meeting. Such deposits may be renewed, when necessary, with the permission of the Chairman.
- 57)** A statement of such surplus amounts shall be submitted by the Finance Officer to the Chairman on or before the 20th of every month. Even if adequate surplus does not exist in any month for investments, a nil report to that effect shall be submitted to the Chairman.
- 58)** The accounts of the Institution shall be maintained by the Finance Officer and other Authorised Officers under the directions of the Governing Body/ Council.
- 59)** The number of Accounts and titles of Accounts shall be as prescribed by the Governing Council.

SALARY PAYMENTS:

- (i) Salary bills shall be in the prescribed form.
- (ii) Salaries fall due on the last working day of the month to which they relate and shall be paid in the succeeding month.

(iii) Income-Tax, dues to the Institution etc., shall be deducted from the salaries of the staff before payment is made to them.

(iv) The acquittance roll of payments made for salaries of the ministerial staff and the subordinate staff shall be kept in the prescribed form.

60) All payments of Salaries of Officers and allowances of these Officers and members of the Institution Authorities or Committees shall be made subject to the condition that excess payments, if any, shall be recovered from the persons concerned.

61) Security may also, at the discretion of the Governing Council, be taken from subordinates dealing with stores and other valuables for such amounts as may be determined by the Governing Council.

62) Contingent Charges:

A register of contingent charges shall be maintained by those to whom contingent charges are granted and in turn for the payments made he/she will enter in that register, the date, the number of sub-voucher, the nature of work in the appropriate columns and the amount in the column, provided for the sub-head of the expenditure. These payments shall be submitted every month to the Finance Officer for approval.

Registers of contingency charges shall also be maintained by Officials holding permanent advances in the manner prescribed above. The contingent bills shall be prepared and forwarded together with the vouchers to the Finance Section.

All sub-vouchers, after check in the Finance Branch, shall be cancelled and filed along with the main voucher in a file book intended for the purpose. These shall be preserved for a period of three years.

The Chairman shall have power to grant special advance to the Principal/Head of the Departments / any Teacher/ non-teacher of the Institution College.

63) The Chairman/Finance Officer shall be empowered to receive all payments to the Institution, which shall be credited under proper heads of accounts. The Chairman/Finance Officer shall make all authorized payments including fees, salaries and allowances payable out of Institution funds as per limits prescribed by the Governing Council.

64) No payment shall be made by the Chairman/Finance Officer under any main head of expenditure unless a sufficient balance of the allotment sanctioned by the Governing Council under that head is still available. In all such cases where expenditure exceeded Budget provision, specific sanction of Chairman is required which shall be reported to Governing Council at the next meetings.

65) Without prejudice to the rules hereinafter, it shall be competent for the Chairman to sanction expenditure subject to the following conditions:

(i) There shall be sufficient budget allotment to cover the expenditure sanctioned.

(ii) No expenditure shall ordinarily be sanctioned which would directly necessitate appropriation

(iii) All such expenditure shall relate only to schemes of a non-recurring nature approved in the budget.

66) Delegatory Powers:

- a) The Principal shall have authority to incur expenditure under the following heads:
- (i) Printing work done for the Institution by the private press
 - (ii) All stationery obtained through the Officer of Stationery.
 - (iii) All charges for service postage stamps, and freight.
 - (iv) Subject to budget provision, other items of contingent expenditure of a non-recurring nature not exceeding Rs.10,000/-
 - (v) Such other committed expenditure such as payment to examiners/ practical examiners / paper setters etc.
 - (vi) Such other expenditure authorized by the Chairman.
- b) Heads of Departments in the Institution College shall have an authority to incur expenditure under laboratory contingencies up to to the budget allotment assigned for each department, provided, however, the expenditure under no one item at any one time shall exceed Rs.3,000/-.
- c) The Principals of Institution shall have authority to incur expenditure up to the budget allotment assigned under contingencies in respect of the college.
- d) The remuneration and rates of T.A. to be paid to Examiners shall be fixed the Governing Council. The Principal/Finance Officer will pass the bills of examiners in accordance with the rates sanctioned by the Governing Council. The Principal/ Finance Officer shall be empowered, to incur expenditure for the conduct of examinations at rates approved by the Governing Council.

BUDGET

1. (1) The Finance Officer shall prepare the draft Budget Estimates for the ensuing Financial year and Receipts and Payments for the previous Financial year along with Revised Estimates of the current Financial year before 15th February each year or any other date that may be prescribed in the matter and submit the same to the Finance Committee.
 - (2) The Budget shall ordinarily consist of the following six parts:
 - (a) Part – I: General Fund
 - (b) Part – II: Development Fund
 - (c) Part – III: Earmarked Funds
 - (d) Part – IV: Debts, Deposits and Advances
2. The Finance Committee on close scrutiny of the figures furnished by the Finance Officer makes its own recommendations and shall submit the same to the Governing Council.
3. The Governing Council along with its recommendation place the Budget and Annual Accounts for consideration and approval of the Academic Council before the close of each Financial year.
4. The material for preparation of Budget shall be furnished by the various branches/sections/departments/offices of the Institution in the forms prescribed by the end of December every year.

5. The presentation of Receipts and Payments in the Budget shall be in lakhs version in full without abbreviating them.
6. Provision shall be made for Maintenance of Equipment in the Departments and the same shall be transferred to the Institution General Fund Account so as to enable the Institution to undertake maintenance of all the equipment.
7. Every major Account maintained shall be shown in a single part of the Budget.
8. Utmost care shall be taken while indicating the subject titles of the Major Heads, Minor Heads and other items.
9. (a) The Hostel Accounts need not be presented in the Institution Budget. However, budgets for Hostels be prepared by the Chief Wardens concerned and Chairman's approval shall be obtained thereon.
(b) There shall be a fool-proof mechanism for collection of dues from the students to avoid audit objections on pending dues to be collected from them.
10. (a) A Standing Committee on Budget shall be constituted by the Chairman for the preparation of a Yearly / Five-Year plan Budget for the Institution.
(b) The same Committee shall also review the Grants received from various organizations like UGC, AICTE, Government etc., position every year in the month of April and recommend ways and means to make good the short fall in the grants to meet the required expenditure.
(c) It shall hold quarterly reviews for effective Budget control.
11. There shall be a Budget Section in the Finance wing of the Institution to assist the Finance Officer in the preparation of Budget and to make ready material for the periodical meetings of the Committee on the Institution Budget.

12. Accounts:

The figures recorded in the final accounts of the year previous to the current year and expressed to the nearest rupee shall only be shown.

13. Revised Estimates of the current year:

The Revised Estimates shall always accompany the Budget Estimates for the ensuing year. The Revised Estimates shall be estimates of the probable income and expenditure of the current year. They should be framed in the course of the year with reference to the actual transactions recorded for the first eight months of that year for which accounts should be ready by the end of December. The amount required for the remaining four months shall be estimated based on those figures of actual for eight months.

The Revised Estimates shall include items of receipts realized and expenditure sanctioned or discontinuance of any item includes in the Budget after the original budget was passed references of all such orders be given in the explanatory note.

14. Budget Estimates:

The Budget Estimates for the coming year shall generally follow the Revised Estimates of the current year after allowing for any abnormal circumstances, that have existed in the current year or are expected in the budget year. No increase shall be made in the Budget Estimates over the Revised Estimates unless adequate reasons are given. It shall not, however, be assumed that provision shall always be made for in the budget year on the basis of the Revised Estimate as a matter of course.

- (i) An Explanatory Memorandum showing variations between the Budget Estimate of the current year, Revised Estimates of the current year and the Budget Estimates of the ensuing year shall accompany the Budget.
- (ii) The Institution Draft Budget together with the recommendations of the Finance Committee shall be considered by the Governing Council for approval before the end of each financial year.

15. Re Appropriations:

- i) Reappropriations between Revenue and Capital sections shall not be permitted. Reappropriations within each section may be made as and when they become necessary in the course of the financial year duly reporting the same to the Governing Council and Governing Council at the next meetings.
- ii) Re appropriation between different heads in each part is permissible only when a saving under one head of account and an excess under another are known or anticipated with reasonable certainty or when it is deliberately proposed to curtail expenditure under one head with a view to incurring more urgent additional expenditure under another. Deliberate re appropriation from one part to another part as a temporary device in the expectation of restoring the diverted amount from savings which might occur under other heads later in the year is objectionable and irregular.
- iii) No re appropriation shall be made from earmarked funds to any other head.

16. Budget Control:

1. The Finance Officer is responsible for watching the expenditure against the budget allotments. This should be done by posting all the bills before payment in a Budget Control Register by setting apart separate pages for each detailed head of account to ensure that the progressive expenditure under each head of account does not exceed budget provision.
- (ii) Delay in the payment of money indisputably due by the Institution is contrary to all rules and budget principles which shall be avoided. If the Institution is called upon to honour a claim which is certain to produce an excess over the budget allotment, the orders of the Chairman shall be obtained before authorizing payment of the claim in question.

17. Expenditure not provided for in the Budget Estimates:

- (i) The estimates shall provide for all items of expenditure as far as they can be foreseen, and within the limit of available funds. Proposals for fresh expenditure not provided

for in the estimates in the course of the year shall therefore be not justified in ordinary circumstances and shall not be made, unless there are very special reasons.

- (ii) Unavoidable and unforeseen circumstances may, however, sometimes arise in the course of a financial year making it necessary to incur urgently fresh expenditure under one or more detailed heads or to incur expenditure on a new service not contemplated in the original budget estimates. In such cases, the procedure for providing the requisite funds shall be as follows: -
- (a) In all cases it shall be the duty of the controlling Officer, who for special reasons desires to incur in the course of a year fresh expenditure not provided in the budget estimates for the year, to examine carefully whether the fresh expenditure cannot be met by reappropriation from the heads of account in which expenditure can be postponed or curtailed.
- (b) Expenditure outside or in excess of the budget allotments for the year shall be incurred with the prior sanction of the Governing Council.
- (c) The Chairman may also sanction such expenditure in accordance with the powers delegated by the Governing Council in this behalf and report the matter to the Finance Committee/Governing Council at the next meeting.

ANNEXURE – I

NRI INSTITUTE OF TECHNOLOGY FINANCIAL DATA OF DEPARTMENTAL ACCOUNTS FOR THE PREVIOUS FINANCIAL YEAR _____

Name of the Department:

RECEIPTS				CHARGES			
Sl. No.	Category of Receipt	Amount Received	Remarks	Sl. No.	Category of Expenditure	Amount Paid	Remarks
1.				1.	Equipment & Furniture		
2.				2.	Chemicals & Apparatus		
3				3.	Remuneration for Guest Lectures etc.		
4.	Miscellaneous / Other Receipts (including interest			4.	Contingency and Miscellaneous (including maintenance		

					and repairs)		
	TOTAL				TOTAL		

ABSTRACT

Opening Balance as on 1st April :

Add: Total Receipts during the year :

Total :

Less: Total Charges during the year :

Closing Balance as on 31st March :

Date :

Signature of the Head of the Department

ANNEXURE – II

NRI INSTITUTE OF TECHNOLOGY
FINANCIAL DATA OF DEPARTMENTAL ACCOUNTS FOR THE CURRENT
FINANCIAL YEAR _____ (APRIL TO DECEMBER)

Name of the Department:

RECEIPTS				CHARGES			
Sl. No.	Category of Receipt	Amount Received	Remarks	Sl. No.	Category of Expenditure	Amount Paid	Remarks
1.				1.	Equipment & Furniture		
2.				2.	Chemicals & Apparatus		
3.				3.	Remuneration for Teaching Arrangements		
4.	Miscellaneous / Other Receipts (including interest			4.	Contingency and Miscellaneous (including maintenance and repairs)		
	TOTAL				TOTAL		

ABSTRACT

Opening Balance as on 1st April :
Add: Total Receipts during the year :
 Total :
Less: Total Charges during the year :
 Closing Balance as on 31st December:
 Date:

Signature of the Head of the Department

ANNEXURE – III**NRI INSTITUTE OF TECHNOLOGY****PROFORMA FOR FURNISHING DATA FOR REVISED ESTIMATES FOR THE
CURRENT FINANCIAL YEAR _____ AND BUDGET ESTIMATES FOR THE NEXT
FINANCIAL YEAR _____ FOR BOTH RECEIPTS & CHARGES**

Sl. No.	Head of Account	Description	B.E. for the current financial year	Revised Estimates for the current financial year				B.E. for the next financial year
				Actuals from April to December of current financial year	Estimates for January to March of current financial year	Total	R.E for the current financial year	

Date:

Signature of the Head of the Department

III. ACADEMIC AND EXAMINATIONS REGULATIONS**ACADEMIC REGULATIONS (NRIA18) B.TECH. (REGULAR)****(CHOICE BASED CREDIT SYSTEM)**

Academic Program of the College is governed by rules and regulations as approved by the Academic Council (AC), the highest academic body of the College. The NRIA18 academic rules and regulations are effective from the academic year 2018-19 for students admitted into four years under graduate Programmes offered by the college leading to Bachelor of Technology (B.Tech.)

1. ELIGIBILITY CRITERIA FOR ADMISSION

The eligibility criteria for admission into B. Tech Programme shall be as per the guidelines issued by the Andhra Pradesh State Council of Higher Education (APSCHE) or by any other competent authority.

2. PROGRAMMES OFFERED (UNDER GRADUATE)

The following B. Tech Programmes are offered at present

1. Civil Engineering (CE)
2. Electrical and Electronics Engineering (EEE)
3. Mechanical Engineering (ME)
4. Electronics and Communication Engineering (ECE)
5. Computer Science and Engineering (CSE)
6. Information Technology (IT)

3. AWARD OF B. TECH DEGREE

3.1 A student will be declared eligible for the award of the B.Tech. Degree if he fulfills the following academic regulations.

4 Year B. Tech Programme:

- a) Pursued a course of study for not less than four academic years and not more than eight academic years.
- b) Registered for prescribed **160** credits and secured **160** credits.
- c) Students, who fail to complete their Four years Course of study within Eight years or fail to acquire the **160** Credits for the award of the degree within eight academic years from the year of their admission shall forfeit their seat in B. Tech course and their admission shall stand cancelled.

3 Year B. Tech Programme under Lateral Entry Scheme (LES):

- a) Pursued a course of study for not less than three academic years and not more than six academic years.
- b) Registered for prescribed **120** credits and secured **120** credits.
- c) Students, who fail to complete their Three years Course of study within Six years or fail to acquire the **120** Credits for the award of the degree within six academic years from the year of their admission shall forfeit their seat in B. Tech course and their admission shall stand cancelled.

3.2 Award of Minor or Honors Degree:

A student will be eligible to get Under Graduate degree with Honours or additional Minor Engineering, if he/she completes an additional 20 credits. These could be acquired through MOOCs.

4. DURATION OF THE PROGRAMME

The duration of the Programme is four academic years consisting of eight semesters. However, a student is permitted to complete the course work of B. Tech Programme in the stipulated time frame of **EIGHT** years from the date of joining. Students admitted into third semester of B. Tech Programme directly, through Lateral Entry (LE) scheme, shall have to complete the course work of B. Tech Programme in the stipulated time frame of **SIX** years from the date of joining.

5. MEDIUM OF INSTRUCTION

The medium of instruction is English in all academic activities.

6. MINIMUM INSTRUCTION DAYS

Each academic year shall be divided into two semesters. The minimum instruction days for each semester shall be 90 days.

7. CATEGORIZATION OF COURSES

The curriculum of each Programme shall contain various courses indicated in the following categories to train the students for employment, higher learning & research and entrepreneurship.

