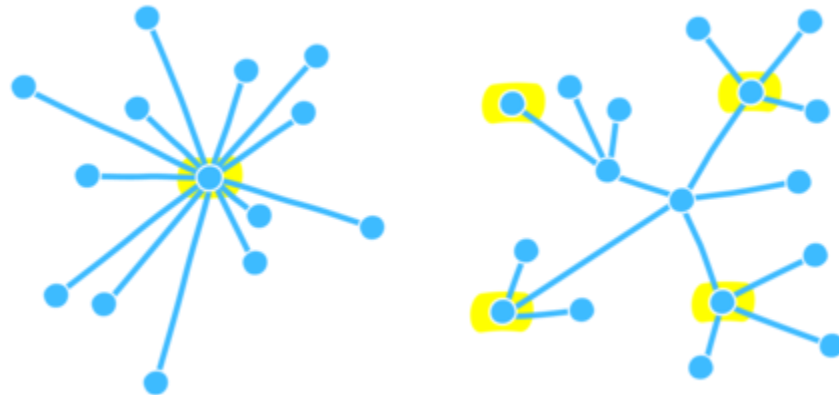


# **NARAYANA ENGINEERING COLLEGE GUDUR**



## **DECENTRALIZATION IN WORKING AND PARTICIPATIVE MANAGEMENT**

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## VISION

To be one among the premier institutions of the country for professional education in producing technocrats with competent skills, Innovative ideas and ethics to serve the nation.

## MISSION

- \* To provide an environment most conducive to learning with state of the art infrastructure, well equipped Laboratories and research facilities to impart high quality technical education.
- \* To emphasize on innovative ideas and creative thinking and prepare them to meet the growing challenges of the industry.
- \* To inculcate the leadership qualities, multi-disciplinary approach, ethics and lifelong learning in graduates to serve the diverse societal needs of our nation.

## **PARTICIPATIVE MANAGEMENT:**

The institute promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by management of facts, information and objectives. Both students and faculties allowed to express themselves of any suggestions to improve the excellence in any aspect of the Institute.

### **1. Strategic Level**

The principal, academic co-coordinator and staff members are involved in defining the policies and procedures, framing guidelines and rules & regulations pertaining to admission, placement, discipline, grievance, counseling, training & development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute.

For the various programs to be conducted by the institute all the staff members will meet, discuss, share their opinion and plan for the event and form various committees involving students and coordinate with others.

Staff members are also involved in deciding academic activities and examinations to be conducted by the college.

### **2. Functional Level**

At functional level the faculty members participate in sharing the knowledge by discussing on the latest trends in technology during faculty meeting. Staff members are involved in preparation of annual budget of the institute. They also correspond with the University and AICTE for various function related to academic and research.

Faculty members also write joint research papers and share their knowledge.

### **3. Operational level**

The principal of the institution is a member secretary of the GB. The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities.

The Principal of the institution is responsible for academic, nonacademic and administrative activities of the institution.

On behalf of the institution, he interacts and corresponds with AICTE, APSHE, UGC, Affiliating University, etc.,

The budget is earmarked for staff members and students to participate in various programmes organized by the institute. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards.

Office staff are involved in executing day to day support services for both students and faculties.

### **GOVERNING BODY:**

A Governing Body as per the norms prescribed by the AICTE is the apex body for governance. The Governing Body of the Institute is constituted as per the norms and guidelines of AICTE. The Governing Body is responsible for the proper management of the affairs of the college and exercises all such powers and discharges all such functions as may be necessary for the purpose. The prime duty of the Governing Body is to develop and implement the mission, vision, quality policy, and strategic plan of the institution.

In particular and without prejudice to the generality of the foregoing provision, the Governing Body, in order to provide the instructional and other services necessary for the efficient and effective functioning, exercises the following powers and discharges the following duties:

1. To formulate long term planning for the growth and development of the institute;
2. To formulate the service rules for the employees of the institute;
3. To create infrastructural facilities as per the AICTE/DTE/University norms;
4. To create all teaching posts including the post of Principal with the approval of the University and with the provision of the AICTE norms;

5. To create non- teaching posts, take appointments there to on the recommendation of the appropriate selection committees;
6. To ensure that the number and qualifications and the method of recruitment of Teachers and other non- teaching employees and the conditions of their service are in accordance with the Statutes, the Regulations and the Rules of the College and the relevant provisions made by the other competent authorities like AICTE, UGC and University.
7. To provide for effective execution of the instructional programs and maintenance of proper academic atmosphere and discipline;
8. To review the results of college examinations and to suggest measures for academic improvements;
9. To ensure that the buildings in which the college is located are suitable for the purposes for which they are intended and maintained in a satisfactory state of repair and sanitation;
10. To provide for the maintenance of properly equipped library, laboratories and central facilities;
11. To mobilize adequate financial resources for effective operation of the college;
12. To ensure that all information, returns, reports and other materials as required by the University, AICTE, UGC or the State Government are made available promptly;
13. To make sure that the directions issued by the University from time to time are carried and the compliance with them reported expeditiously to the University.
14. To hold, control and administer the properties and funds of the college;
15. To approve the annual budget on the recommendation of the Local Managing Committee of the college;
16. To sanction expenditure as may be required and regulate the finances, accounts, investments and all other administrative affairs of the college;
17. To entertain and redress in proper cases of grievances of teachers, students and employees of the college;

18. To provide for the promotion of the Welfare of the students, their residences, health, recreation, and sports and to exercise such supervision and control as will secure discipline, health and well- being of the students;
19. To form such committees (including sub- committees) and Cells with the Principal as the Chairman as it may think fit for taking advice for the efficient administration of the college; and except as otherwise provided in the foregoing provisions of this clause, to include, if necessary, Teachers and non-teaching employees, other than the members of the Governing Body, in such committees or cells;
20. To frame rules for proper functioning of the college and to frame rules of business for conduct of the meetings of the Governing Body;
21. To enter into collaborative arrangement with other authorities established by an Act of the State and extend necessary Cooperation to such authorities as may be required by the MoU for its effective functioning. The Principal of the College as Member Secretary of the Governing Body will sign the agreement or Memorandum of Understanding with such authorities.