- i) **Humanities and Social Sciences (HS):** These courses include professional English, Industrial Management, Managerial Economics & Financial Accountancy, Communication skills etc.
- ii) **Basic Sciences (BS):** These courses include Mathematics, Physics, Chemistry, etc.
- iii) **Engineering Sciences (ES):** These courses include Basics of Electrical / Electronics / Mechanical / Civil / Computer Engineering / Instrumentation and Engineering practices/Engineering Graphics.
- iv) **Professional Core (PC):** These courses are the core courses that provide the requisite foundation in the chosen branch of engineering.
- v) **Professional Elective (PE):** These courses are the elective courses opted by the students relevant to the chosen branch of engineering that provides the requisite foundation in a specific area of specialization.
- vi) **Open Elective (OE):** These courses are inter-disciplinary in nature offered by other departments. The department offers an elective course (OE/PE), if the number of students registered in such a course is a minimum of 30 or more.
- vii) **Personality Development (PD):** These courses include Integrated Learning Practices (ILPs), Mandatory Courses (MCs) & Extra-curricular/Co-curricular activities and help the students into a well-trained professionals and good human beings with a high employability potential, good communication skills, soft skills, good engineering practices, personality transformation, professional presentation skills and networking skills.
 - a) **Integrated Learning Practices:** These courses include Mini project, Seminar, Internship, and Project work. These courses are intended to provide students with specific learning outcomes in a branch of engineering, apart from broad skills are necessary for enhancing professional skills among the future engineers.
 - b) **Mandatory Non-credit Courses:** The Environmental Studies, Professional Ethics & Human Values, Employability Enhancement Skills, Problem-assisted learning and

Problem-based learning are non-credit courses and relevant for value education and for enhancing employability skills.

c) **Extra and Co- Curricular Activities:** In addition to the above courses to enhance the overall personality & character of students and make them aware of societal needs, the extra-curricular/co-curricular activities are included, which do not carry any credits. These activities include National Service Scheme (NSS), National Cadet Corps (NCC), Yoga & Meditation, Sports & Games and Professional club activities.

d) **Industrial Training:** The students shall undergo Internship/ Industrial training / In-house training to expose them to the practical environment.

Viii) Online / Self Learning courses (Optional): An opportunity is given to the students to choose online course offered by premier institutions like IITs/ Foreign institutions/ reputed universities /NPTEL (SWAYAM) /MOOCS to enhance the learning skills or a self-study course under a guidance of the faculty advisor to enhance the self-learning capabilities.

The student registering for online courses shall be permitted to seek exemption from as many electives that are offered in the VIII semester to focus more on the project work. A student shall undertake the project work, either within the college or premier institutions/ research laboratories/industries.

8. SEMESTER –WISE CREDITS

The entire course of study is for four academic years (three academic years in case of LES), all the years are on semester pattern. The distribution of credits in each semester is as follows.

Semester	Credits	
	Regular	Lateral Entry
I	18	--
II	22	--
III	23	23
IV	25	25
V	20	20
VI	21	21
VII	18	18
VIII	13	13
Total	160	120

9. ASSESSMENT AND EVALUATION

The performance of a student in each course shall be evaluated based on Continuous Internal Assessment (CIA) and Semester End Assessment (EA) or only Continuous Internal Assessment as indicated in the following table.

S. No	Category of Course	Marks	
		CIA	SEA
1	Theory Course (core, electives)	40	60
2	Laboratory Courses	40	60
3	Mandatory non-credit courses	40	60
	Environmental Studies, Professional ethics, Employability enhancement skills, Indian Constitution and IPR, Research Methodologies, Design thinking and innovation.		
4	Mini Project	100	--
5	Seminar	100	--

6	Internship	100	--
7	Project work	40	60

9.1 THEORY COURSES

9.1.1 Continuous Internal Assessment (CIA):

The performance of the student in each theory course is evaluated by the faculty/course coordinator all through the semester; with two Class Tests, mid-term-I (Subjective –I and Online Objective –I), Mid-term exam-II (Subjective –II and Online Objective –II) and two Assignments. The Continuous Internal Assessment of a theory course consists of four components as indicated in the following table.

S. No	Component	Marks
1	Class Tests	10
2	Subjective examinations	15
3	Online Objective examinations	10
4	Assignments	5
Total		40

i) Class Tests (10 Marks):

Two class tests each for 10 marks will be conducted for 45 minutes duration. The class tests shall be conducted with syllabi from units I for the first and units III for the second.

Sum of 80% marks of better scored class test and 20% of less scored are considered for final assessment.

Question bank with minimum six comprehensive questions from the concerned UNIT of the syllabus will be given at least a week in advance before the commencement of class Test.

The question paper shall contain two comprehensive questions, each one for Five Marks. The student is required to answer all the questions.

ii) Subjective Examinations (15 marks):

Each Subjective examination is conducted for 30 marks with 1½ hours duration. The Subjective examinations shall be conducted with syllabi from units I & II for the first and units III & IV for the second.

Sum of 80% marks of better scored Subjective examination and 20% of less scored are considered for final assessment. Subjective examination marks scale down for 15 marks.

Each Subjective examination consists of Part –A and Part-B.

Part-A contains ‘four’ questions of two mark each. The student shall answer three questions.

Part-B contains ‘two’ questions one from each unit with “either” / “or” option, carrying 12 marks.

iii) Online Objective Examinations (10 marks):

Two online Objective examinations of 20 minutes each shall be conducted with syllabi from units I & II for the first and units III & IV for the second.

Sum of 80% marks of better scored online objective examination and 20% of less scored are considered for final assessment.

Each online Objective examination shall have 20 multiple choice questions and each question carries ½ mark.

iv) Assignments (5 marks):

Two assignments each shall be conducted with syllabi from units II for the first and units IV for the second.

Separate problems are to be given for each group (3 to 4 students).

The assignments for five marks to provide broadened exposure to the course. The questions shall include problem solving approach, problem analysis & design, implementation, case studies etc.

The average of two assignment marks shall be considered for awarding marks.

Note:For the subjects such as Engineering Graphics, Engineering Drawing, Machine Drawing, Design & Drawing of R.C., Structures, Steel Structures, Irrigation Structures, Estimation Cost and Valuation, Building Planning and Drawing etc., the distribution of 40 marks for internal assessment shall be 20 marks for day-to-day work, 20 marks based on two Subjective examinations. Each Subjective examination is conducted for 40 marks with two hours duration. Sum of 80% marks of better scored subjective examination and 20% of less scored are considered for final assessment. Subjective examination marks are scale down for 20 marks.

9.1.2 Semester End Assessment (SEA)

It shall be conducted by chief controller of examinations at the end of each semester, as per the academic calendar and with a written examination for theory courses.

Semester end Assessment will have questions under Part-A and Part-B with three hours duration. **Part-A** is compulsory and consists of Six 2 marks questions. Part-B consists of four questions one from each unit with “either” / “or” option, carrying 12 marks.

Note:

1. For subjects like Professional English, Engineering Graphics, Engineering Drawing, Machine Drawing, Design & Drawing of R.C., Structures, Steel Structures, Irrigation Structures, Estimation Cost and Valuation, Building Planning and Drawing etc., the pattern of semester end assessment is given along with the syllabus of respective subject.

2. However, the paper setting and assessment for Engineering Graphics is only internal.

9.2 LABORATORY COURSES

9.2.1 Continuous Internal Assessment (CIA)

The continuous internal assessment for laboratory courses is based on the following parameters:

Parameter	Marks
Day-to-day work	10
Record and observation	10

Internal test	20
Total	40

9.2.2 Semester End Assessment (SEA)

It shall be conducted by chief controller of examinations at the end of each semester, as per the academic calendar. The performance of the student in laboratory courses shall be evaluated jointly by internal and external examiners for 3 hours duration as per the parameters indicated

below:

Parameter	Marks
Procedure	20
Experimentation / Program	20
Result	10
Viva voce	10
Total	60

9.3 MANDATORY NON-CREDIT COURSES

The question paper pattern is similar to that of any other theory course. **However, the paper setting and assessment is only internal.** A student shall secure a minimum 35% marks exclusively at the SEA and a minimum 40% of marks in both CIA and SEA to award grade. The grades earned by the students from Mandatory Learning Courses will not be considered for the calculation of CGPA.

For Induction program, student is required to submit comprehensive report about the program. Concerned faculty members shall evaluate the report and rate the performance of the student as satisfactory or not-satisfactory.

9.4 MINI PROJECT

A student is required to undergo a mini project of his/her choice by applying theoretical concepts to develop a practical component /element/system that includes design/ testing/ analysis. The performance of a student in the mini project shall be assessed in reviews by a Departmental Review committee consisting of HOD and two senior faculty members of the department.

The performance of a student in mini project shall be evaluated based on two reviews. However, a student who fails to secure minimum 50% marks will be permitted to reappear in the subsequent semester(s). There shall be no Semester end Assessment.

9.5 SEMINAR

A student shall deliver a seminar on any emerging topic of his/her choice from the core technical domain. The student shall submit a duly-certified seminar report. A Departmental Review Committee consisting of HOD and two senior faculty members of the department is constituted for evaluation.

A student who fails to secure minimum 50% marks will be permitted to reappear in the subsequent semester(s). There shall be no semester end Assessment.

9.6 INTERNSHIP

Internship must involve practical work related to systems engineering, industry practices etc. The students shall undergo internship for a period of minimum 4 weeks continuously at the end of IV or VI semester and shall be evaluated in VII semester. The internship can be carried out at premier institutions/ research laboratories/industries.

A student shall submit a report on the training undergone, along with a certificate from the organization. A Departmental review Committee consisting of HOD and two senior faculty members of the department is constituted for evaluation.

A student, who fails to secure minimum 50% marks, will be permitted to reappear in the subsequent semester(s). There shall be no Semester End Assessment.

9.7 PROJECT WORK

A student is required to undertake a project work by using the knowledge acquired by him/her during study. The student is expected to design and build a complete system or subsystem on an area of interest. A project work shall be carried out by a batch of students not exceeding 4 members, under a faculty supervisor.

9.7.1 Continuous Internal Assessment (CIA)

The CIA for project work shall be based on project survey and project implementation and is evaluated by a departmental review committee consisting of two senior faculty, project supervisor and HOD.

9.7.2 Semester end Assessment (SEA)

A batch of students shall submit a duly-certified project report to the department on a specified time. They shall make a presentation on the project work before a three-member committee consisting of external examiner, project supervisor and HOD.

A student who fails to secure minimum 50% marks or abstains is permitted to reappear in the advanced supplementary examinations or when offered next.

9.8 EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

The participation of a student is compulsory in any one of the extra-curricular/co-curricular activities (non-credit) such as NSS, NCC, Yoga & Meditation, Sports & Games, Professional club activities during the semesters I to VII. The performance of a student in the extra-curricular/co-curricular activities is evaluated during VII semester by a three-member committee consisting of HOD and two senior faculty members of the department as per the following parameters:

A student shall secure a satisfactory grade (SA) which will be indicated in the VII semester grade card, if he/she obtains the following certificates.

- i) NSS/ NCC/ Yoga & Meditation certificate (20 contact hours) - 1 No.
- ii) Sports & games certificate (20 contact hours)-1 No.
- iii) Co-curricular activity certificates - 2 No.

For physically disabled students, the satisfactory grade (SA) will be awarded, if he/she obtains 4 certificates in co-curricular activities and/or Extra Curricular activities (essay writing, debate competitions, technical & general quizzes, symposia etc).

However, a student who secures unsatisfactory grade (US) shall reappear in the subsequent semester(s).

9.9 ONLINE COURSES LIKE MOOCS/SWAYAM (NPTEL) / SELF LEARNING COURSES

A student shall be permitted to register for online / self-learning course either in VII or VIII semesters as approved by the Departmental Academic Committee (DAC) and BOS.

- A student is permitted to register for an online course offered by JNTUs/IITs/NITs/SWAYAM/MOOCs. The HOD shall appoint a faculty member as coordinator for such courses. The evaluation done by the external agencies shall be converted into suitable grades as per the evaluation methodology approved by a committee constituted by the head of the institution.
- A student is permitted to register for a self-study course. A self-study course shall be department concerned or inter-disciplinary. No formal lectures will be delivered for a self-learning course. The syllabus of the course shall be approved by BOS. One faculty member for each course will be nominated by HOD to monitor the progress made by the student. The question paper pattern and evaluation process are similar to that of any other theory course.

10. ATTENDANCE REQUIREMENTS

- i) A student shall be eligible to appear for End Semester Examinations if he acquires a minimum of 75% of attendance in aggregate of all the subjects.
- ii) Condoning of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester will be considered for genuine reasons such as medical grounds and participation in co-curricular and extra-curricular activities and shall be granted only after approval by a committee duly appointed by the college. The student should submit application for medical leave along with medical certificate from a registered medical practitioner within three days from reporting to the class work after the expiry of the Medical Leave. In case of participation in co-curricular and extra-curricular activities, either in the college or other colleges, students must take prior written permission from HOD concerned and should also submit the certificate of participation from the organizer of the event within three days after the completion of the event. Only such cases will be considered for condoning attendance shortage.
- iii) A student shall be eligible to claim for condonation of attendance shortage for a maximum of two times during the four-year (eight semesters) course work of B. Tech / three-year (six semesters) course work of B. Tech, Lateral Entry. However, additional one-time condonation exclusively for IV Year shall be considered on genuine valid reasons.
- iv) A student will not be promoted to the next semester unless he satisfies the attendance requirement of the current semester. He may seek re-admission for that semester when offered next.
- v) Shortage of Attendance below 65% in aggregate shall in *NO* case be condoned.
- vi) Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that class and their registration shall stand cancelled.
- vii) A fee stipulated by the college shall be payable towards condonation of attendance shortage.

11. MINIMUM ACADEMIC REQUIREMENTS

- i) **Pass requirement:**

- a) A candidate shall be declared to have passed in individual theory if he/she secures a minimum of 40% aggregate marks (CIA & SEA marks put together), subject to securing a minimum of 35% marks in the Semester End Assessment. If he fails to fulfill above requirements, candidate shall be given “F” grade and no credits will be awarded to the candidate.
- b) A candidate shall be declared to have passed for all laboratory/ project work if he/she secures a minimum of 50% aggregate marks (CIA & SEA marks put together), subject to securing a minimum of 40% marks in the Semester End Assessment.
- c) On passing a course of a Programme, the student shall earn the credits assigned to that course.

ii) PROMOTION RULE

- a) A student shall be eligible for promotion to next Semester of B. Tech Programme, if he/she satisfies the conditions.
- b) The following academic requirements must be satisfied in addition to the attendance requirements mentioned in Regulation (10) for promotion into III Year I semester and IV year I semester.

4 Year B. Tech Programme:

- i) A student shall be promoted from II year to III year only if he/she acquires the academic requirement of a minimum of 50% credits up to second year second semester.
- ii) A student shall be promoted from III year to IV year only if he acquires the academic requirement of a minimum of 50% of credits up to third year second semester.

3 Year B. Tech Programme under Lateral Entry Scheme:

A student shall be promoted from III to IV year only if he acquires the academic requirement of a minimum of 50% credits up to third year second semester.

12. PROCEDURES FOR SEMESTER END EXAMINATIONS

i) Supplementary Examinations

- a) Supplementary examinations of even semester will be conducted after the odd semester end examinations and vice versa
- b) Semester end supplementary examinations shall be conducted till next regulation comes into force for that semester.
- c) Thereafter, supplementary examinations will be conducted in the equivalent courses of new regulations as decided by the Board of Studies concerned subject to the maximum course period.

ii) Advanced Supplementary Examinations

Student(s), who failed in theory/ laboratory courses of 4/4 B.Tech. in Eighth semester, can appear for advanced supplementary examinations to be conducted within 15 days after the publication of result.