### **DECENTRALIZATION:**

The decentralization policy is adopted by NECG, the Governing Body delegate's power to Principal, Head of departments, professor in-charges, conveners and coordinators of various cells/committees/forums and centers. All academic and nonacademic decisions are taken by Principal in consultation with heads / professor in-charges, conveners and coordinators of various cells/committees/forums and centers.

The college governing body approves working procedures for Principal, Head of departments, professor in-charges, conveners and coordinators of various cells/committees/forums and centers. The responsibility of implementing the decentralization policy is entrusted with the principal.

The department HOD manages the day to day activities of the department and keeps a track of Curricular, Co-curricular and extra-curricular activities in the College. Other units of the college like sports, placement, training, exams, general administration, library, office etc. have operational autonomy under the guidance of the various in-charges, committees/clubs and students are involved from various departments in the decision making process.

Institute has a mechanism for delegating authority and providing operational autonomy to Principal, Head of departments, professor in-charges, conveners and coordinators of various cells/committees/forums and centers, so that they work towards decentralized governance system.

### **1. Principal Level**

As the Head of the Institution, the Principal leads and inspires the staff and the students to work effectively and to maintain cordial working conditions within the campus for excelling in all spheres.

The Governing Body delegates all the academic and non academic decision making authority to the Principal, in order to fulfill the vision and mission of the institute. Principal takes cognizance from concerned Head/ professor in-charges, conveners and coordinators of various cells/committees/forums/centers to take any decision/action/ while formulating anything in closed door meeting. The principal responsibilities are listed below;

1. Frame objectives, policies and procedures for smooth functioning of the Institution.
2. Regulate and Monitor the academic, non academic and administration activities.
3. Carry out day to day correspondence with outside agencies like universities, state/central Govt entities, governing body and other boards/councils.
4. Maintain all the records for audit and inspection by apex bodies such as the AICTE/UGC/APSCH/JNTUA/DTE/ Welfare board etc., and to subsequently implement any suggestions made.

5. Monitor all administrative activities pertaining to the student's admission, fee collection, staff attendance, salary payments, procurements, purchases, accounts and auditing.
6. Conduct the staff recruitment, retirement, appraisal and performance evaluation processes. Conduct meetings with all the Heads/professor in-charges/conveners/co-coordinators at regular intervals. Conduct the evaluation of feedback and take corrective measures for improvement, if any.
7. Carry out the procurement and the purchase of the infrastructure such as the furniture and the fittings, the lab equipment, updating of the library and any such other requirement for the institution.
8. Monitor the class work and laboratory work paying due attention to the student discipline, attendance, syllabus coverage and other relevant activities.
9. Curb all activities of ragging, bullying, eve teasing etc., by initiating appropriate corrective measures/disciplinary actions.
10. Implement the Internal and the External Examinations (Theory/Practical) procedures as per the autonomous/university guidelines.
12. Monitor the script valuation process and arrange to submit the marks to the concerned/university within the stipulated time.
13. Obtain student feedback at regular intervals to establish better learning environment for the students and continuous improvement in teaching learning process.
14. Maintain healthy relationship with the parents/guardians, the press, the resource persons/consultants from the industry and the academia.
15. Execute industry tie-ups, signing of MOUs related to placements, workshops, industrial visits, internships and live projects through the IIC/placement cell etc.,.
16. Resolve conflicts among (i) staff and students related (ii) Other functionaries related to NECG etc.,



17. Identify the core competencies among the faculty members and provide all necessary guidance and support to nurture and facilitate the same. Build and maintain the image of the Institution,

18. Aim for overall development projecting on the current potential of each department or activity and strengthen the same.

## **2. HEAD OF DEPARTMENT:**

Department heads take charge of departments and run it as per dept vision and mission which are in line with institute vision and mission. They monitor, lead, train, and manage staff. They may also conduct research and set goals. A good head of department is a well disciplined and dedicated person with leadership qualities.

He motivates the Faculty, Students and Staff to perform their respective academic / administrative duties and responsibilities. His/her duties as a Middle-Manager are as under:

1. Preparation of (i) academic schedules and its implementation, (ii) academic time table, (iii) laboratory log books, manuals, registers, etc. through the concerned faculty members.
2. To check the attendance register every fortnight and sign after verification.
3. To prepare the list of laboratory requirements as necessary and initiate procurement action to facilitate smooth conduction of the lab experiments.
4. To carry out the stock verification, maintenance of the lab and its equipment & instruments.
5. To recommend the leaves / permissions of the staff within the department only after ensuring the work adjustments and maintain the leave record.
6. To conduct regular staff meetings to monitor the progress and preserve the minutes of the meeting.
7. To monitor the day to day student discipline, attendance and lab evaluation.
8. To arrange for mentoring/counseling of students having shortage of attendance and inform their parents.

9. To meet the Principal and discuss about the progress during the day and plan the next day activity.
10. To arrange for unbiased overall distribution of the work load among faculty members.
11. To monitor the syllabus completion at regular interval and prepare fortnightly reports for submission to the Principal.
12. To ensure and maintain the record of the internal assessment (theory & practical) marks awarded as per rules & regulations.
13. To conduct the practical examinations as per the academic calendar and the answer books are stored for scrutiny in future by concerned authorities if required.
14. To approve the students leave applications only after evaluating the complexity.
15. To enforce discipline among the students and prepare the list of indiscipline students and keep a close watch on them.
16. To participate in any additional activities entrusted by the Principal.

### 3. Faculty Level

Faculty are a group of employees those who have an academic rank in our educational institution. All faculty must engage in teaching, research, administration etc.,

Faculty members are given additional responsibility as Heads/prof in-charges and conveners/coordinators of various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given authority to conduct industrial visits and to have tie-up with industry experts and as coordinator and convener for organizing seminars/workshops/conferences/FDPs.

There are only three designations for faculty in NECG, namely, Professors, Associate Professors and Assistant Professors. Faculty may also entrusted with additional administrative responsibility like Dean, vice principal, Office Manager, Controller of exams, Administrative officer etc.,

### **PROFESSOR:**

1. Class room and laboratory instructions, assessment of students, guiding UG & PG student projects together with providing leadership in the conduct of course work in the relevant field of specialization.
2. Contribution in curriculum development and up-gradation by organizing workshops.
3. Contribution in design and development of bridge courses by identifying curriculum gaps.
4. Providing leadership to the activity of learner-resource development and modernization of laboratories.
5. Interaction with industry and other resourceful organizations leading to consultancy projects and extension activities.
6. Contributing to planning and organization of continuing education programs.
7. Research and research guidance.
8. Students counseling and career guidance.
9. Participation in policy planning as well as monitoring and evaluation of institutional activities including promotional activities.
10. Contribution to resource mobilization efforts of the college.
11. Participation in administration and planning both at departmental and institutional levels.
12. To participate in any additional activities entrusted by the Principal/HoD.

#### **ASSOCIATE PROFESSOR:**

1. Class room and laboratory instructions, assessment of students, guiding UG & PG student projects.
2. Participation in examination work and assessment of students.
3. Participation in curriculum up-gradation work including innovations in instructional work, developing instructional aides and learner resource materials.
4. Development of new laboratories and new experiments.
5. Research and research guidance.

6. Interaction with industry, participation in industrial training of students.
7. Contribution to consultancy projects and extension services.
8. Interaction with students, involvement in co-curricular activities of students.
9. Contribution in students counseling and career guidance.
10. Participation in continuing education program.
11. Participation in administration and planning both at departmental and institutional levels.
12. Self-development involving acquisition of higher academic qualifications and research publications.
13. Participation in conference/seminar/workshop/symposium.
14. Any other responsibility specifically assigned by the Principal/ Director/HoD.

#### **ASSISTANT PROFESSOR:**

1. Class room instruction involving systematic organization of course material and presenting it, stress on concepts and applications, tutorial assignments, promoting students participation in teaching-learning process, use of effective ICT, promoting self-learning and library reference work.
2. Laboratory instruction comprising selection of experiments; schedule of laboratory work; instructional manuals; working condition of equipment; instruction assistance and guidance; laboratory reports and their evaluation.
3. Guiding UG student projects involving help in selection of projects and defining its objectives; assistance in identification of different activities, resource needs and time schedules; involvement in securing the resources; continuous guidance in completing the projects and finalization of project reports.
4. Examination work and assessment of students consisting of conduct of class tests; setting question papers with proper coverage, choice of appropriate instruments, and ensuring standards; evaluation, ensuring proper range, distribution and average of internal

assessment marks; participation in examination work like preparation of examination schedule, invigilation, tabulation and finalization of internal assessment marks.

5. Preparation of new assignments, charts, models, transparencies, PPTs, laboratory instructional manuals and lecture handouts.
6. Participation in laboratory development involving planning of a new laboratory or extension of existing laboratory; preparation of proposals for modernization of laboratory; modification of existing experimental setups and setting up of new experiments.
7. Interaction with industry involving working in industry for short periods, assisting in consultancy projects, supervision of practical training of students during vacation, and organizing industrial visits.
8. Interaction with students involving supervision of hostels, sports, games, NSS and other co-curricular and extra-curricular activities.
9. Contribution in students counseling and career guidance.
10. Assisting in internal administrative activities like preparation of time-tables, formulation of examination schedules, tabulation of internal assessment marks, students' attendance, charge of laboratory, supervision of laboratory supporting staff work.
11. Self-development involving acquisition of higher academic qualifications and research publications.
12. Participation in conference/seminar/workshop/symposium.
13. Any other responsibility specifically assigned by the Principal/ Director/HoD.

### **3. OTHER IMPORTANT POSTS:**

To ensure smooth running of the daily administrative procedures at NECG, various offices/divisions/sections have individuals who are responsible for their effective operation. Some post are also created for administrative convenience.

#### **DEAN – ACADEMICS:**

Dean (Academics) shall look after the academic regulations and curriculum relating to all programs offered by NECG, DA shall arrange the Board of Studies (BOS) meetings of all

departments and process the files to be placed before the appropriate bodies for their approval and communicate the resolutions to concerned departments.

The Dean (Academics) shall be responsible for the following activities.

- (a) Academic Programmes
- (b) Time Table
- (c) Monitoring of Teaching
- (d) Term work, internship, project work, Value added courses, CCD etc.,
- (e) Deciding the number of sections, batches for each theory and lab courses.
- (f) Students' Feedback - collection, analysis and proper action.

#### VICE PRINCIPAL:

Administration is a tough job and requires a lot of hands on the operation so that it goes smoothly. A vice principal is the person who comes next in command after the principal, vice principal is involved in several aspects of administration.

- a) Acting Principal in the Absence of the Principal
- b) Hiring and Training faculty/Staff
- c) Planning Emergency Drills
- d) Meeting with Parents
- e) Handling Student Discipline
- f) Ordering equipment/Supplies
- g) Handling Clubs and Social Programs
- h) Planning college Improvements etc.,

#### CONTROLLER OF EXAMINATIONS:

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the College and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall

report to the Principal periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar.

The responsibilities of the Controller of Examinations shall include:-

01. He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.
02. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
03. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the College.
04. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the College, documents, certificates etc. by the officers under whom such documents are kept.
05. He/she shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.
06. He/she shall keep the minutes of the Boards of Examiners and all committees appointed by the said Boards.
07. Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.
08. Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc are well in order / prepared to conduct the examinations.

#### **b)Additional Controller of Examinations**

The deputy Controller of Examinations shall manage the sections allotted to him/her by the Controller of Examinations. His / her duties shall include:-

01. Membership in examination committee
02. Supervise the office staff of COE's office and manage the assistants and casual laborers posted to assist the office works, involving physical exertion as and when needed.
03. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.
04. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.
05. Preparation and printing of answer booklets for various examinations.
06. Make sure that the question papers are ready before the examinations are scheduled.
07. Helping COE in all his/her activities (finding question paper setters, examiners, actual organization and implementation of examination system)
08. Make sure that the forms relating to examinations are ready in time (Seating Plan, hall tickets etc.)
09. All other tasks required for the conduct of evaluation process.