In case the revaluation process is not complete before the date of Advanced Supplementary Examination the candidate be allowed to take Advanced Supplementary Examination. After writing the examination, if the candidate passes the examination in revaluation or gets higher grade in revaluation and wishes to retain the grade in revaluation, the fee paid for writing the examinations will be refunded. If the candidate chooses to retain the marks obtained in the examination, he/she will be allowed to do so in which case examination fee paid need not be refunded.

However, those students who fail in these advanced supplementary examinations of 4/4 B.Tech. shall appear for subsequent examinations along with regular candidates, in the examinations to be conducted at the end of the respective academic semester.

iii) Revaluation

- a) Students can submit the applications for revaluation, along with the prescribed fee receipt for revaluation of his answer script(s) of theory course(s) as per the notification issued by the Controller of Examinations.
- b) The Controller of Examinations shall arrange for revaluation of such answer script(s).
- c) An examiner, other than the first examiner, shall reevaluate the answer script(s).
- d) If the variation in marks of two evaluations is less than 15% of total mark, the benefit in revaluation will be treated as “**Not Benefited**” and the marks obtained in the first valuation will only be awarded to the candidate. However, if the marks obtained in revaluation is less than 15% of marks obtained in first valuation but it leads to a “**Pass**” in the examination or leads to “**Change of Grade**”, the marks obtained in the revaluation will be awarded to the candidate.
- e) If the variation in marks of two evaluations is more than 15% of total marks, there shall be a second revaluation and, in such case, the highest marks secured in any two valuations shall be averaged for award of grade to the candidate.

13. AWARD OF LETTER GRADES

A letter grade and grade points will be awarded to a student in each course based on his performance, as per the grading system given below

Theory/ Drawing/Elective/Self Study Course (%)	Laboratory / Seminar / Internship/ Mini Project / Project Work (%)	Grade Points	Letter Grade
≥ 90	≥ 90	10	O(Outstanding)
≥ 80 & < 90	≥ 80 & < 90	9	A+ (Excellent)
≥ 70 & < 80	≥ 70 & < 80	8	A (Very Good)
≥ 60 & < 70	≥ 60 & < 70	7	B (Good)
≥ 50 & < 60	≥ 50 & < 60	6	C (Average)
≥ 40 & < 50	–	5	D (Pass)
< 40	< 50	0	F (Fail)
ABSENT	≥ 50	SA	Satisfactory
	< 50	US	Un Satisfactory
	ABSENT	AB	Absent

14. COMPUTATION OF SGPA & CGPA

a) Semester Grade Point Average (SGPA)* for semester

The performance of each student at the end of each semester is indicated in terms of SGPA. The SGPA is calculated as given below

$$\text{SGPA} = \frac{\Sigma(CR \times GP)}{\Sigma CR} \quad \text{for each semester.}$$

where CR = Credits of a course
GP = Grade Points awarded for a course

SGPA is calculated for a candidate who passed all the courses in that semester

b) Cumulative Grade Point Average (CGPA) for Entire Programme:

The CGPA is calculated as given below

$$\text{CGPA} = \frac{\Sigma(\text{CR} \times \text{GP})}{\Sigma \text{CR}} \quad \text{for Entire Programme.}$$

Where CR = Credits of a course

GP = Grade points awarded for a course

c) Conversion Formula for CGPA to Marks in Percentage

The approximate equivalence of marks to a given CGPA is calculated by using the formula:

$$\text{Percentage Equivalence of CGPA} = [\text{CGPA} - 0.5] \times 10$$

15. AWARD OF CLASS

After satisfying the requirements prescribed for the completion of the Programme, the student shall be eligible for the award of B. Tech Degree and shall be placed in one of the following grades

CGPA	Class
≥ 7.5	First Class with Distinction*
$\geq 6.5 \ \&\lt; \ 7.5$	First Class
$\geq 5.5 \ \&\lt; \ 6.5$	Second Class
$\geq 5 \ \&\lt; \ 5.5$	Pass Class
< 5	Fail

* With no subject failures

16. ACADEMIC FLEXIBILITY

- i) A student shall be permitted to take up only project work either within the college or at any premier institutions/ research laboratories/ industries, if students to choose and completes online course offered by premier institutions like IITs/ Foreign institutions/ reputed universities/NPTEL(SWAYAM)/MOOCS
- ii) A student is permitted to register, after completion of IV semester, for online courses / self-study courses in lieu of electives offered in the VIII semester.
- iii) Scope is provided to the students for choosing the programme electives of their choice and to enhance their knowledge subsequently.

- iv) Scope is provided to the students for choosing the open electives of their choice and to enhance their knowledge in inter-disciplinary areas.
- v) Scope is provided for the students to opt for on-line/self-study course of their choice to enhance their self-learning capabilities.
- vi) Gap year facility is provided to merit students to undergo training programs at premier institutions/ research laboratories/industries.

17. AWARD OF RANK

The rank shall be awarded based on the following:

- i) Ranks shall be awarded in each branch of study for the top 10% percent of the students appearing for the regular end semester examinations.
- ii) The rank will be awarded only to those students who complete their degree within four academic years as regular student.
- iii) For awarding rank in each branch, the CGPA calculated based on the grades secured at the first attempt only shall be considered.
- iv) Award of prizes, scholarships, or any other honors shall be based on the rank secured by a candidate, consistent with the desire of the donor, wherever applicable.

18. RE-ADMISSION CRITERIA

- i) A candidate, who is detained in a semester due to lack of attendance must obtain written permission from the Principal for readmission into the same semester after duly fulfilling the required norms stipulated by the college and by paying the required tuition fee and special fee in addition to paying an administrative fee of Rs.1,000/-.
- ii) A candidate, who is not promoted either to III year or IV year due to lack of required credits can seek admission into III / IV year in subsequent years after obtaining the required credits as stipulated in regulation 13 by paying the required tuition fee and special fee in addition to paying an administrative fee of Rs. 1,000/-.

19. GAP YEAR - CONCEPT OF STUDENT ENTREPRENEURSHIP IN RESIDENCE

Gap Year facility is extended by the committee chaired by the Principal to the outstanding students who wish to pursue entrepreneurship during their course of study with a break of one year or two years. This is extended to two years at the most and these two years would not be counted for the maximum time period of graduation. The gap year facility is given to ensure syllabus continuity at the time of joining back and after an appraisal process by an incubator where the student is attached. Students who avail gap Year facility should follow transitory regulations.

First class with distinction will be awarded to those students who availed themselves of gap year facility to pursue entrepreneurship subject to fulfilment of all conditions stipulated in academic regulations for the award of first class with distinction.

20. BREAK IN STUDY

Student, who discontinues the studies for what-so-ever reason, can get readmission into appropriate semester of B. Tech Programme only with the prior permission of the Principal of the College, provided such candidate shall follow the transitory regulations applicable to the batch he joins. An administrative fee of Rs.2,000/- per each year of break in study in addition to the prescribed tuition and special fees should be paid by the candidate to condone his break in study.

21. TRANSITORY REGULATIONS

A candidate, who is detained or discontinued in a semester, on readmission shall be required to do all the courses in the curriculum prescribed for the batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed such courses in the earlier semester(s) he was originally admitted into and substitute subjects are offered in place of them as decided by the Board of Studies. However, the decision of the Board of Studies will be final.

1 Transfer Candidates (From Non-Autonomous college affiliated to JNTUK)

A student who is following JNTUK curriculum, transferred from other college to this college in second year first semester or subsequent semesters shall join with the autonomous batch in the appropriate semester. Such candidates shall be required to pass in all the courses in the Programme prescribed by the Board of Studies concerned for that batch of students from that semester onwards to be eligible for the award of degree. However, exemption will be given in the courses of the semester(s) of the batch which he had passed earlier, and substitute subjects are offered in their place as decided by the Board of Studies. The student must clear all his backlog subjects up to previous semester by appearing for the supplementary examinations conducted by JNTUK for the award of degree. The total number of credits to be secured for the award of the degree will be the sum of the credits up to previous semester under JNTUK regulations and the credits prescribed for the semester in which a candidate joined after transfer and subsequent semesters under the autonomous stream. The class will be awarded based on the academic performance of a student in the autonomous pattern.

2 Transfer Candidates (From an Autonomous college affiliated to JNTUK)

A student who has secured the required credits up to previous semesters as per the regulations of other autonomous institutions shall also be permitted to be transferred to this college. A student who is transferred from the other autonomous colleges to this college in second year first semester or subsequent semesters shall join with the autonomous batch in the appropriate semester. Such candidates shall be required to pass in all the courses in the Programme prescribed by the Board of Studies concerned for that batch of students from that semester onwards to be eligible for the award of degree. However, exemption will be given in the courses of the semester(s) of the batch which he had passed earlier, and substitute subjects are offered in their place as decided by the Board of Studies. The total number of credits to be secured for the award of the degree will be the sum of the credits up to previous semester as per the regulations of the college from which he is transferred, and the credits prescribed for the semester in which a candidate joined after transfer and subsequent semesters under the autonomous stream. In case the candidate is having less number of credits for the period of study at the previous institution / college, it is mandatory that such candidate shall fulfill the requirement of credits earned as per this Institution/College by making up through NPTEL(SWAYAM)/MOOCS for awarding degree. In case the candidate earns more number of credits in the previous institution during that period, such candidate should earn the prescribed credits in the remaining course period in this institution even if the total credits are more than required for award of degree. The class will be awarded based on the academic performance of a student in the autonomous pattern.

22. WITHHOLDING OF RESULTS

If the student has not paid the dues, if any, to the College or if any case of indiscipline is pending against him, the result of the student will be withheld. His degree will also be withheld in such cases.

23. MALPRACTICES:

- i) The Principal shall refer the cases of malpractices in internal assessment tests and semester end Assessments to a malpractice enquiry committee constituted by him for the purpose. Such committee shall follow the approved levels of punishment. The Principal

shall take necessary action against the erring students based on the recommendations of the committee.

- ii) Any action by the candidate trying to get undue advantage in the performance or trying to help another or derive the same through unfair means is punishable according to the provisions contained hereunder.

24. OTHER MATTERS

- i) Physically challenged candidates who have availed additional examination time and a scribe during their Intermediate/EAMCET examinations will be given similar concessions on production of relevant proof/documents. Students who are suffering from contagious diseases are not allowed to appear either for internal or semester end Assessments.
- ii) The students who participated in coaching / tournaments held at State / National / International levels through University / Indian Olympic Association during semester end external examination period will be promoted to subsequent semesters as per the guidelines of University Grants Commission Letter No. F.1-5/88 (SPE/PES), dated 18-08-1994 and other subsequent guidelines that may be issued by UGC / AICTE from time to time.
- iii) The Principal shall deal in an appropriate manner with any academic problem which is not covered under these rules and regulations, in consultation with the Heads of the Departments and subsequently such actions shall be placed before the Academic Council for ratification. Any emergency modification of regulation approved in the meetings of the Heads of the Departments shall be reported to the Academic Council for ratification.

25. GENERAL

- i) The Academic Council may, from time to time, revise, amend or change the regulations, schemes of examination and /or syllabi.
- ii) The academic regulations should be read as a whole for the purpose of any interpretation.
- iii) In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Chairman of the Academic Council is final.
- iv) Wherever the word he, him or his occurs, it will also include she, her and hers.

ANNEXURE-I MALPRACTICE RULES

DISCIPLINARY ACTION FOR MALPRACTICE/ IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices / Improper conduct	Punishment
1(a)	If a student possesses or tries to access any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with correlated to the subject of the examination (theory or practical) in which he is appearing but has not made use of(material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	If as student gives assistance or guidance or receives any such help from any other candidate orally or through gestures, communicates through	Expulsion of all the candidates involved from the examination hall and cancellation of the performance in that subject. In case of an outsider, he will be

	cell phones with any candidate or persons in or outside the exam hall.	handed over to the police and a case will be registered against him.
2.	If a student is found to have copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which he/she is appearing.	Expulsion from the examination hall and cancellation of the performance in that subjects well as all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear in the remaining examinations of that Semester. The Hall Ticket of the candidate will be cancelled.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred from the college and forfeits his seat. The performance of the original candidate Who has been impersonated, shall be cancelled in all the subjects of the examination (including practical's and project work) already appeared and shall not be allowed to appear in examinations of the remaining subjects of that semester. The candidate is also debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an out- sider, he will be handed over to the police and a case is registered against him.
4.	If a student smuggles inside the examination hall an Answer book or additional sheet or takes out or arranges to send out the question paper, or answer book or additional sheet during or after The examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects, the candidate has already appeared including practical examinations and project work; and shall not be permitted for the remaining examinations of the subjects of that Semester. The candidate is also debarred from class work for two consecutive semesters and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	If a student uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting/threatening him/her to award pass marks	Cancellation of the performance in that subject
6.	If a student refuses to obey the orders of the Chief Superintendent / COE / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall causes injury to his person or to any other persons whether by words, either r spoken or written or by signs or by visible representation assaults the officer-in-charge, or any person on duty in or outside the examination hall or indulges in any other act of misconduct or mischief, which result in damage to or destruction of property in the examination hall or any part of the college campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	Such a student(s) shall be expelled from the examination hall along with cancellation of their performance in that subject and all other subject she candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The candidate(s) will be debarred from the college and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	If a student leaves the exam hall taking away answer script or intentionally	Expulsion from the examination hall and cancellation of performance in that subject and all the

	tears/mutilates/deforms the script or any part thereof inside or outside the examination hall.	other subjects the candidate has already appeared, including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester. The candidate is also debarred from class work and examinations for two consecutive semesters. The continuation of the Course by the candidate is subject to the academic regulations.
8.	If a student is in possession of any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and Cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester. The candidate is also debarred and forfeits the seat. Candidate will be handed over to police and, a police case will be registered against him/her.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in Clause 6 to 8.	Student of the colleges expulsion from the Examination hall and cancellation of the performance in that subject and all other subject she candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10.	If a student comes to the examination hall in a drunken condition	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of that semester.
11.	If copying is detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester examinations.
12.	Any other malpractice not covered in the above clauses i.e. from 1 to 11 reported to the Principal for further action/ suitable punishment.	As decided by Academic Council

ACADEMIC REGULATIONS NRIA18 FOR M. Tech (REGULAR)

Applicable for the students of M. Tech (Regular) Course from the Academic Year 2018-19 onwards. The M. Tech Degree shall be conferred on candidates who re admitted to the program and who fulfill all the requirements for the award of the Degree.

1.0 ELIGIBILITY FOR ADMISSIONS

Admission to the above program shall be made subject to eligibility, qualification and specialization as prescribed by the University from time to time.

Admissions shall be made on the basis of merit/rank obtained by the candidates at the qualifying Entrance Test conducted by the University or on the basis of any other order of merit as approved by the University, subject to reservations as laid down by the Govt. from time to time.

2.0 AWARD OF M. Tech DEGREE

2.1A student shall be declared eligible for the award of the M. Tech Degree, if he pursues a course of study in not less than two and not more than four academic years.

2.2 The student shall register for all 80 credits and secure all the 80 credits.

2.3 The minimum instruction days in each semester are 90.

3.0 COURSES OF STUDY

The following specializations are offered at present for the M. Tech course of study.

1.M.Tech.- Structural Engineering

2.M.Tech.- Power Electronics & Drives

3.M.Tech.- Thermal Engineering

4.M.Tech.- Digital Electronics and Communication Systems

5.M.Tech.- Computer Science & Engineering

and any other course as approved by AICTE/ University from time to time.

4.0 ATTENDANCE

4.1 A student shall be eligible to write End semester examinations if he acquires minimum of 75% of attendance in aggregate of all the subjects.

4.2 Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester shall be granted by the College Academic Committee.

4.3 Shortage of Attendance below 65% in aggregate shall not be condoned.

4.4 Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class.

4.5 A prescribed fee shall be payable towards condonation of shortage of attendance.

4.6A student shall not be promoted to the next semester unless he satisfies the attendance requirement of the present semester, as applicable. They may seek readmission into that semester when offered next. If any candidate fulfills the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.

5.0 EVALUATION

The performance of the candidate in each semester shall be evaluated subject-wise, with a maximum of 100 marks for theory and 100 marks for practicals, on the basis of Internal Evaluation and End Semester Examination.

5.1 For the theory subjects 60 marks shall be awarded based on the performance in the End Semester Examination and 40 marks shall be awarded based on the Internal Evaluation. The internal evaluation shall be made based on the average of the marks secured in the two Mid Term-Examinations conducted-one in the middle of the Semester and the other immediately after the completion of instruction. Each midterm examination shall be conducted for a total duration of 120 minutes with 4 questions (without choice) each question for 10 marks. End semester examination is conducted for 60 marks for 5 questions to be answered out of 8 questions.

5.2 For practical subjects, 60 marks shall be awarded based on the performance in the End Semester Examinations and 40 marks shall be awarded based on the day-to-day performance as Internal Marks.

5.3 There shall be two seminar presentations during III semester and IV semester. For seminar, a student under the supervision of a faculty member, shall collect the literature

on a topic and critically review the literature and submit it to the department in a report form and shall make an oral presentation before the Project Review Committee consisting of Head of the Department, Supervisor and two other senior faculty members of the department. For each Seminar there will be only internal evaluation of 50 marks. A candidate has to secure a minimum of 50% of marks to be declared successful.

- 5.4 A candidate shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum of 40% of marks in the End semester Examination and a minimum aggregate of 50% of the total marks in the End Semester Examination and Internal Evaluation taken together.
- 5.5 In case the candidate does not secure the minimum academic requirement in any subject (as specified in 5.4) he has to reappear for the End semester Examination in that subject. A candidate shall be given one chance to re-register for each subject provided the internal marks secured by a candidate are less than 50% and has failed in the end examination. In such a case, the candidate must re-register for the subject(s) and secure the required minimum attendance. The candidate's attendance in the re-registered subject(s) shall be calculated separately to decide upon his eligibility for writing the end examination in those subject(s). In the event of the student taking another chance, his internal marks and end examination marks obtained in the previous attempt stand cancelled. For re-registration the candidates have to apply to the Principal through the college by paying the requisite fees and get approval from the Principal before the start of the semester in which re-registration is required.
- 5.6 In case the candidate secures less than the required attendance in any re registered subject (s), he shall not be permitted to write the End Examination in that subject. He shall again re-register the subject when next offered.
- 5.7 Laboratory examination for M. Tech. courses must be conducted with two Examiners, one of them being the Laboratory Class Teacher or teacher of the respective college and the second examiner shall be appointed by the university from the panel of examiners submitted by the respective college.

6.0 EVALUATION OF PROJECT/DISSERTATION WORK

Every candidate shall be required to submit a thesis or dissertation on a topic approved by the Project Review Committee.

- 6.1 A Project Review Committee (PRC) shall be constituted with Head of the Department and two other senior faculty members.
- 6.2 Registration of Project Work: A candidate is permitted to register for the project work after satisfying the attendance requirement of all the subjects, both theory and practical.
- 6.3 After satisfying 6.2, a candidate has to submit, in consultation with his project supervisor, the title, objective and plan of action of his project work for approval. The student can initiate the Project work, only after obtaining the approval from the Project Review Committee (PRC).
- 6.4 If a candidate wishes to change his supervisor or topic of the project, he can do so with the approval of the Project Review Committee (PRC). However, the Project Review

Committee (PRC) shall examine whether or not the change of topic/supervisor leads to a major change of his initial plans of project proposal. If yes, his date of registration for the project work starts from the date of change of Supervisor or topic as the case may be.

6.5 A candidate shall submit his status report in two stages at least with a gap of 3 months between them.

6.6 The work on the project shall be initiated at the beginning of the II year and the duration of the project is two semesters. A candidate is permitted to submit Project Thesis only after successful completion of theory and practical course with the approval of PRC not earlier than 40 weeks from the date of registration of the project work. The candidate has to pass all the theory and practical subjects before submission of the Thesis.

6.7 Three copies of the Project Thesis certified by the supervisor shall be submitted to the College/School/Institute.

6.8 The thesis shall be adjudicated by one examiner selected by the University. For this, the Principal of the College shall submit a panel of 5 examiners, eminent in that field, with the help of the guide concerned and head of the department.

6.9 If the report of the examiner is not favorable, the candidate shall revise and resubmit the Thesis, in the time frame as decided by the PRC. If the report of the examiner is unfavorable again, the thesis shall be summarily rejected. The candidate has to re-register for the project and complete the project within the stipulated time after taking the approval from the University.

6.10 If the report of the examiner is favorable, Viva-Voce examination shall be conducted by a board consisting of the Supervisor, Head of the Department and the examiner who adjudicated the Thesis. The Board shall jointly report the candidate's work as one of the following:

- A. Excellent
- B. Good
- C. Satisfactory
- D. Unsatisfactory

The Head of the Department shall coordinate and make arrangements for the conduct of Viva-Voce examination.

6.11 If the report of the Viva-Voce is unsatisfactory, the candidate shall retake the Viva-Voce examination only after three months. If he fails to get a satisfactory report at the second Viva-Voce examination, the candidate has to re-register for the project and complete the project within the stipulated time after taking the approval from the University.

7.0 AWARD OF LETTER GRADES

A letter grade and grade points will be awarded to a student in each course based on his performance, as per the grading system given below

Theory/	Laboratory / Seminar /	Grade	Letter Grade
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Drawing/Elective/Self Study Course (%)	Internship/ Mini Project / Project Work (%)	Points	
> 90	> 90	10	O(Outstanding)
> 80 & < 90	> 80 & < 90	9	A+ (Excellent)
> 70 & < 80	> 70 & < 80	8	A (Very Good)
> 60 & < 70	> 60 & < 70	7	B (Good)
> 50 & < 60	> 50 & < 60	6	C (Average)
< 50	< 50	0	F (Fail)
Absent	Absent	AB	ABSENT

8.0 COMPUTATION OF SGPA & CGPA

a) Semester Grade Point Average (SGPA)* for semester

The performance of each student at the end of each semester is indicated in terms of SGPA. The SGPA is calculated as given below

$$\text{SGPA} = \frac{\sum(CR \times GP)}{\sum CR} \quad \text{for each semester.}$$

where CR = Credits of a course
GP = Grade Points awarded for a course

SGPA is calculated for a candidate who passed all the courses in that semester

b) Cumulative Grade Point Average (CGPA) for Entire Programme:

The CGPA is calculated as given below

$$\text{CGPA} = \frac{\sum (CR \times GP)}{\sum CR} \quad \text{for Entire Programme.}$$

Where CR = Credits of a course

GP = Grade points awarded for a course

c) Conversion Formula for CGPA to Marks in Percentage

The approximate equivalence of marks to a given CGPA is calculated by using the formula:

Percentage Equivalence of CGPA = $[CGPA - 0.5] \times 10$

9.0 AWARD OF DEGREE AND CLASS

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of M. Tech. Degree, he shall be placed in one of the following four classes:

Class Awarded	% of marks to be secured
First Class with Distinction	70% and above (Without any Supplementary Appearance)

First Class	Below 70% but not less than 60%
	70% and above (Without any Supplementary Appearance)
Second Class	Below 60% but not less than 50%

The marks in internal evaluation and end examination shall be shown separately in the memorandum of marks.

10.0 WITHHOLDING OF RESULTS

If the student has not paid the dues, if any, to the university or if any case of indiscipline is pending against him, the result of the student will be withheld. His degree will be withheld in such cases.

11.0 TRANSITORY REGULATIONS

Discontinued or detained candidates are eligible for re-admission into same or equivalent subjects at a time as and when offered.

The candidate who fails in any subject will be given two chances to pass the same subject; otherwise, he has to identify an equivalent subject as per the academic regulations.

12.0 GENERAL

The academic regulations should be read as a whole for purpose of any interpretation.

In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Chairman of the Academic Council is final.

The Academic Council may, from time to time, revise, amend or change the regulations, schemes of examination and /or syllabi.

Wherever the word he, him or his occur, it will also include she her and hers.

ANNEXURE-I

MALPRACTICE RULES

DISCIPLINARY ACTION FOR MALPRACTICE/ IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices / Improper conduct	Punishment
1(a)	If a student possesses or tries to access any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with correlated to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.

(b)	If a student gives assistance or guidance or receives any such help from any other candidate orally or through gestures, communicates through cell phones with any candidate or persons in or outside the exam hall.	Expulsion of all the candidates involved from the examination hall and cancellation of the performance in that subject. In case of an outsider, he will be handed over to the police and a case will be registered against him.
2.	If a student is found to have copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which he/she is appearing.	Expulsion from the examination hall and cancellation of the performance in that subjects well as all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear in the remaining examinations of that Semester. The Hall Ticket of the candidate will be cancelled.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred from the college and forfeits his seat. The performance of the original candidate Who has been impersonated, shall be cancelled in all the subjects of the examination (including practical's and project work) already appeared and shall not be allowed to appear in examinations of the remaining subjects of that semester. The candidate is also debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	If a student smuggles inside the examination hall an Answer book or additional sheet or takes out or arranges to send out the question paper, or answer book or additional sheet during or after The examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects, the candidate has already appeared including practical examinations and project work; and shall not be permitted for the remaining examinations of the subjects of that Semester. The candidate is also debarred from class work for two consecutive semesters and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	If a student uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting/threatening him/her to award pass marks	Cancellation of the performance in that subject
6.	If a student refuses to obey the orders of the Chief Superintendent / COE / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall causes injury to his person or to any other persons whether by words,	Such a student(s) shall be expelled from the examination hall along with cancellation of their performance in that subject and all other subject she candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The candidate(s) will be debarred from the college and forfeit their seats. In case of outsiders, they will be handed

	either spoken or written or by signs or by visible representation assaults the officer-in-charge, or any person on duty in or outside the examination hall or indulges in any other act of misconduct or mischief, which result in damage to or destruction of property in the examination hall or any part of the college campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	over to the police and a police case is registered against them.
7.	If a student leaves the exam hall taking away answer script or intentionally tears/mutilates/deforms the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared, including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester. The candidate is also debarred from class work and examinations for two consecutive semesters. The continuation of the Course by the candidate is subject to the academic regulations.
8.	If a student is in possession of any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and Cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester. The candidate is also debarred and forfeits the seat. Candidate will be handed over to police and, a police case will be registered against him/her.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in Clause 6 to 8.	Student of the college's expulsion from the Examination hall and cancellation of the performance in that subject and all other subject she candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10.	If a student comes to the examination hall in a drunken condition	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of that semester.
11.	If copying is detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester examinations.
12.	Any other malpractice not covered in the above clauses i.e. from 1 to 11 reported to the	As decided by Academic Council

Principal for further action/ suitable punishment.
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ACADEMIC REGULATIONS FOR MBA (REGULAR)

(CHOICE BASED CREDIT SYSTEM)

Applicable for the students of MBA (Regular) from the Academic Year 2019-20

The MBA Degree shall be conferred to the candidates who are admitted to the program and fulfill all the requirements for the award of the Degree:

1.0.ELIGIBILITY FOR ADMISSIONS:

Admission to the above Programme shall be made subject to the eligibility, qualifications and specializations prescribed by the University from time to time. Admissions shall be made on the basis of merit rank obtained by the qualifying candidate at ICET examination or at an Entrance Test conducted by the university subject to reservations.

2.0.AWARD OF MBA DEGREE:

2.1.A Student shall be declared eligible for the award of MBA degree, if he pursues a course of study and completes it successfully for not less than two academic years and not more than four academic years.

2.2.A Student, who fails to fulfil all the academic requirements for the award of the degree within FOUR academic years from the year of their admission, shall forfeit his/her seat in MBA course.

3.0.ATTENDANCE:

3.1.A candidate shall be deemed to have eligibility to write end semester examinations if he has put in a minimum of 75% of attendance in aggregate of all the subjects.

3.2.Condonation for shortage of attendance up to 10% i.e. 65% and above and below 75% may be given by the College Academic Committee.

3.3.Condonation for shortage of attendance shall be granted only on genuine and valid reasons on representation by the candidate with supporting evidence

3.4.Shortage of attendance below 65% shall in no case be condoned.

3.5.A candidate shall not be promoted to the next semester unless he fulfils the attendance requirements of the previous semester.

4.0.EVALUATION:

The performance of the candidate in each semester shall be evaluated subject-wise, with a maximum of 100 marks for theory & 100 marks for Laboratory Courses, on the basis of the Continuous Internal Evaluation and Semester End Examination.

4.1.For the theory subjects, 60 marks shall be awarded based on the performance in the Semester-end Examination conducted for three hours duration. The question paper consists of 8 questions. Students have to answer one compulsory question (Case Study) and four other questions carrying 12 marks each. Remaining 40 marks shall be awarded based on Internal Examination.

The Internal Examination will have two components:

- a) First 20 marks are allotted for Mid-term Examination with duration of 120 minutes. The student has to answer four questions out of four questions. Each question carries 10 marks. The total marks shall be reduced to 20marks.
- b) In the remaining 20 marks, 15 marks are allotted for Mini Report (10 marks for preparation of Report and 05 marks for presentation in the class room) in the respective subject. 05 marks are allotted for subject wise class room activities*
- c) Two Internal Examinations of 40 marks each will be conducted in each semester and average marks will be taken for awarding the Internal Marks.

4.2. For practical subjects, 60 marks shall be awarded based on the performance in the End Semester Examinations, 40 marks shall be awarded based on the day to day performance as internal marks.

4.3. A candidate shall be deemed to have secured the minimum academic requirements in a subject if he secures a minimum of 40% of marks in the End Examination and a minimum aggregate of 50% of the total marks in the End Semester Examination and Internal Evaluation taken together.

4.4. A candidate shall be given one chance to re-register for each subject provided the internal marks secured by a candidate are less than 50% and he has failed in the end examination. In such case, candidate must re-register for the subject(s) and secure required minimum attendance. Attendance in the re-registered subject(s) has to be calculated separately to become eligible to write the End Examination in the re-registered subject(s).

The attendance of re-registered subject(s) shall be calculated separately to decide upon the eligibility for writing the End Examination in those subject(s). In the event of taking another chance, the internal marks and End Examination marks obtained in the previous attempt are nullified. At a given time, a candidate is permitted to re-register for a maximum of two subject(s) in addition to the subjects of a regular semester.

4.5. A candidate shall be allowed to submit the project report only after fulfilling the attendance requirements of all these semesters.

4.6. The Viva-voce Examination shall be conducted after completion of the fourth semester End Examinations.

4.7. Laboratory examination for MBA course must be conducted with two Examiners, one of them being Laboratory Class Teacher and second examiner shall be other than Class Teacher.

5.0. EVALUATION OF PROJECT WORKS:

5.1. A Project Review Committee (PRC) of the institution is to be constituted with Principal/Director as chairperson, heads of the departments, which are offering PG courses, head of the department and two other senior faculty members of the department offering MBA.

5.2. Registration of Project work: A Candidate is permitted to register for the project work after satisfying the attendance requirement of all the courses (theory and practical courses) up to II semester.

5.3. Every candidate shall work on projects approved by the PRC of the institution.

5.4.A student has to undergo practical training for a period of 6 weeks in a Corporate Enterprise after the Second Semester/Summer vacations. In training period, the candidates should work on a specific problem related to the elective subject. At the end of practical training, the student should submit a certificate obtained from the organization.