#### **c)Examination Assistants**

It shall be the duty of the assistants to carry out all the works assigned to them by the senior officers of the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for:-

01. Providing assistance for the preparation and printing of answer booklets for various examinations
02. Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, valuation, tabulation, and Award list in consultation with the deputy Controller of Examinations.
03. Maintaining registers for inward and outward communications.
04. In charge of typing / data entry section attached to the examination cell where all



examination related typing /data entry works will be carried out.

05. Ensuring timely completion of the typing/ data entry work, comparing with the draft and if required making appropriate corrections and putting up files properly in consultation with the senior officers.

06. Processing of applications for registration to examinations and preparation of nominal rolls.

07. Preparing and dispatching of hall tickets.

08. Ensuring that the question paper packets are ready for examinations.

09. Making arrangements for Board meetings of examiners as and when required and ensure that the minutes are recorded.

10. Assisting the senior officers in the transit of files, communications and stationary.

11. Keeping examination related records safe and maintaining their confidentiality.

12. They shall discharge duties entrusted to them by superior officers from time to time.

13. They shall also ensure that unauthorized persons do not enter the examination section.

### **PHYSICAL DIRECTOR:**

1. General administration of the Games & Sports department.

2. Preparation of the Sports Calendar for various games and sports activities well spread over the entire academic year in consultation with Principal and implement the same.

3. To organize inter-departmental sport events.

4. To undertake the work of laying new play fields and maintaining the existing play fields on a continuing basis.

5. To maintain the Gym along with its equipment and instruments.

6. To identify competencies of students and provide coaching wherever required.

7. To motivate students for participation in inter-collegiate tournaments conducted by the university as well as tournaments at national level.

8. To organize tournaments or friendly matches with neighboring institutions on a regular basis.
9. Conducting flag hoisting programs on Independence Day and Republic Day.
10. Safety, upkeep and maintenance of the assets of the Games & Sports department.
11. To undertake efforts for resource generation for creating infrastructural and other facilities for games & sports.
12. Any other responsibility specifically assigned by the Principal/ Director.

#### **LIBRARIAN:**

1. General administration of the Central Library of the College.
2. Planning and development of the Central Library of the College.
3. Preparation of annual budget for library for purchase of books, periodicals and journals.
4. To seek suggestions from academic departments regarding books, periodicals and journals to be procured for the library; obtain approval of the central administration and take action to acquire the selected library resources.
5. Organizing and supervising the cataloguing and indexing of the library books, periodicals, journals and other e-materials.
6. Planning and arrangement for the repairs of the library resources.
7. Organizing and managing the safety and upkeep of the library resources, furniture and fixtures.
8. To undertake efforts for resource generation for purchasing library resources and creating infrastructural and other facilities in the library.
9. Any other responsibility specifically assigned by the Principal/ Director.

#### **PLACEMENT OFFICER:**

The activities of this Placement Officer comprise (i) Training (ii) Placement

##### **(i) Training**

1. To create an awareness among the students about the requirements of various recruiting organizations.

2. To create awareness and train the students in communication skills.
3. To establish a “Centre for Career Guidance and Counseling” and to organize professional counseling by experts on career opportunities.

### **(ii) Placement**

1. To maintain the data base of various companies / prospective recruiters and recruiting agencies and correspond with them.
2. To coordinate with the HOD's, Exam branch, and the Principal to procure a list of the eligible students for jobs, projects, further studies and those desirous of becoming entrepreneurs and guide them in the respective areas.
3. To organize regular mock interviews and group discussions in coordination with English language faculty.
4. To intimate the students about the placement campaign in various major cities in the country.
5. To correspond with various prospective employers with respect to Project Works, Seminars, Industry Visits and Job recruitment
6. To gather information about higher education from various universities and display the same.
7. To procure all brochures, question papers and other information related to advance courses such as GRE / TOFEL / GMAT / GATE etc in coordination with library committee and provide this information to students desirous of the same.
8. Prepare a monthly, quarterly, half yearly and annual report of trainings given, workshops organized, seminars conducted, guest faculty invited to campus, companies visiting the campus, list of students selected, alumni contacted and number of leads generated in the month, and finally submit a copy to the Principal, and maintain a record of the same for AICTE/ NBA Accreditation/ JNTUA etc.

### **ADMINISTRATIVE OFFICER:**

Administrative officer is responsible for:

1. Security
2. Canteen
3. Material Procurement including stationary.
4. Supervision of Sanitation, maintenance of the Furniture and general Equipment.
5. Student Admissions
6. Internal Arrangements
7. Transport
8. Campus Discipline and Cell Phone checking and seizing from the students, general discipline such as Ragging, Dress code etc., in the campus
9. Office Administration and Correspondence.
10. Submission to and receipt of correspondence from and to a) Higher Education b) Technical Education c) JNTUA d) Minority Cell, if applicable
11. Report to Principal daily on the work progress.
12. Any other work assigned by the authorities from time to time.

**OFFICE MANAGER:**

1. Scrutinizes Admission and Eligibility document and registers.
2. Supervises and maintains personal files of staff and faculty.
3. Maintains Provident Fund Accounts.
4. Allocates work to class IV employees.
5. Monitors the attendance/ leave of all teaching and staff.
6. Organizes printing of documents and formats.
7. Liaising with University/AICTE/DTE and Social Welfare department.
8. Responsible for the student section activities.
9. Responsible for the stores and establishment section activities..

**ACCOUNTANT:**

To prepare and maintain all the records related to finances (Income and Expenditure) of the institute and execute the functions like:

1. Fee collection
2. Bill payments
3. Salaries disbursement
4. Purchases
5. Sundry expenditures.
6. Liaison with Banks and Financial institutions for Loans etc
7. Student's Scholarships
8. Preparation of Individual Income-Tax assessments and to advise them
9. DD payments to various government institutions
10. Any other finance related matters.
11. Preparing all records/statements pertaining to Financial matters and submitting the same to the Principal and higher authorities.