The student should prepare a Project Report under the supervision of a guide from the faculty of management of the concerned college. However, the students who prepare Project Report in the area of systems can also work under the guidance of Faculty member from Computer Science Department.

5.5.Three copies of the project dissertation certified by the project supervisor shall be submitted to the college/school.

5.6.The project report shall be adjudicated by one examiner selected by the Principal. For this, Head of the department shall submit a panel of 3 examiners, who are eminent in that field.

5.7.The viva-voce examination of the project report shall be conducted by a board consisting of the External examiner, the Head of the Department and Supervisor. The Candidate should have to secure Grade A/Grade B/Grade C in Project viva-voce.

5.8.Head of the Department shall coordinate and make arrangements for the conduct of viva-voce examination.

5.9.If the candidate fails to secure Grade A/Grade B/Grade C in project viva-voce, the candidate will retake the viva-voce examination after three months. If he fails to get Grade A/Grade B/Grade C at the second viva-voce examination, he will not be eligible for the award of the degree, unless the candidate is asked to revise and resubmit. If the candidate fails to secure Grade A/Grade B/Grade C again, the project shall be summarily rejected.

Grade A: Excellent,
Grade B: Good,
Grade C: Satisfactory,
Grade D: Unsatisfactory.

6.0.AWARD OF LETTER GRADES:

A letter grade and grade points will be awarded to a student in each course based on his performance, as per the grading system given below.

Theory/Drawing/Elective/ Self Study Course (%)	Laboratory / Seminar / Internship/ Mini Project / Project Work (%)	Grade Points	Letter Grade
≥ 90	≥ 90	10	O(Outstanding)
≥ 80 & < 90	≥ 80 & < 90	9	A+ (Excellent)
≥ 70 & < 80	≥ 70 & < 80	8	A (Very Good)
≥ 60 & < 70	≥ 60 & < 70	7	B (Good)

≥ 50 & < 60	≥ 50 & < 60	6	C(Average)
< 50	< 50	0	F(Fail)
Absent	Absent	AB	ABSENT

7.0.COMPUTATION OF SGPA & CGPA:

7.1.Semester Grade Point Average (SGPA)* for semester:

The performance of each student at the end of each semester is indicated in terms of SGPA. The SGPA is calculated as given below.

$$\text{SGPA} = \frac{\Sigma(\text{CR} \times \text{GP})}{\Sigma \text{CR}} \quad \text{for each semester.}$$

where

CR = Credits of a course

GP = Grade Points awarded for a course

SGPA is calculated for a candidate who passed all the courses in that semester

7.2.Cumulative Grade Point Average (CGPA) for Entire Programme:

The CGPA is calculated as given below

$$\text{CGPA} = \frac{\Sigma(\text{CR} \times \text{GP})}{\Sigma \text{CR}} \quad \text{for Entire Programme.}$$

where CR = Credits of a course

GP = Grade points awarded for a course

7.3.Conversion Formula for CGPA to Marks in Percentage

The approximate equivalence of marks to a given CGPA is calculated by formula:

$$\text{Percentage Equivalence of CGPA} = [\text{CGPA} - 0.5] \times 10$$

8.0.AWARD OF DEGREE AND CLASS:

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of MBA Degree, he shall be placed in one of the following three classes:

CLASS AWARDED	% OF MARKS
First class with Distinction	70% and above
First class	Below 70% but not less than 60%
Second class	below 60% but not less than 50%

(The marks in internal evaluation and end examination shall be shown separately in the marks memorandum)

9.0. WITHHOLDING OF RESULTS:

If the candidate has not paid any dues to the institution or if any case of indiscipline is pending against him, the result of the candidate will be withheld. The issue of degree is liable to be withheld in such cases.

10.0. TRANSITORY REGULATIONS:

Candidates who have discontinued or have been detained for want of attendance or who have failed after having undergone the course are eligible for admission to the same or equivalent subjects as and when subjects are offered, subject to 4.4

11.0.GENERAL:

- 11.1.** The academic regulations should be read as a whole for purpose of any interpretation.
- 11.2.** In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Chairman of the Academic Council is final.
- 11.3.** The Academic Council may, from time to time, revise, amend or change the regulations, schemes of examination and /or syllabi.
- 11.4.** Wherever the word he, him or his occur, it will also include she and her

MALPRACTICES RULES

DISCIPLINARY ACTION FOR IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices/ Improper Conduct	PUNISHMENT
	<i>If the candidate:</i>	
1(a)	If a student possesses or tries to access any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with correlated to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	If a student gives assistance or guidance or receives any such help from any other candidate orally or through gestures, communicates through cell phones with any candidate or persons in or outside the exam hall.	Expulsion of all the candidates involved from the examination hall and cancellation of the performance in that subject. In case of an outsider, he will be handed over to the police and a case will be registered against him.
2	If a student is found to have copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which he/she is appearing.	Expulsion from the examination hall and cancellation of the performance in that subjects well as all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear in the remaining examinations of that Semester. The Hall Ticket of the candidate will be cancelled.
3	Impersonates any other candidate in connection with the examination	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations

		of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4	If a student smuggles inside the examination hall an Answer book or additional sheet or takes out or arranges to send out the question paper, or answer book or additional sheet during or after The examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects, the candidate has already appeared including practical examinations and project work; and shall not be permitted for the remaining examinations of the subjects of that Semester. The candidate is also debarred from class work for two consecutive semesters and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5	If a student uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting/threatening him/her to award pass marks	Cancellation of the performance in that subject
6	If a student refuses to obey the orders of the Chief Superintendent / COE / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in-charge or any person on duty in or outside the examination hall causes injury to his person or to any other persons whether by words, either r spoken or written or by signs or by visible representation assaults the officer-in-charge, or any person on duty in or outside the examination hall or indulges in any other act of misconduct or mischief, which result in damage to or destruction of property in the examination hall or any part of the college campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	Such a student(s) shall be expelled from the examination hall along with cancellation of their performance in that subject and all other subject she candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The candidate(s) will be debarred from the college and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7	If a student leaves the exam hall taking away answer script or intentionally tears/ mutilates/ deforms the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared, including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester. The candidate is also debarred

		from class work and examinations for two consecutive semesters. The continuation of the Course by the candidate is subject to the academic regulations.
8	If a student is in possession of any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and Cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester. The candidate is also debarred and forfeits the seat. Candidate will be handed over to police and, a police case will be registered against him/her.
9	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in Clause 6 to 8.	Student of the colleges expulsion from the Examination hall and cancellation of the performance in that subject and all other subject she candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10	If a student comes to the examination hall in a drunken condition	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of that semester.
11	If copying is detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester examinations.
12	Any other malpractice not covered in the above clauses i.e. from 1 to 11 reported to the Principal for further action/suitable punishment.	As decided by Academic Council

ESTABLISHMENT

Leave Rules

A. General:

- a) These rules shall be called the “NRI Institute of Technology, Pothavarappadu leave Rules.
- b) They shall be deemed to have come into effect from 01-06-2011 and shall be applied to all the employees of the college.
- c) A leave account shall be maintained for each employee in an appropriate form.
- d) Leave cannot be claimed as a matter of right. The sanctioning authority has discretion to refuse or revoke leave of any kind when the exigencies of service so demand. However, all employees have to apply all kinds of leaves in advance with proper work load adjustment through proper channel.
- e) The sanctioning authority may recall any employee to duty before the expiry of his/her leaves.
- f) Unauthorized absence from duty may be treated as misbehavior inviting disciplinary action.
- g) An employee on leave shall not take up any service or accept any employment.
- h) Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner.
- i) An employee (declared as vacation staff) who leaves his place of duty during vacation is liable to be recalled.
- j) For all leaves CLs, SCLs, ODs, CCLs, the recommending authority is the Head of the Department/Dean for vacation staff, and Manager/A.O is the recommending authority for all non-vacation staff except those working in the departments. For Heads of Departments/Deans and Manager, Principal shall sanction the leaves that are the competent authority. Principal shall be the competent authority to grant casual leaves on the recommendation of HOD/Dean/Manager as the case may be. In case of Principal, Chairman / Secretary shall be the competent authority to sanction leave.
- k) For all other leaves, the management shall be the competent authority to sanction leave(s).
- l) To avail any kind of Leave(s) the specified leave form must be used.

- m) “Management” means the representing authority of Governing body/College Managing Committee of the college
- n) “Academic year” means **1st June to 31st May.**
- o) For any type of leave for going abroad/ for attending Conference/ Seminar/Workshop/ Symposium the minimum advance notice period required is 2 months.
- p) The management may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.
- q) Leave rules may change from time to time and shall be notified.

S.No	Type of leave	Eligibility in days	Remarks	Conditions	Sanctioning authority	Channel Through	Advance Request
1	Leave treated as duty			All employees are entitled	Principal	Head of the Centre/cell/ Manager/AO	One day
	Casual leave (CL)	CL – 15	Personal work				
	Special casual leave (SCL)	SCL – 15	Academic work	On completion of one-year service			
	On Duty leave (OD)	OD -- 15	College related work	All employees are entitled			
Compensatory Casual Leave (CCL)	CCL – 7 (Max at any point of time)	Personal work					
2	Leave earned by duty			EL: Sanctioned after completion of probationary period/ Two yrs of service CML – if available on credit	Management	Principal/ HOD/ Manager/AO	15 days (Except on Medical Grounds)
	Earned leave (EL)	Vacation staff – 6 Non-vacation staff -- 15	Personal work				
	Half Pay leave (ML)	HPL – 20	Medical grounds				
	Commutation of HPL(ML)	Medical grounds, 1 ML = 2 HPLs					
3	Leave not earned by duty			EOL – on completion of five years of service LND – After 2 years of service	Management	Principal/ HOD/ Manager/AO	15 days (Except on Medical Grounds)
	Extraordinary leave (EOL)	Short / long term assignments in India/ abroad/ Higher studies. / Research activities/ Fellowship / medical grounds					
	Leave not due (LND)	Medical grounds / private affairs. Entitled to only Half Pay. Will be debited in the HPL accrued later.					
4	Leave not debited to leave account			SL, SBL – On completion of 5 years of service	Management	Principal/ HOD/ Manager/AO	2 Months
	Study leave (SL)	SL – 24/36 Months*	To acquire higher qualification				
	Sabbatical leave (SBL)	SBL – Two times and one year at a time*	Research work, writing text books & visiting industrial concerns of Govt., University, Industry or Govt. Research Laboratories in India/ Abroad.				
5	Leave not debited to leave account			MTL, PTL – On completion of 2 years of service QL – All employees are entitled	Management	Principal/ HOD/ Manager/AO	15 days (Except on Medical Grounds)
	Maternity leave (MTL)	MTL – 60 days, twice*	Maternity				
	Paternity Leave (PTL)	PTL – 6 days, Twice*	Take care of the wife and child				
	Quarantine leave (QL)	QL – 21 days*					
6	Loss of Pay (LOP)	LOP - 10		All employees are entitled	Management	--do--	3 days

B. The following kinds of leaves would be admissible to regular/permanent staff members:**1. Leave treated as duty:**

1. Casual leave (CL)
2. Special casual leave (SCL)
3. On Duty leave (OD)
4. Compensatory Casual Leave (CCL)

2. Leave earned by duty: (Competent authority is Management)

1. Earned leave (EL)
2. Half Pay leave (ML)
3. Commutation of HPL (ML)

3. Leave not earned by duty: (Competent authority is Management)

1. Extraordinary leave (EOL)
2. Leave not due (LND)

4. Leave not debited to leave account: (Competent authority is Management)

1. Leave for academic pursuits, viz.,
 1. Study leave (SL)
 2. Sabbatical leave (SBL)
2. Leave on grounds of health,
 1. Maternity leave (MTL)
 2. Paternity Leave (PTL)
 3. Quarantine leave (QL)

5. Loss of Pay (LOP)**1.1 Casual Leaves (CL): (Competent authority is principal)**

1. Casual Leave is a concession to absent from duty for a short period with prior permission and /or with work load adjustment. Such absence being treated as leave on pay.
2. All employees of the College shall be entitled to a maximum of **15 days** of casual leave in an academic year or proportional to the service put in by an employee during the year of his / her probationary period/initial period of employment.
3. Out of 15 days C.L.s available, employees are advised to avail up to 8 CLs before December and the balance before May.
4. Casual Leave may be granted combining with the public holidays or Sunday's subject to the condition that the total period of absence **does not exceed 8 days** at a time
5. Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.
6. In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his/her work.
7. In case the college works for a single session, half day CL will not be granted.

1.2 Special Casual Leave (SCL): (Competent authority is principal)

1. All the staff members are entitled for special leave (SCL) up to 15 days in an academic year to attend conferences, seminars, workshops, symposiums, etc. outside the college, or to take up examination related work other than JNTUK assigned.

2. Staff member Deputed to attend a scientific/technical gathering of learned and professional societies in the interest of the individual.
3. The employee has to make work load adjustment and forward his/her application through proper channel to the competent authority.
4. The competent authority sanctions the leave(s) after the employee producing the attendance/relieving certificate from the respective authority.
5. SCL is entitled for Faculty with minimum one-year experience at this institution.
6. The additional purposes for which the SCL can be granted, are specified below:
 - i) To attend committee meetings, invited lectures without remuneration which are not treated as on duty.
 - ii) To defend/conduct Ph.D./M.Phil. viva or an Examination
 - iii) To attend BOS/Academic meetings of other technical institutions/ universities.

1.3 On Duty (OD): (Competent authority is principal)

1. Employees when deputed on official duty on college work, the period of their absence shall be treated as 'On Duty'.
2. Staff members deputed by the institution in connection with any kind of institutional work will be treated "on duty"
3. On Duty may be sanctioned by the competent authority for examination and other related works assigned by JNTUK.
4. An employee is permitted for 15 days of On Duty Leaves in an academic year. However, in case of exigency, management may grant additional On Duty leaves.
5. The competent authority has the discretion power to sanction leave(s) and shall insist on establishing proof of attendance.
6. In case of reimbursement of TA & DA by the institution, the individual has to produce proof of attendance and travel.
7. To attend the legal proceedings in the interests of the college

1.4 Compensatory Casual Leave (CCL):(Competent authority is principal)

1. In case an employee is held, due to the work on demand or to work in excess time, viz., during vacation/holiday(s), the employee is entitled to get compensatory casual leave(s).
2. If the employee works for six hours continuously or one full day, under this condition he/she is entitled for one compensatory casual leave or proportionately half CCL for every three hours of work.
3. All regular employees can avail these compensatory casual leaves.
4. These can be clubbed with other leaves sanctioned by the principal
5. Work load adjustment must be done in advance.
6. Maximum number of CCLs in the credit of an employee shall be 7 at any point of time.

2.1 Earned Leave (EL):(Competent authority is Management)

1. These Leaves are earned by duty only.
2. Those staff members who avail vacation of 60 days in an academic year are called as vacation staff. The non-teaching, administrative office staff and principal are called as non-vacation staff.
3. All vacation staff is eligible for 6 days of earned leave in an academic year. The Non-vacation will be entitled to 15 days of earned leave in an academic year.
4. All regular employees can accumulate earned leave up to a maximum of 180 days.
5. All the vacation staff is eligible to earn the additional E.L. at the rate of one day for every three days of retention during vacation for attending to official duty.
6. Earned Leave is permitted not less than three days. However, in case the CLs are exhausted, the competent authority may permit for one day / two-day EL.
7. All such leaves should be forwarded through proper channel to the competent authority after making work load adjustment.

2.2 Half Pay Leave (ML): (Competent authority is Management)

1. All regular employees are credited with 20 HPLs on completion of an academic year.
2. Half pay leave can be accumulated up to a maximum of 180 days.
3. HPL will be sanctioned for medical purpose only and it is applicable for employees with minimum one-year service at this institution.
4. Employees appointed on adhoc/contract/contingent basis are not entitled to HPLs.

2.3 Commutation of HPL (ML):(Competent authority is Management)

1. An employee shall be entitled to commute the half pay leave that he / she has earned to full payleave on medical ground subject to production of a certificate from aregistered medical practitioner.
2. Provided that when commuted leave is granted, twice such number of half pay leaves shall be debited against the leave account, provided also that total commuted leave may be granted not exceeding 180 days at a time and during an academic year.
3. In case an employee wishes to avail HPL on medical grounds with Half Pay only, he/she is eligible for half salary to the extent of leaves applied. In such case only equivalent number of HPLs will be debited from his/her HPL account.
4. Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

3.1 Extraordinary leave (EOL):(Competent authority is Management)

1. Extraordinary leave may be granted to all regular employees by Management for a period of one year, when an employee has put in 5 years or more continuous service in the Institution. During such leave, he/she shall not be entitled for any pay or allowances.
2. EOLs may be granted in the following circumstances:
 - a. When no other leave is admissible to him / her, or

- b. When the other leave is admissible, but still he / she applies in writing for the grant of extraordinary leave.
- 3. Extra-ordinary leave may be granted to the employees on the recommendations of the management on private affairs or on academic affairs.

3.2 Leave not due (LND):(Competent authority is Management)

1. Leave Not Due may be granted only on medical grounds to a permanent staff with no HPL at his/her credit.
2. LND is granted to a regular employee, only if the leave sanctioning authority is satisfied that there is a reasonable prospect of the staff returning to duty on expiry of the leave.
3. Temporary staff with minimum of one-year service and suffering from illness may also be granted LND if the post from which the staff proceeds on leave is likely to return to his/her duty.
4. LND may be granted without medical certificate to a female staff in continuation of maternity leave.
5. The amount of leave should be limited to 20 HPLs, that the staff is likely to earn in the subsequent year.
6. LND during the entire service is limited to a maximum of 180 days.
7. LND will be debited against the HPL to that staff who earns subsequently. In fact, LND is HPL taken in advance.
8. When a staff granted LND resigns from the service or is permitted to retire voluntarily without returning to duty, the LND should be cancelled. The resignation/retirement will take effect from the date on which such leave had commenced and the leave salary should be recovered.

4.1.1 Study Leave (SL): (Competent authority is Management)

1. Study Leave is granted to staff with not less than five years of service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the academic sphere of his/her duties in India or abroad.
 - a. Course should be certified by the HOD/Dean/Principal that the course should be of definite advantage to the Institute from the point of view of academic interest.
 - b. The competent authority after granting the SL, then only the employee shall proceed on leave.
 - c. The employee on his/her return should submit a full report on the work done during study leave.
 - d. Study leave is not admissible to an employee due to retire within three years on return from the study leave.
2. Maximum period of study leave is 24 months in the entire service and may be granted at a stretch or in different spells.
3. Study leave shall not be debited to the leave account. Study leave may be combined with

any other leave due, but maximum period of continuous absence, including vacation, if any but excluding extraordinary leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree.

4. Requisite Bonds in the prescribed forms are required to be executed by the employee before proceeding on study leave. The bond/proforma/ amount will be decided by the Management
5. The individual department can recommend to the Principal/ management for grant study leave to one teaching Staff member per year for the purpose of higher studies.
6. Study leave period shall be treated as regular service without any pay and allowances.

4.1.2 Sabbatical Leave (SBL):(Competent authority is Management)

1. The Sabbatical Leave shall be admissible to a member of the regular academic staff:
 - a. After the completion of five years of continuous service, or more, in the Institution.
 - b. Such leaves shall not exceed two times during the entire service of such a member of the staff.
2. The Sabbatical leave may be granted for one or more of the following objects, namely:
 - a. To conduct research or advanced studies in India or abroad
 - b. To write textbooks, establishing standards/ works and other literature
 - c. To visit or work in Industrial concerns and technical departments of the Government to gain practical experience in their respective fields
 - d. To visit or work in a University, Industry or Government department, research laboratories, or any other Institute, in India and abroad; and
 - e. For any other purpose viz., academic development of the staff member, leaves are to be approved by the management.
3. The grant of sabbatical leave shall be subject to the following conditions, namely:
 - a. The period of sabbatical leave shall not exceed one year at a time including vacations, if any, but the management may grant, in addition, any other leave up to a maximum of 120 days which the member might have earned during the service at the Institute.
 - b. A member of the academic staff shall, during the period of sabbatical leave, shall not be paid salary or any allowances.
 - c. A member of the academic staff shall not undertake, during the period of sabbatical leave, any appointment under any other organization in India or abroad. However, such a member of the staff shall be free to receive a scholarship or fellowship or bursary or any other honorarium.

4.2.1 Maternity Leave (MTL):(Competent authority is Management)

1. All regular Women employees who completed two years of service in this institution, are entitled to maternity leave of 60 days each for two times in the entire service.
2. Maternity Leave may be granted to a female staff up to two surviving children, for a period of up to 60 days from the date of its commencement.

3. Maternity Leave shall not be debited to the leave account.
4. Maternity Leave may be combined with leave of any other kind except Casual Leave.
5. During maternity leave, half pay salary will be paid based on the last pay drawn.

4.2.2 Paternity Leave (PTL):(Competent authority is Management)

1. All regular male staff who completed two years of service in this institution, with up to two children may be granted 6 days Paternity Leave to take care of his wife and child.
2. The Paternity Leave can be availed up to 6 days before or up to six months from the date of delivery of the child.
3. Paternity Leave shall not be debited to the leave account. During paternity leave, leave salary equal to last pay drawn is admissible.

4.2.3 Quarantine leave (QL):(Competent authority is Management)

1. Quarantine leave is granted when a member of the staff is precluded under orders of the competent medical authority from attending office in consequence of an infectious disease in his family or household. Such leave can be granted only on the certificate of a medical or public health officer. Maximum duration of Quarantine leave is ordinarily twenty one days and may be extended up to thirty days in exceptional circumstances. Any absence beyond these limits has to be treated as regular leave.
2. A member of staff on Quarantine leave is not treated as absent from duty and his pay is not interrupted.
3. Quarantine leave is not admissible if the member of staff himself is suffering from an infectious disease.
4. Cholera, Small-pox, Plague, Diphtheria, Typhus fever and Cerebrospinal Meningitis can be treated as infectious diseases for the grant of Quarantine leave. In the case of Chicken-pox, however, no Quarantine leave can be granted unless the Chief Medical Officer considers that in view of some doubt about the nature of the disease there is reason for grant of such leave.

5.0 Loss of Pay (LOP): (Competent authority is Management)

LOP can be applied by an employee when no other leave is available.

1. During the period of LOP, the employee is not entitled for any pay or allowances.
2. A maximum of 10 days of LOP can be availed on the approval of the principal/management.
3. If the employee fails to report to duty on the specified date after the sanctioned LOP, it is deemed that the employee has abandoned his service with the company on his own accord.
4. LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.
5. LOP days will not be taken for EL eligibility.

6.0 Leave Rules for Contingent Staff:

All the contingent staff of the College is eligible for a Casual Leave of 15 days in a calendar year and other leaves of 12 days.

V. OTHER FUNCTIONARIES**A. HEAD OF A TEACHING DEPARTMENT****1. APPOINTMENT:**

- (a) Each Department of Teaching shall be headed by a teacher of the Institution, who will be designated as Head of the Department.
- (b) Principal is the competent authority for appointing the Head of the Department,
- (c) The term of appointment of a Head of the Department shall be as per the directions of the Governing Council
- (d) The Head of the Department shall be in the rank of a Professor/Associate Professor/Assistant Professor.
- (e) In special circumstances the Principal may temporarily appoint teacher from any other Department as In-charge Head of the Department or he/she may himself/herself act as Head of the Department until new HOD is appointed.

2. POWERS:

The Head of the Department shall have the following powers:

- (a) To send proposals to the Principal/Dean for part-time teaching arrangements in the Department whenever needed as per the work-load requirement in consultation with the Departmental Committee,
- (b) To grant casual leave to the teachers in the Department, and to recommend other leaves to the concerned authorities.
- (c) To exercise such other powers as may be assigned to him/her by the Principal/Governing Council from time to time for administering the Department in an efficient manner.

3. DUTIES:

The main duty of the Head of the Department is to uphold excellence in the Department by way of organizing quality teaching, research and related academic activities. In this endeavor, the Head of the Department shall perform the following duties so as to:

- (a) Create an atmosphere that is congenial for effective teaching – learning and research in the Department.
- (b) Supervise the work of teaching and non-teaching staff of the Department and ensure that they discharge their duties properly and efficiently.
- (c) Maintain order and discipline in the premises of the Department.
- (d) Convene and preside over the meetings of the Departmental Committee, and initiate action on the resolutions of the Committee.

- (e) Frame the time table and allocate the teaching work to the teachers, in consultation with the Departmental committee.
- (f) Assign duties to the teaching and non-teaching employees in the Department for the smooth conduct of the examinations and discharge examination related duties assigned to him/her by the Institution from time to time.
- (g) Maintain and display the attendance records, monitor the progress of the students and certify attendance for Reimbursement / Scholarship / Examination purposes and to certify the student identity cards for availing concessions.
- (h) Maintain properly the furniture, books, stores and other property of all kinds in the Department.
- (i) Maintain stock register of all the equipment/apparatus, departmental library books, periodicals and to arrange for annual physical verification of the stock.
- (j) Place orders for stores, books and equipment to the laboratory within the budget allotments made to the Department duly following the prescribed procedures.
- (k) Maintain the accounts of expenditure for all the amounts drawn under different Heads.
- (l) Allot the available space in the Department judiciously for teaching, research and staff, in consultation with the Departmental committee.
- (m) Forward proposals relating to teaching and research/research projects submitted by the faculty of the Department to the Institution with due recommendation.
- (n) Conduct, co-operate with other teachers of the Department in conducting, seminars, symposia, conferences, workshops etc.
- (o) Certify the attendance and progress of research work of the research scholars in the Department, and to forward their claim bill for fellowship and other expenditure incurred for research in case of a Research Centre.
- (p) Implement the directions of the Institution and other Governmental agencies pertaining to prevention of ragging, women harassment, and such other anti-social activities.
- (q) Nominate individual teachers of the Department/Centre as mentors to the students assigned to them so as to assist the students in their all-round development
- (r) Discharge such other duties assigned by the Principal from time to time.

C. INSTITUTION LIBRARIAN

1.APPOINTMENT:

The Institution Librarian shall be a whole time salaried official of the Institution and is appointed by the Governing Council in accordance with the prescribed regulations on recruitment of staff.

2.POWERS AND DUTIES OF INSTITUTION LIBRARIAN:

Subject to the general control and supervision of the Principal, the Institution Librarian shall exercise the following powers and discharge the following duties, namely: -

- a) Maintain the office routine and assigning work to library staff and efficiently organize the Institution Library;
- b) Supervise the maintenance of all the libraries in the Institution and organize their services in a manner that is most beneficial to the teaching, research, students and extension activities in the Colleges in consultation with the concerned Principals;
- c) Purchase library requisites following the procedures prescribed for the purpose;
- d) Acquire books and journals as recommended by the Institution Library Committee / College/Departmental Library Committees / Boards of Studies by following the prescribed procedures;
- e) Responsible for the proper care and up keep of all books, manuscripts, current and back-numbers of periodicals etc., in the library of the Institution and monitor the Termite Control/Prevention and Fire Protection Services;
- f) Arrange for annual stock verification by the Committee constituted by the Institution during summer vacation;
- g) Submit proposals for insuring the properties and stocks of all Libraries;
- h) Submit to the Principal an annual report and statistics showing the progress of the library in the Institution during the academic year;
- i) Prepare and submit the annual budget for the libraries in the Institution to the Principal;
- j) Responsible for computerizing and modernizing the Library services;
- k) Responsible for the up to date maintenance of the Documentation Centre, e-resources, other online and offline resources of the Institution Library;
- l) Responsible for preserving and maintenance of e-library and INFLIBNET etc.;
- m) Seek guidance of the Principal in all matters relating to the general policy, development and working of the libraries;
- n) Countersign sanction casual leave of employees working under him/her and forward applications for other leaves to the concerned authority;
- o) Define the duties of staff working in the library, exercise administrative control over them, assess their work and performance;
- p) Discharge such other duties as may be assigned to him by the Principal, Governing Council, or Academic Council in matters relating to the library activity in the Institution;
- q) Responsible for submission of proposals for constitution of Institution Library Committee and for convening its meetings at least twice in a year, prepare agenda, prepare minutes of the meeting and take follow up action.
- r) Responsible for submitting proposals for sanction to the Principal the renewal or purchase of online resources and offline resources etc.

D. DIRECTOR OF PHYSICAL EDUCATION

1.DIRECTOR OF PHYSICAL EDUCATION:

The Department of Sports is headed by the Director of Physical Education.

2.POWERS:

The Director of Physical Education shall have the following powers:

- (a) To send proposals to the Principal for part-time coaches in the Department as per the work-load requirement.
- (b) To grant casual leave to the staff in the Department and to recommend other leaves to the concerned authorities.
- (c) To operate the Bank Account for the grants/funds provided by the Institution to the Department towards furniture, sports equipment, tournaments, coaching camps, maintenance of play fields, sports hostels, postage, contingencies, etc.,as per the procedures prescribed by the Institution from time to time.
- (d) To exercise such other powers as may be assigned to him/her by the Principal/Governing Council from time to time for administering the Department in an efficient manner.

3.DUTIES:

The main duty of the Director of Physical Education is to promote, co-ordinate and monitor the sports activities of the Institution. In this endeavor, the Director of Physical Education shall perform the following duties so as to:

- (a) create an atmosphere that is congenial for sports on the Institution
- (b) develop and maintain sports infrastructure on the campus.
- (c) act as ex-officio secretary of the Sports Board of the Institution.
- (d) conduct Intra/Inter Collegiate sports and games in the Institution.
- (e) conduct selection trials for the Institution teams, to conduct coaching camps and to field them in the Inter Institution Tournaments.
- (f) supervise staff of the Department and ensure that they discharge their duties properly and efficiently.
- (g) maintain order and discipline in the premises of the Department, gymnasium and ground.
- (h) convene and preside over the meetings of the Sports Committee, and initiate action on the resolutions of the Committee.
- (i) prepare the Intra/Inter Collegiate Sports Calendar and conduct the tournaments accordingly on obtaining the approval of the Sports Committee.
- (j) Assign duties to the non-teaching employees in the Department for the smooth conduct of Institution sports from time to time.
- (k) maintain properly the furniture, stores and other property of all kinds in the Department.
- (l) maintain stock register of all the sports equipment /apparatus and to arrange for annual physical verification of the stock.
- (m) purchase of all types of sports equipment and equipment for the gymnasium within the budget allotments made to the Sports Department duly following the prescribed procedures duly obtaining the orders of the Principal.

- (n) maintain the accounts of expenditure for all the amounts drawn under different Heads.
- (o) allot the available space in the Department judiciously for non-teaching staff and indoor games-.
- (p) conduct and to co-operate with other teachers of the Department in conducting, seminars, symposia, conferences, workshops, etc.
- (q) implement the directions of the Institution pertaining to prevention of ragging, women harassment and such other anti-social activities.
- (r) discharge such other duties assigned by the Principal from time to time.
- (s) co-ordinate with the Principals to promote the sports activities on the campus.

D. WARDENS OF INSTITUTION HOSTELS

1.APPOINTMENT:

- (b) The Wardens of Hostels is a whole-time functionary of the Institution appointed by the Principal in consultation with the Chairman of the Governing Council.
- (c) The appointment of a Chief Warden/ Warden(s) shall be until the time that may be decided by the Governing Council.