**OFFICE ASSISTANT:**

**Staff Related Functions:** Maintenance of records like, 1. Staff personal file 2. Staff attendance registers 3. Staff leave records 4. Staff Service registers 5. Inward and outward correspondence 6. And any other staff related activates that may be entrusted from time to time.

**Student-Enrolment:** Prepare and maintain the records like: 1. Students admissions 2. Students' Personal Files 3. Admission cum Academic Register 4. Bonafide Certificates and issue of ID Cards 5. Students List prepared in consultation with Exam Cell I/C. 6. Loan Estimation 7. Transfer / College Leaving Certificate 8. And any other work related to students entrusted from time to time.

**Scholarship and Liaising:** to Prepare and maintain the records of 1. Students eligible for scholarships under various categories. 2. Submission scholarship details and to follow up

with government agencies till the scholarships are materialized. 3. Disbursement of Scholarship through Cheques. 4. Submission of acquaintance statements to the government and follow up the status of renewals.

#### **4. STUDENT LEVEL**

Students are empowered to play an active role as a coordinator of co-curricular and extra-curricular activities, social service group (CEA/NSS) coordinator and also as student member of various cells/committees.

#### **FACULTY INCHARGES:**

One faculty member of each department is entrusted with the responsibilities of fulfilling a few of the activities from the Sixty Seven activities. The identified Faculty take up the responsibilities of performing the activities at the department level, maintain records/files at department level.

These faculty in-charges, besides taking up the performance at department level also assist and help the Professor in-charges in their duties at the college level. Activities performed by the faculty in-charges of all departments is summed up and recorded by the Professor In-charge for the records and files to be maintained at the college level. Details of Faculty in-charges and their activities and functions is given in the next section of this document.

#### **PROFESSOR INCHARGES:**

Keeping in view their enormous nature of responsibility, specific functions are entrusted to those who have the required knowledge, maturity and organising capabilities for taking up the functions entrusted.

One of the faculty in-charge for a given activity/events/forum/centres is identified as professor in-charge (or) any other senior Faculty Member is given responsibility for delivering their functions at the college level. They perform the duties at college level

covering the activities entrusted to them through faculty in-charges, as such they are responsible for the overall activity on behalf of the college. Hence the responsibility vested on them is huge and the result of their functioning reflects on the college image, be it positive or negative. They are directed to work with utmost dedication and care.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Industry Institute Interaction/Industrial Visits**

1. To maintain a record of events and collect data regarding all industry institution related activities.
2. To collect photographs of all industry institution related events.
3. To write reports on all industry institution events.
4. To motivate students and faculty/staff to work with industry.
5. To inform students about opportunities and scope to learn through industry institution.
6. To coordinate with all industry professionals for hosting/conducting programs.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Discipline**

1. To monitor the discipline of the students.
2. To prepare a record/report of students on the basis of events in which the students are involved (pro-ragging, notorious, mischievous, problematic, irregular and lazy).
3. To suggest corrective actions to curb indiscipline detrimental activities of students.
4. The Professor in-charge along with the faculty in-charges monitor discipline during the cultural and sports activities/events.
5. To conduct awareness program among the students on anti-ragging, eve teasing, bullying, trolling, harassing etc
6. To probe any quarrels among students inside/outside campus.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Technical Magazine**

1. To motivate students to write and collect technical articles.
2. To coordinate with students and faculty to design and compile Technical Magazines.
3. To help student coordinators for publishing technical magazines.

4. To post technical magazines in college website and social media.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): News Letter**

1. To coordinate with all department students and staff to publish the newsletter.
2. To maintain a database (Write up, Photo etc) of events and activities necessary for newsletter.
3. To help student coordinators for publishing newsletter.
4. To post newsletter copy in college website and social media.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): MOODLE**

1. To configure MOODLE server with the help of NET/SYS Admin
2. To provide staff details along with the subject handled
3. To check MOODLE content update status and report to higher up's.
4. To create new user accounts for faculty and students.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): website/Social Media**

1. To update the website/Social Media periodically.
2. To incorporate any changes/modifications as and when need arises.
3. To cooperate and coordinate with other Professor In-charges regarding their respective web page/Social Media updating.
4. To support Web Designer/Developer by providing the necessary data in suitable formats.
5. To assist designer for content creation.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Labs**

1. To coordinate with all individual lab in-charges.
2. To check and verify lab manuals, records, stock books, log books, etc
3. To collect needs of lab in-charges such as developments, maintenance, repairs, software updates etc.
4. To assist lab in-charges for display boards, notice boards etc
5. To monitor lab equipment organization, utilization and cleanliness.



**Faculty in-charge (Dept level)/ Professor in-charge (College level): Placements**

1. To assist placement officer for conducting Campus placement drive/pooled campus/off campus interviews/selections.
2. To provide student details as per the company eligibility requirements.
3. To update student details continuously as and when exam results/job selection results are announced.
4. To provide support/assistance to recruiting/selecting team for conducting online/offline exams, interviews, GD, JAM etc.
5. To provide insight to training team regarding visiting company requirements.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): CEA/NSS**

1. To recruit members for CEA/NSS.
2. To organize extension/outreach activities for deprived and under privileged people/areas.
3. To conduct activities/programs in adopted village/area/locality
4. To maintain record of all CEA/NSS activity and the same should be updated in website and social media.
5. To send reports periodically to university/state/central government entities.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Student External Participation**

1. To post and inform students about various curricular/co-curricular and extracurricular competitions/ events held in other institutions at regional/national/international level.
2. To encourage students to showcase their talent to external world.
3. To maintain reports and records related to student external participation and their achievements.
4. To post the students achievements in college web site/social media.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Faculty Participation**

1. To post and inform staff about various FDPs/ PDPs/EDPs/STTPs/refresher courses/workshops/seminars/conferences/conclaves etc., events held in other institutions /organization at regional/national/international level.
2. To encourage staff to participate in continuous learning initiatives.
3. To encourage staff to participate in other institute/bodies as BOS/Academic Council members etc.,
4. To maintain reports and records related to staff external participation and their achievements.
5. To post the staff participation in college web site/social media.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Academics**