2.POWERS AND DUTIES OF CHIEF WARDEN/WARDEN(S):

Subject to the general control of the Principal, the Chief Warden/Warden(s) shall exercise the powers and discharge the duties as detailed below.

The Chief Warden/Warden (s) shall:

- (a) be the in charge of the Office of Institution Hostels,
- (b) be the authority to assign and assess the duties of Assistant Wardens and all other supporting staff working in the Institution hostels,
- (c) take all measures required for maintaining the discipline and good conduct of the boarders in the Institution hostels,
- (d) ensure hygienic conditions in the hostels,
- (e) maintain good quality of the food served to the boarders in the messes,
- (f) recommend to the Principal/Governing Council the policies for hostel admissions, maintenance of messes and the staffing pattern in the hostels, in consultation with the 'Hostel Advisory Committee',
- (g) publish a manual containing the details of hostel rules and regulations and the discipline expected from the boarders,
- (h) educate the boarders about the consequences of ragging, and set up all the statutory mechanisms to prevent ragging in the hostels,
- (i) allot rooms to the hostel boarders through a procedure recommended by the "Hostel Advisory Committee" and approved by the Institution,

- (j) correspond with the concerned authorities, both in the Institution and Government, for grant of various scholarships (SC/ST, BC, EPP, PH etc.) to eligible boarders in the Institution hostels, and initiate steps to receive the same,
- (k) develop and maintain a data bank of the hostel boarders on their financial, social and biometric information, in consultation with the concerned authorities,
- (l) maintain proper accounts of receipts and expenditure of the hostels, and cause annual audit of the accounts,
- (m) prepare the monthly mess bills of all the hostel boarders before the 15th day of the succeeding month,
- (n) ensure the collection of mess bills from the hostel boarders,
- (o) review the status of receipts from the boarders for every quarter, identify the names of the defaulters and take steps to recover,
- (p) initiate measures for repairs and annual maintenance of hostels, kitchens and dining halls during the vacation period(s),
- (q) convene the meetings of the Hostel Advisory Committee under the directions of the Principal, prepare the agenda and the minutes of the meeting and take follow-up action on the resolutions after obtaining the approval of the Principal,
- (r) issue 'No Dues Certificate' to those boarders who have paid all the hostel dues,
- (s) sanction casual leave to the staff working under him/her as per rules, forward other leaves to the concerned authority, countersign TA and other bills of the hostel staff,
- (t) perform such other functions relating to the Institution hostels as may be prescribed by the Governing Council/Principal for advancing the cause of good governance in the hostels.

3.GENERAL

- (a) In the event of the Chief Warden/Warden(s) resigning his/her office for any reason, the Principal may accept his/her resignation and report the matter to the Governing Council.
- (b) When the Office of the Chief Warden/Warden(s) falls vacant, or when he/she is, by reason of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of the Chief Warden/Warden(s) shall be performed by some other person as the Principal may appoint for the purpose until permanent arrangements are made.

E. CONTROLLER OF EXAMINATIONS

1.APPOINTMENT AND DUTIES OF CONTROLLER OF EXAMINATIONS, ADDITIONAL CONTROLLER OF EXAMINATION(S):

- (a) The Governing Council shall appoint a whole-time official entrusting the task of Examinations, who shall be designated as Controller of Examinations, Additional Controller of Examinations.
- (b) He/she shall be from the administrative rungs of the Institution
- (c) He/she shall perform such of the duties, connected with the three stages of Examinations (Pre-conduct, Conduct and Post-conduct stages), as detailed in the other chapter, allotted to him by the Principal from time to time.

- (d) If in the opinion of the Governing Council the Examination Branch needs further strengthening, the services of some teachers of the Institution may be utilized as Coordinators or with any other designation to share the examination work in which case the duties of the Coordinators/other designated teachers shall be clearly laid down.
- (e) The Governing Council may make provision for the conveyance to whom the Examination work is entrusted.

2. DUTIES OF CONTROLLER OF EXAMINATIONS/COORDINATORS:

- (a) The Controller of Examinations / Co-ordinator shall obtain orders from the Rector, under the directions of the Principal, to appoint squads and observers to ensure the fair conduct of Institution Examinations without any type of malpractice at the Examination Centers.
- (b) The Controller of Examinations / Co-ordinator shall scrupulously follow the procedures laid down in the Regulations on Examinations in matters like, Moderation of Results, appointment of Committee to enquire into the cases of malpractices, etc.
- (c) The Controller of Examinations / Co-ordinator shall place all cases of malpractice before the Committee appointed by the Principal for the purpose.
- (d) The scales of punishment applicable to candidates who have resorted to malpractices in the Institution Examinations, decided by the Governing Council while considering similar scales of punishment formulated by the APPSC, shall be furnished to members of the Malpractices Enquiry Committee by the Coordinator / Controller of Examinations.
- (e) The other matters relating to Examinations shall be as specified in the Regulations on Examinations.
- The following shall be the authorities of the Institution, namely:
 - (ii) The Governing Council
 - (iii) The Academic Council
 - (iv) The Faculties
 - (v) The Boards of Studies, and
 - (vi) Such other bodies, as the Statutes may declare to be Authorities of the Institution.
 - Section 17 (v) of the Act states that the Statutes may declare some other bodies as Authorities of the Institution.
 - This Statute hereby declares the following bodies as Authorities of the Institution in addition to those which are already included in the Institution Act. These authorities shall function as per the Statutes prescribed for each of them.
 - (i) Standing Committee of Academic Council (SC to AS)
 - (ii) Finance Committee (FC)
 - (iii) Planning and Monitoring Board (PMB)
 - (iv) College Development Council (CDC)
 - (v) Research Advisory Committee (RAC)
 - (vi) Internal Quality Assurance Cell (IQAC)

A. GOVERNING COUNCIL

1. POWERS AND DUTIES:

- (a) The Governing Council shall be the Executive Authority of the Institution and shall have all the powers vested in it by Section 19 of the Act.

- (b) In addition to the specific powers vested in it by Section 19 of the Act, it will exercise all the residual powers of the Institution not otherwise provided for, and all powers requisite to give effect to the provisions of the Act [Section 19 (40)].
- (c) The Governing Council shall prepare the following information by 15th February of every year and submit the same to the Academic Council at its annual meeting as provided in Sections 20, 21 and 22 of the Act:
- i. Annual Accounts for the previous financial year
 - ii. Financial Estimates for the ensuing financial year
 - iii. Annual Report of the Institution for the previous Academic Year
- (d) The Governing Council may, for reasons to be recorded in writing, incur any expenditure for which no provision has been made in the budget or which is in excess of the amount provided in the budget, but report of such expenditure incurred shall be made to the Academic Council at its next meeting for its approval as per Section 23 of the Act.
- (e) The Governing Council shall also have the following powers:
- (f) to purchase lands, premises, buildings and vehicles;
- (g) to provide or construct buildings, laboratories, hostels, halls, theatres, which are needed for the Institution;
- (h) to invest the Institution Funds in any of the scheduled banks or in any other bank /security approved in this behalf by the State Government;
- (i) to recognize and to withdraw such recognition to the Associations of Institution Teachers/ Employees and to formulate Ordinances thereof;
- (j) to decide through regulations, the powers, duties and the perquisites of the Rector and the Principal of the Institution, commensurate with their status, in addition to those specified in the relevant Statutes;
- (k) to make appointments on compassionate grounds as per the G. Os in force;
- (l) to make a provision for welfare measures for the students and employees of the Institution such as medical facilities, residential quarters on the campus, different types of loans and advances to the employees, etc., as provided in the service regulations of the Institution employees;
- (m) to provide retirement benefits as specified in the Service and the Financial Regulations;
- (n) to refer any matter to the Academic Council, Deans of Faculties or Chairpersons of Boards of Studies and obtain a report thereon;
- (o) to prescribe in the regulations, the terms and conditions for payment of T.A., D.A., Sitting Allowance and other expenses to members of various authorities, members of various committees of the Institution, Experts and other invitees and the employees of the Institution;

- (p) to fix the remuneration, T.A. and D.A. payable from time to time, to the paper setters, examiners, invigilators and others involved in the pre-conduct, conduct and post conduct stages of Examination work;
- (q) to delegate any of its powers to the Principal or any other officer of the Institution through the Regulations made in this behalf on the matters relating to Administration, Finance, Examinations, Affiliations or any other matters;
- (r) to constitute the following or any other committees for making recommendations on matters referred to them: Finance Committee as per Section 47 of the Act.
 - (i) Employees' Grievances Committee as per Section 40 of the Act.
 - (ii) The Committee on misconduct of candidates at the Institution Examinations as per Section 41 of the Act.
 - (iii) Committee on Appointments and Promotions.
- (s) The time for appeal to the Governing Council, under Section 42 of the Act, by any employee or student against any decision of any of the Officers of the Institution affecting such employee or student shall be thirty days from the date of receipt of the decision communicated.

2.PROCEDURE FOR CONDUCTING GOVERNING COUNCIL MEETINGS:

The meetings of the Governing Council, to be convened and chaired by the Principal, shall be of the following types:

- (i) Ordinary Meetings
- (ii) Special Meetings
- (iii) Requisition Meetings

3.CONDUCT OF ORDINARY MEETING:

- (i) Ordinary meetings are generally held once in three months, or more often if necessary.
- (ii) For every ordinary meeting an advance notice of a minimum of fifteen days shall be given.
- (iii) The notice to be signed by the Principal shall be accompanied by a detailed agenda of the business to be transacted at such meeting, prepared under the directions of the Principal.
- (iv) The notice shall specify the place, time and date of the meeting fixed by the Principal.
- (v) In the absence of the Principal from any meeting of the Governing Council, the members present at the meeting shall choose one among themselves to preside over the meeting [Section 18 (5) of the Act].
- (vi) The quorum for the meeting of the Governing Council shall be one-third of the total number of members or six members, whichever is less [Section 18 (6) of the Act]. If the quorum for a meeting is lacking, Principal or the member presiding the Governing Council meeting shall adjourn the meeting.
- (vii) The Principal may invite any Officer of the Institution or an outside expert having special knowledge or practical experience in a subject under consideration, to attend the

Governing Council meeting for the purpose of consultation. Such a person may participate in the proceedings of the meetings but is not entitled to participate in voting.

4.AGENDA FOR THE ORDINARY MEETING:

- (i) The Principal of the Institution, who is also the Secretary of the Governing Council, shall prepare the agenda, duly approved by the Principal, for the Governing Council meeting and arrange to send it to all the members at least seven (7) days in advance of the meeting date. The Agenda items shall be in the form of mere subjects and not in the form of resolutions.
- (ii) All matters pertaining to the Institution administration that require the consideration and decision of the Governing Council shall be placed in the form of an Agenda for the meeting. However, in case of urgency, and at the discretion of the Principal, an Agenda item may be circulated to the Governing Council members for their consideration and approval. The same shall be reported in the immediate next Governing Council meeting.
- (iii) Members of the Governing Council may suggest to the Principal, ten days in advance of the meeting, the inclusion of any subject in the Agenda that they may wish to be considered by the Governing Council or may seek additional information on an existing Agenda item. The Principal will take the orders of the Principal on such suggestions and act accordingly.
- (iv) In addition to the Agenda items, the Principal may place before the Governing Council for consideration issues which are of urgent or confidential nature as Table items.
- (v) The Institution shall place the reports, regulations and guidelines issued by APSCHE/Government/UGC and other regulatory bodies and Funding Agencies on the affairs of the Institution before the Governing Council meeting for discussion and taking a decision.
- (vi) The Agenda for the Governing Council meeting shall be presented in five parts as shown below:

(a) Section – I: Item for Noting

- (i) Grant of leave of absence to the members for the meeting.
- (ii) To confirm the minutes of the previous meeting of the Executive Council.
- (iii) Review of action taken on the minutes of the previous meeting of Governing Council

(b)Section – II: Item for Consideration

- (i) Academic matters
- (ii) Service matters
- (iii) Financial matters
- (iv) Examination matters
- (v) Other matters

(c)Section – III: Item for Ratification

- (i) Academic matters
- (ii) Service matters
- (iii) Financial matters

- (iv) Examination matters
- (v) Other matters

(d)Section – IV: Item for Reporting

- (i) Academic matters
- (ii) Service matters
- (iii) Financial matters
- (iv) Examination matters
- (v) Other matters

(e) Section – V: Compulsory items

- i) Agenda of approvals obtained by circulation.
- ii) Agenda items containing the response of the Institution on the press clippings appeared in the newspapers making allegations of serious nature on the functioning of the Institution along with justification/enquiry reports, etc.
- iii) The Agenda items are to be written with clarity incorporating Rule/Act provisions. At the end of each item of the Agenda, summary of matter for consideration is to be written.

5.MINUTES OF THE GOVERNING COUNCIL MEETING:

- (i) The decisions by the Governing Council shall as far as possible be made through a consensus. Where differences of opinion on any matter exist, the decision of majority shall prevail. The Principal shall be entitled to take part in the voting and as Chairperson of the meeting to exercise a casting vote in case of tie.
- (ii) The minutes of the Governing Council meetings shall be prepared section-wise/item-wise/subject-wise and shall contain the subject matter of each of the items discussed, including those approved by circulation, together with the decision of the Governing Council thereon. The minutes shall not include the discussions and individual opinions expressed by the members in the meeting.
- (iii) If a Governing Council member desires to record a dissent note on any decision in the meeting, he/she may do so in a separate confidential register by mentioning the reasons for the dissent. This register shall be in the personal custody of the Principal.
- (iv) The minutes of the Governing Council meetings as approved by the Principal shall be sent to each member within one week after the date of the meeting by post/e-mail. If no objections are raised or suggestions are made to modify such minutes by any member within ten days from the date of receipt of the minutes, the minutes shall be deemed to have been approved by the Governing Council.
- (v) In matters requiring urgent action, the Principal may take the consent of all the Governing Council members during the meeting to record certain decisions for implementation without waiting for confirmation by clearly spelling out such decisions to all members.
- (vi) While approving the minutes of the agenda, the members of the Governing Council shall ensure that

- (a) The minutes conform to only those items included in the agenda, and were discussed in the Governing Council meeting.
 - (b) The minutes do not contravene any provisions contained in the existing Act/Statutes of the Institution.
 - (c) The minutes do not contain decisions on items that are within the purview of any authority of the Institution.
- (vii) All the decisions taken in the meetings presided by a member other than the Principal will subsequently be reported to the Principal, and further action, including reconsideration, if necessary, on any item will be initiated on specific directions of the Principal.
 - (viii) The suggestions or objections, if any, to the minutes received by the Principal shall be placed before the Principal for his/her decision. If the suggestions/objections are received from a majority of the members of the Governing Council, the Principal may either make suitable amendments to the minutes or place the matter before the Governing Council in its next meeting for reconsideration.
 - (ix) The decision taken on any item of the Agenda in an Governing Council meeting shall not be reopened without the permission of Principal.
 - (x) The Agenda of an Governing Council meeting and its minutes are confidential and not to be disclosed to anybody other than the Governing Council members, until the minutes are confirmed/approved.
 - (xi) All the Agenda notes and the minutes of the meeting of the Governing Council shall be printed in a bound volume and shall also be preserved in CD form and be digitalised.
 - (xii) The minutes of Governing Council meetings, which are non-confidential in nature should be placed in the Institution website. Principal is the authority to decide on the confidential nature of the items in the Agenda.

6. SPECIAL MEETING:

A special meeting of the Governing Council may be convened by the Principal with three days' notice to consider special business or matters of urgent nature.

7. REQUISITION MEETING:

Upon requisition in writing signed by not less than one-third of the total members of the Governing Council, the Principal shall convene a meeting thereof on a date appointed by him/her which shall not be later than seven days from the date of requisition aforesaid.