1. To check syllabus coverage
2. To implement and monitor academic rules and regulations implementation
3. To check and monitor curriculum delivery by staff.
4. To supervise and support CE-HoDs-Principal in a manner that promotes excellence in instruction and scholarly productivity.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Feedback on curriculum**

1. To improve staff performance by periodically collecting feedback from students
2. To Analyze feedbacks collected and suggest suitable measures to staff for further improvement
3. To maintain record of feedback collected and issue letter of appreciation/suggestion

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Projects**

1. To chalk out a timeline for final-year academic project suitable for continuous monitoring and evaluation
2. To facilitate conducting project review meetings by internal committee with students and project guides.
3. To maintain record of project batches, abstracts, guide name etc.,

4. To assist students to get permission to carry out project in industry.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Advanced Learners**

1. To identify the advanced learners
2. To conduct special programs/schemes for advanced learners.
3. To maintain record and files related to advanced learners.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Tutorials**

1. To monitor /check tutorial classes for those courses which have tutorial hour mentioned in curriculum.
2. To periodically verify effectiveness of tutorial hour.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Mentoring & counseling**

1. To maintain the student's counseling/mentoring books in the prescribed format.
2. To conduct counseling periodically.
3. To motivate the students to improve their academic standards by developing a positive attitude among themselves.
4. To create awareness among students about attendance, credit shortage, detention, condonation, major/minor, and honors/distinction etc
5. To advise do's and don'ts to students in general.
6. To contact parents for informing their wards progress and in case of student's irregularity and personal problems if any.
7. To bring any serious matter to the notice of the Principal/HOD/Class counselor/course coordinator etc
8. To submit summary/consolidated report every fortnight.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Student Centric Learning Methods**

1. To conduct training programs to faculty related to Student centric learning methods.
2. To check effectiveness of various methods adopted by faculty as part of SCLM

3. To maintain record/files related to SCLM.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Slow learners/remedial Classes/ Remedial Coaching**

1. To identify slow learners and prepare their list.
2. To identify students who failed and appearing for supplementary and prepare their list.
3. To plan and conduct special programs for slow learners/for students appearing to supplementary examinations.
4. To maintain record/files related to remedial classes/remedial coaching.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Exams (internal/external) & results analysis**

1. To plan and schedule internal/external theory/lab examination.
2. To plan and allot batches/slots for sections/sem/year.
3. To check Invigilator/Examiner allotment etc.
4. To cooperate and coordinate with faculty and exam section for question paper setting, key etc.
5. To collect and consolidate marks/results from faculty/department/ Exam cell.
6. To analyze result and submit report to principal.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Time Table/Academic Monitoring**

1. To prepare time-tables well in advance in coordination with all Departmental Heads and submit the same to the Principal.
2. To distribute the work load equally among the faculty members.
3. To circulate the time-tables to all the concerned faculty members, HODs, Students and Examination cell within the stipulated time.
4. To monitor class work adjustment when staff are on leave, staff leaving the class early or coming to the class lately.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Value added course / certificate courses**

1. To plan and conduct value added courses and certificate courses suitable for improving employability skills of students.
2. To find suitable partner for partially delivering the content of VAC/CC.
3. To maintain record/files related to VAC/CC.
4. To submit marks/credits/grades after completion of internal assessment to exam cell.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Guest lecture/Bridge course.**

1. To identify subject/topics which need Expert/Eminent Professionals involvement for content delivery.
2. To identify courses which require bridge courses.
3. To maintain/files related to Bridge courses/Guest lectures.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): fee collections and dues**

1. To inform students about the fee dues periodically.
2. To maintain record of defaulters

**Faculty in-charge (Dept level)/ Professor in-charge (College level): R&D**

1. To constitute a committee for assessing the innovative projects.
2. To ensure and encourage development of in-house projects.
3. To liaise with the outside institutions of repute for carrying out research and consultancy activities.
4. To maintain a database of the research activities carried out by the students & Staff.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Course files/lesson plan verification**

1. To periodically check course files of faculty members.
2. To verify lecture diary and lesson plan periodically.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Minutes of meeting**

1. To verify Department HoD-Staff Meeting Minutes every fortnight

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Attendance**

1. To maintain the data base of the students allotted with their addresses and phone numbers.
2. To coordinate the display of attendance information on the notice board by the 15<sup>th</sup> & 30<sup>th</sup> of every month.
3. To maintain the record of letters sent to parents
4. To counsel the students who fall below the 65% attendance.
5. To maintain the record of Student & parent under taking letters.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Student Association activities**

1. To organize membership drive for department student associations.
2. To act as staff advisor for student association
3. To cooperate and coordinate with student association members to plan and organize events.
4. To act as think tank to generate ideas to organize various programs suitable for students through student association.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Professional society / student chapter activities**

1. To organize membership drive for various non profit student chapters (ISTE, IEEE, IETE, IEI, CSI etc.)
2. To act as staff advisor for student chapter and help student chapter members to plan and organize various events/programs.
3. To act as think tank to generate ideas to chalk out programs to ignite young brains.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): General maintenance**

1. Professor in-charge will be monitor Cleanliness and Housekeeping of the institution ( Inside & Outside Buildings )
2. To Delegation of work and supervision of Attenders & Sweepers Coordination with Department for arrangement of Conference / Seminars / Meeting/Functions etc. including coordination with Transport Dept.
3. He maintain the Arrangement of Stores / Stationery, Inventory, Annual Stock Verification and Waste Management
- 4.He monitor All the outside work related to purchase & other administrative works.
5. To do the Campus Maintenance
6. Monitoring of Building construction Works
7. Liaison with Purchase / Stores

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Library/ dept library/E-Resources**

1. Identifying library technologies and their implementation
2. Developing websites, digitizing /converting content. Technical support, system administration /maintenance, data conversion, data migration, system analysis and testing.
3. Open source software development, usability testing, interoperability, and digital library technology. Metadata, access and retrieval mechanisms(bibliographic records, finding aids, EAD, MARC, DUBLIN Core records), quality control.
4. Databases, subject guides, library aids, library interfaces, discovery layers, online tutorials, etc.