The procedure pertaining to the preparation of Agenda and the minutes for the Ordinary meeting of the Governing Council, except time limitation, shall apply to Special meetings and Requisition meetings also.

B. ACADEMIC COUNCIL

(I) CONSTITUTION, POWERS AND DUTIES OF ACADEMIC COUNCIL

1. CONSTITUTION, POWERS AND DUTIES:

- a. The constitution, powers and duties of the Academic Council shall be as specified in the Act.

- b. The Academic Council shall exercise general supervision over the Academic Policies of the Institution and provide leadership for raising the standards and quality of education and research.
- c. The Academic Council shall have the power to consider the Annual Report and Budget Estimates prepared by the Governing Council.
- d. The Academic Council shall have the power to appoint Standing Committees and to delegate to them or the Principal powers to execute any of the functions assigned by this Act.
- e. There shall be a Standing Committee to Academic Council to be appointed by it. When the Academic Council is not in session, the Standing Committee to Academic Council may meet as frequently as may be necessary and discharge all powers and functions of the Academic Council, subject to ratification by the Academic Council at its next meeting.
- f. The Academic Council shall have the power to seek opinion from any Faculty or Board of Studies on any matter.

2.POWERS AND FUNCTIONS:

Each Faculty shall have the following powers and functions:

- a. To specify a common scheme of course structure, instructional hours, pattern of marks and evaluation, internal and external components for the courses / subjects included in the Faculty.
- b. To forward the resolutions of the Boards of Studies of the departments, with respect to the specific issues noted at (a), which are included in the Faculty, to the Academic Council along with its opinion / recommendations.
- c. To recommend to the Academic Council, the admission criteria, course structure, examination pattern and regulations for the award of Degrees, Diplomas and other Distinctions for the existing and/or new courses offered in all the departments under the Faculty.
- d. To recommend the introduction of 'School System' in each Faculty. Each School shall consist of a group of Departments of Teaching that are inter-related, as decided by the Faculty.
- e. To deal with any other matter relating to the concerned Faculty and any matter referred to it by the Principal / Governing Council / Academic Council.
- f. To appoint a Sub-Committee of the Faculty for any purpose within the cognizance or powers of the Faculty.
- g. To hold the meetings of the Faculty along with any other Faculty for discussion on any matter of common interest/concern, with the prior approval of the Principal.
- h. To recommend the starting of new courses of study/ Departments/ Centers.
- i. To prescribe the qualifications of teachers to be appointed in the affiliated colleges as per the recommendations made by the Board of Studies concerned, subject to the norms and standards prescribed by UGC/AICTE/NCTE and other agencies.

- j. To prepare and submit to the Academic Council a status report on the admissions, placements, teaching and research of the disciplines constituting the Faculty, to enable the Academic Council to initiate measures for rejuvenating the Faculty.

3.MEETINGS OF THE FACULTY:

- a. A Meeting of a Faculty shall be convened by the Dean/HOD concerned, with the prior approval of the Principal. A Faculty shall meet at least once in a year. The Dean shall preside over the meetings of the Faculty. In the absence of the Dean/HOD, members present shall elect one among them as the Chairperson for that meeting. The Dean/ /HOD shall cause a notice of every meeting of the Faculty to be issued to each member of the Faculty, ordinarily at least 15 days prior to the date of the meeting, stating the time and place of the meeting along with a copy of the agenda of the meeting. The Dean may, in urgent cases, bring any matter not included in the agenda for discussion. Urgent meeting may be convened at a shorter notice.
- b. Any member of the Faculty may bring up any subject relevant to the faculty for discussion in any meeting of the Faculty, by giving advance notice to the Dean within one week from the date of issue of notice.
- c. Subject to the foregoing provisions of this Statute, the procedure at the meetings of the Faculties shall be decided by the Dean.
- d. The Dean shall prepare the minutes of the meeting of the Faculty and communicate the same to the Principal for further action.

D.BOARDS OF STUDIES

I. GENERAL

- a. There shall be a separate Board of Studies for each Department of Teaching/Research Centre as provided in Section 27 of the Act.
- b. The Boards of Studies shall be considered as Authorities of the Institution as specified in Section 17 of the Act.
- c. Each P.G. Board of Studies shall function for a period of two years and shall continue to function until it is reconstituted. Each U.G. Board of Studies shall function for a period of 3 years and shall continue to function until it is reconstituted.
- d. The Principal shall be the competent authority to constitute/reconstitute the Boards of Studies.

II. CONSTITUTION OF THE BOARDS OF STUDIES:

1.P.G. Board of Studies:

Each UG and PG Board of Studies shall consist of the following members:

- a) The Chairperson of the Board of Studies who shall be appointed by the Principal from among the teachers of the teaching department concerned on rotation basis for a period of two years.
- b) All other teachers of the Department concerned.

- c) Two experts of the subject concerned from outside the Institution to be appointed by the Principal.
- d) Honorary/Emeritus Professors appointed in the department.
- e) One teacher from the P.G. department concerned of any affiliated college to be appointed by the Principal on rotation for a period of 2 years.
- f) One Eminent person in the related field from the Industry/Service Organization/Profession/Vocation concerned.
- g) The Chairperson of the Board of Studies (UG) in the subject concerned shall be the Ex-officio member.
- h) There shall be representation from the students on the Board of Studies as per Section 27 of the Act. The Principal may nominate two students ordinarily on the basis of merit for each Board of Studies of whom one should be a girl.

2.U.G. Board of Studies:

Each U.G. Board of Studies shall consist of the following members:

- a) The Chairperson of the Board of Studies, to be appointed by the Principal for a period of three years, from among the senior members of the Board of Studies.
- b) Besides the Chairperson, there shall be not less than two senior teachers
- c) The outgoing Chairperson, if in service, shall also be a member of the Board of Studies.
- d) The Chairperson of the Board of Studies (PG) in the subject concerned shall be the Ex-officio member.
- e) The Principal may nominate one or two expert/s related to the field from the Industry/Service organization/Profession concerned.
- f) There shall be representation from the students on the Board of Studies as per Section 27 of the Act. The Principal may nominate two students ordinarily on the basis of merit for each Board of Studies of whom one should be a girl.

3. Combined Board of Studies in UG/PG:

- a) The Principal is empowered to constitute Combined Board of Studies for both UG and PG in professional courses like Law, Education, Physical Education, Pharmacy, Engineering, etc.
- b) In case of combined Board of Studies there shall be representation of teachers from both PG and UG courses.
- c) The combined Board of Studies shall be constituted by the Principal as per the following composition:
 - i. The Chairperson
 - ii. The Head(s) of the Departments
 - iii. Two Principals of Affiliated Colleges where such courses are offered at P.G. and U.G. level.

- iv. Three experts from outside the Institution representing Academia, Industry and National Research Institutions.
 - v. Two Professors from the Institution Departments
 - vi. Two Teachers from the Institution and Two teachers from the affiliated colleges.
- d) In case of subjects like Engineering, separate Board of Studies may be constituted for each branch/subject as may be decided by the Principal.

III.FUNCTIONS OF THE BOARDS OF STUDIES:

The following shall be the functions of the Boards of Studies:

- a) To frame and revise, as frequently as necessary, the syllabus of the subject concerned shall be the main function of the Board of Studies.
- b) To recommend to the Academic Council the rules, regulations and minimum qualifications required for admission into subject/course concerned.
- c) To prepare/revise panels of paper setters and examiners for valuation, practical and viva-voce and panels of adjudicators for Thesis / Dissertation / Project Work of UG/PG courses and Ph.D. and M.Phil.
- d) To prepare model question papers for the subject concerned as and when there is a revision of syllabus.
- e) To consider and offer its opinion on any matter referred to it by the Academic Council, Governing Council, the Principal, or the Dean of the Faculty concerned.
- f) To recommend to the Academic Council in regard to Text books, courses of study and the scheme of study and examinations in the subject concerned.
- g) To prepare a panel of experts to be on the Selection Committees of Teachers, which will be submitted to the Governing Council for approval as provided in Section 43 (1)(ii) of the Act.
- h) To organize the research programs offered in the P. G. Department concerned.
- i) To frame the syllabi and model question papers for the entrance Tests for admission into PG courses of study conducted by the Institution.
- j) Where there is no UG Board of Studies functioning for any reason, the P.G. Board of Studies will discharge the functions of the UG Board of Studies also.
- k) To recommend to the Institution the pass/class regulations for the course concerned.
- l) To recommend to the Institution the qualifications required to teach a particular course/subject/paper.

IV. MEETINGS OF THE BOARDS OF STUDIES:

- a) Each PG/UG/Combined Board shall meet at least once in an academic year.
- b) The Chairperson of the Board concerned will preside over the meetings of the Board of Studies. In his/her absence, the other members will nominate one among them to preside over the meeting.

- c) The chairperson of each Board of Studies shall arrange to prepare the agenda for each meeting and cause it to be sent to all the members at least fifteen days before the date of the meeting.
- d) The quorum for each Board of Studies meeting shall be not less than 1/3 (one third) of the total strength of the Board.
- e) The decisions in the Board of Studies shall be made as far as possible by consensus and, if required, by majority.
- f) The Chairperson of Board of Studies shall prepare the minutes of each meeting and shall submit them to the Institution administration.
- g) It shall be competent for the Principal to obtain the opinion of the Board of Studies on any item by circulation among the members.
- h) Members desiring to move resolutions shall forward the same to the Chairperson concerned at least 10 days prior to the date of the meeting.
- i) The Principal may convene the joint meeting of PG. & U.G. Boards of Studies as and when he/she considers it necessary.

V. EXISTING BOARDS OF STUDIES:

The following are the P.G. and U.G. Boards of Studies functioning at present in the Institution:

U.G. Boards of Studies in Sciences

Sl. No.	Name of the Board of Studies
1	Computer Science and Information Technology Engineering
2	Electronics & Communication Engineering
3	Electrical and Electronics Engineering
4	Mechanical Engineering
5	Civil Engineering

P.G. Boards of Studies.

Sl. No.	Name of the Board of Studies
1	Civil Engineering
2	Computer Science Engineering and Information Technology
3	Electronics & Communications Engineering,
4	Electrical & Electronics Engineering
5	Management Studies

STANDING COMMITTEE OF ACADEMIC COUNCIL

THE STANDING COMMITTEE TO ACADEMIC COUNCIL:

- (a) There shall be a Standing Committee of the Academic Council (here-in-after called the 'Standing Committee') for the Institution. The 'Standing Committee' shall be constituted by the Academic Council/ Principal under the authority delegated by the Academic Council, and shall consist of the following officials/members of the Institution:
 - i. The Principal - (Chairperson)
 - ii. Deans of all the Faculties in the Institution

- iii. Two Governing Council members of whom one shall be the Principal of the Institution Colleges
- (b) The Principal shall be the Chairperson of the Standing Committee, and will preside over all its meetings. In the absence of the Principal, the Rector will act as the Chairperson. If the Principal and the Rector are unable to attend the Standing Committee meeting for some reason, the Principal may nominate a senior Professor from amongst the Deans of Faculties to act as the Chairperson during their absence.
- (c) The Principal may invite to the Standing Committee meeting(s) any other member(s) of the Academic Council and/or person(s) as special invitee(s) whose expertise, in his / her opinion, may add value to the deliberations and help to arrive at a judicious decision on any subject matter under consideration of the Standing Committee.

NUMBER OF MEETINGS:

- (a) The Standing Committee may meet as frequently as may be necessary on the dates decided by the Principal. The Principal will issue meeting notice one week in advance of the date of Standing Committee to Academic Council meeting. The agenda for each meeting shall be prepared by the Principal and sent to the members at least three (3) days in advance of the meeting date.
- (b) In case of any exigency, the Principal may convene meeting(s) of the Standing Committee at a shorter notice, or obtain the opinion of the members on any subject matter by circulation.

QUORUM:

- (a) The quorum for any meeting of the Standing Committee shall be one-third of the total number of the Committee members as detailed in Clause-80(a) above. If the quorum for a meeting is lacking, member presiding over the meeting shall adjourn the meeting.
- (b) In the event of a division of opinion among the members on any Agenda item, the same shall be resolved by voting and the decision of the majority shall prevail. In case of an equal division of votes, the Chairperson may exercise the casting vote. Special invitees are not entitled to participate in voting.

I. RESEARCH AND DEVELOPMENT COMMITTEE

THE COMMITTEE:

- (a) There shall be a Research and Development committee, which is an authority of the Institution, to devise policies that promote and propagate high quality research in the Institution.

The Research and Development committee shall consist of: -

- i. The Principal - Chairperson
- ii. All Deans of the Faculties
- iii. Four experts from outside the Institution representing Science, Technology, Management, Humanities and Social Sciences to be nominated by the Principal.

- (b) The Principal may invite, at his/her discretion, any expert(s) to the meetings of RAC to advise the Institution on matters relating to Research and Development in the Institution.
- (c) The term of office of the members nominated by the shall be three (3) years.
- (d) A member nominated in his/her capacity as an officer shall cease to be a member of the Committee from the date on which he/she ceased to be such officer.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

1.THE IQAC:

- a. The Institution shall constitute an Internal Quality Assurance Cell (IQAC) to:
 - i. develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the Institution, and
 - ii. promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- b. The Principal is the Chairperson of IQAC and he/she will be assisted by a Director who shall be a Professor of the Institution.

2.COORDINATOR, IQAC:

- (a) The Coordinator of IQAC shall be appointed by the Governing Council on the recommendation of the Principal from among the Professors of the Institution.
- (b) The term of appointment for the Coordinator shall be for a period as decided by the Governing Council and in any case, shall not exceed two years.
- (c) In addition to the pay and allowances as a teacher, the Coordinator shall be paid monthly such additional allowances as may be prescribed by the Governing Council / UGC.
- (d) The Coordinator is the head of IQAC in the Institution. Subject to the general control and supervision of the Principal, the Director shall exercise such powers and duties required for achieving the objectives of IQAC.
- (e) When the office of the Director falls vacant, or when he/she is unable to attend office due to any reason, the duties of the Director shall be performed by such other person as the Principal may appoint for the purpose until permanent arrangements are made.

3.COMPOSITION OF THE IQAC:

- (a) The members of IQAC are:
 - i. The Principal (Chairperson)
 - ii. Eight (8) senior teachers from major Faculties of the Institution
 - iii. Two (2) administrative officials of the Institution
 - iv. Three (3) external experts on Management/ Industry/ Local Community

- v. Coordinator, IQAC(Member-Secretary)
- (b) The IQAC shall meet at least once in three (3) months. The quorum for the meeting shall be one-third of the total members on rolls.
 - (c) The Coordinator, IQAC shall issue a notice of the meeting with the approval of Principal with not less than a week's time. In special circumstances a meeting may be convened with shorter notice.
 - (d) The agenda, minutes and action taken report are to be prepared, circulated and documented with official signatures and maintained electronically in a retrievable format by the Coordinator.
 - (e) The Coordinator shall take steps for implementation of the recommendations of IQAC after obtaining approval of the Principal.

4. FUNCTIONS OF IQAC:

The following shall be the functions of the IQAC:

- (a) to develop and apply quality benchmarks/parameters for the various academic and administrative activities of the Institution;
 - (b) to facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
 - (c) to arrange for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
 - (d) to disseminate information on the various quality parameters of higher education;
 - (e) to organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
 - (f) to document various programs/activities of the Institution, leading to quality improvement through publication of Books/Reports/ Manuals/Diaries/Guidelines, etc.;
 - (g) to act as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of good practices;
 - (h) to develop and maintain Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
 - (i) to develop Quality Culture in the Institution;
- | ~~(j)~~(a) _____ to prepare the Annual Quality Assurance Report (AQAR) of the Institution based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;