**Project manager:** Determine scope and requirements of projects Coordinate, execute, schedule activities, and control resources for projects such as digital library system installations, technical standards/practices, design, development and implementation, digital preservation, digital repository, digital contents aspects, etc.

**Educator, guide, and service provider:** Information literacy, computer literacy, staff training, reference and public services, liaison, professional activities, and user studies. Educate faculty members, helping them to understand the usefulness of e-resources and new modes of inquiry. Educate students the process of gathering information from printed materials and electronic resources in a library. Raise awareness that the process of gathering information is as important as the information itself.

**Information Provider:** Provide access to relevant information materials for research, teaching and academic development. Create and develop motivating, flexible physical and digital learning spaces. Collaborate with classroom teachers to plan, implement and evaluate course materials and content inquiry-based programs. Provide and promote quality fiction to develop and sustain in students the habit of reading for pleasure and to enrich their intellectual, aesthetic, cultural and emotional growth

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Monthly report**

1. Professor in-charge will be collected the monthly report from every department on or before 15<sup>th</sup> every month.
2. He will prepared consolidated monthly report every month and will be submitted to Principal
3. He will monitor the quality of conducting activities and programmes in all departments in college.
4. Professor in-charge will be prepared Annual consolidated monthly Report and submit to principal.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Alumni**

1. To be responsible in consultation with the Principal and Alumni committee and other relevant individuals, for developing and implementing Alumni Relations strategy.



2.To monitor platform of Alumni Network through Website and coordinate with Institute alumni committee to organize events and fundraising.

To facilitate Department Alumni Coordinator for:

1. Organizing Alumni Meet once in a year.
2. Increase database of Alumni.
3. To Ensure Alumni relationship in extent of Expert talk, Industrial Visit, Project Guidance, Internship Assistant and Placement.
4. To ensure that Alumni Feedback and survey timely collected and help them to devise action plan for the same.
5. To get suggestion from Alumni for identifying Curriculum Gap.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Sport & Games**

1. To ensure that sufficient items of sports equipment are available, if not, purchase the items as and when required through established purchase procedures.
2. To maintain the records of the purchase i.e. quotation, purchase order, bills and stock register in coordination with concerned faculty.
3. Bring to the notice of the Principal any issue deemed fit.
4. To ensure that students participate in regular practice in sports and Games. Identify students having special skills in the sports/games and encourage them to participate in the competitions held by other colleges, deemed Universities, Universities, District level, state level and National level.
5. To personal care to see that the Sport/games fields, courts , equipment and other material all maintained in good conditions. To ensure proper maintenance of all the courts and equipment.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Women's forum**

1. To emphasize the importance of economic, social, racial and gender equality.
2. To create awareness about the rights of women so as to prepare them to protect themselves from any sort of harassment.

3. To broaden the domain of knowledge and improve skills of women community.
4. To impart knowledge on health and hygiene.
5. To instil values and the sense of responsibilities in building a good society.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Hobby Clubs**

1. To coordinate all the events and festivals of the college as per the schedule and procedures.
2. To prepare a data base of highly talented students in various activities and motivate them to participate in the events within and outside the college.
3. To organize the cultural events with the help of other staff members.
4. To mobilize the resources like audio-visual equipment, stage management material, costumes, presentation materials, stage decoration items etc.
5. To maintain the photo album, video and audio recording of all the events organized at the college.
6. To maintain all the files, bills, reports, records and documents pertaining to every event organized in the college and submit the same to the Principal.
7. To identify faculty in charges for cultural events.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Career Guidance / higher education**

1. Provide career counseling and career development sessions for graduates.
2. Develop career services programs that will help student in exploring and planning career options.
3. Work with students on their needs for career development.
4. Conduct training's, workshops, lectures, presentations, and other events to develop career planning and employability skills for students.
5. Develop positive working relationship with faculty, administrative and co-workers to achieve desired goals.

6. Coordinate with academic advisers to help students in making career choices based on their academic majors.
7. Research and analyze current employment trends in various industries.
8. Maintain regular contacts with potential employers for new job opportunities.
9. Educate students on resume building, interview skills, and professionalism.
10. Conduct mock interviews and job search workshops for students.
11. Conduct career awareness events for students
12. Execute outreach programs to promote career services among students.
13. Maintain a database of student academic and employment records

**Faculty in-charge (Dept level)/ Professor in-charge (College level): OBE**

- 1.To establish PEOs and PSOs based on Vision and Mission of the department
- 2.To revise PEOs and PSOs, if necessary, based on the report submitted by Department Committee
- 3.To consider recommendations for achievement of PEOs and POs given by ADC/Concerned Committee
- 4.To formulate guidelines for attainments of POs, PEOs & CO sin coordination with Institute OBE Coordinator and circulate the same to Class Coordinators & other faculty members
- 5.To draft and revise survey forms viz. Alumni Survey, Employer Survey, Industry Survey, Parent Survey, Exit Survey and any other relevant survey
- 5.To conduct and analyze results of above mentioned surveys and COsfeedback every year with the help of respective feedback coordinators
- 7.To evaluate attainment of POs based on assessment of COs of the courses
- 8.To assess the achievement of attainment of the PEOs, POs & PSOs
- 9.To submit a report on “Evaluation and Attainment of PEOs and POs to HoD
- 10.To submit report to IQAC on evaluation of attainment of PEOs, POS, PSOs & COs

- 11.To guide Class Coordinator/Faculty Members/Course Coordinator in defining and redefining course objectives and COs
- 12.To guide Faculty/Class/Course Coordinators in designing CO survey forms and problems encountered in the Implementation of OBE
- 13.To contribute as a Department committee member in evaluation of PEOs and POs
- 14.To aware the stakeholders about OBE implementation objectives and outcomes
- 15.To organize workshop/seminar/Group discussion on OBE for better understanding of OBE philosophy for faculty and students
- 16.To appoint students OBE Coordinators
- 17.To cooperate and coordinate with OBE Manager of the Institute

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Budget**

- 1.He **creates co-ordination** among the department budget incharges and gives guidelines for all matters relating to budgets.
2. He **acts as a secretary** of budget committee.
3. He revises and **amends the budget manual** as and when required.
4. He **advises the budget committee** on all budget matters.
- 5.He **prepares the budget programme** and issue instructions to each department budget incharge for proper execution of each budget.
6. He has to design and recommend essential forms, schedules and reports necessary in the budget procedures.
7. He has to **supply** full information regarding the preparation of budgets to department budget incharges and impact of one budget on another on preparation of their budgets.
8. He receives and **scrutinizes the budgets**, which are received from the department budget incharges and revise them if necessary.
9. He has to **prepare** summary budget.
10. He has to **open discussion among the** department budget in charges with proposed requirements of every department and over all budgets with budget committee.

11. He has to **submit the budgets before the budget committee.**
12. He has to place the final budget before the Board of Directors for final approval.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): MoUs / Linkages**

1. MoUs / Linkages Professor In charge will be verified number of MOU's, Number of Linkages are required from each department.
2. If there is any shortage of MOU's and Linkages in any department he will suggested to full fill regarding to our requirement.
3. If any MOU has to be expired in any department that will be intimated to concerned Department HOD before expiry date.
4. All MOU's and Linkages consolidated report will be submitted to Principal in every semester.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): NAAC (AQAR)**

1. To create awareness of on outcome-based education/accreditation to the faculty and the students
2. To train the department on the preparation of SAR/SSR
3. To review and prepare the SAR/SSR during the 18 | 20 P a g e s course of accreditation
4. To add and adopt best practices as and when stipulated by the NAAC
5. To attend NAAC workshops as organized by the authorities
6. To ensure quality management system processes are established, implemented and maintained
7. To establish quality policy and communicate the same to the internal stakeholders
8. To arrange and undertake internal audits Provide advice regarding accreditation procedure and needs for the faculty & staff members when required Recommending corrective actions where ever required

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Internships**

- 1.To motivate the students to participate in Industry/Research internship programme
- 2.To assign the faculty mentors for the students for internship
- 3.To maintain the domain specific Industries/other research organizations information/contact details
- 4.To resolve issues/problems encountered by students in completion of internship successfully
- 5.To mentor the students in coordination with other faculty members of department for report writing
- 6.To provide support in getting Internship for students from relevant industry/research organization etc To coordinate with T& P Cell and to maintain students' records
- 7.To conduct the Assessment/evaluation of Internship

**Faculty in-charge (Dept level)/ Professor in-charge (College level): ICT maintenance**

- 1.The ICT Faculty Incharge is responsible for all tasks related to the installation, maintenance and management of the college computer network to meet the needs of curricula and administrative tasks.
2. ICT Faculty Incharge ensures the network is consistently available and operating effectively during college hours and employs the necessary back-up procedures.
3. He performs regular maintenance procedures and makes sure the necessary security measures are taken.
- 4.The ICT Faculty Incharge is responsible for managing the communications, workstations and servers of the college computer network.
5. He makes sure all software is licensed and updated to meet the needs of the college.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): ICT Usage**

1. Planning lessons and activities that facilitate students' acquisition of basic and advanced computer skills.

2. Organize, maintain and manage class systems in proper working condition.
3. Teach students and learners to use computers. Design and develop appropriate computer instructional material.
4. Initiate and implement systems, procedures and other student management issues.
5. Develop and implement lesson plans and classroom activities in consistent with the student management issues.
6. Conduct group training sessions. Determine and troubleshoot technology services for staff.
7. Coordinate and collaborate with lead teacher, principal and instructional coaches.
8. Integrate special lesson plans with core academic curriculum.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): NBA**

1. To create awareness of on outcome-based education/accreditation to the faculty and the students
2. To train the department on the preparation of SAR/SSR
3. To add and adopt best practices as and when stipulated by the NBA
4. To attend NBA workshops as organized by the authorities
5. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
6. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
7. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes

8. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
9. Development of Quality Culture in the institution
10. To support in the preparation of the Annual Report 19 | 20 P a g e s as per guidelines and parameters of NBA in coordination with data manager.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): FDP/PDP/EDP**

1. Plan the FDP aligned with the MoU signed between MoPH and SCA
2. Ensure that the participants travel arrangement is timely done.
3. Develop session evaluation and course evaluation forms and ensure that these forms are timely and properly filled by participants.
4. Review the evaluation forms (filled by participants) and provide respective feedback to the facilitators in order to consider the code of ethics.
5. Develop M&E plan to the facilitators and ensure that the visit is properly conducted by facilitators through regular reporting.
6. Provide FDP report for each phase and submit it to GIHS and facilitate it to be submitted to SCA.
7. Ensure that Learning Resources Packages and other learning required documents are timely and adequately printed and ready for use of participants.
8. Provide instruction to the Admin/log assistant for better administrative activities.
10. Make sure that the participant's logical expectations are obtained.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Public Address System**

1. Act as master to events and at gathering places in college campus



2. Tell patrons about discounts, special promotions, or upcoming events.
3. Deliver live banter and jokes to enliven mood.
4. Read prepared scripts.
5. Be able to give statistics and announce names of participants and officials.
6. Study layout of event venue.
7. Work with event director to ensure timing of announcements.
8. Warmly receive clients and guests.
9. Announce information of interest to patrons of all sporting events.
10. Announce starting line-ups, in-game announcements, public address announcements, presentations, sponsorship announcements, contests, and coming events.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): IQAC**

**Overall Responsibility:**

1. To conduct the perspective plan meeting at the beginning of year.
2. Prime agenda of the meeting would be review based planning of academic policies for the sustainable growth of the College.
3. To develop a monitoring system for quality assurance of the policies.
4. To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Body/NAAC.

**Academic Activities:**

1. To organize an interactive session with faculty members following the guidelines given by Governing Body, College development committee ,Programme Assessment Committee ,Department Advisory Board to strengthen the Teaching Learning process.
2. Preparation and release of guidelines regarding all Academic activities before the commencement of Semester
3. Uploading of Academic plans prepared by respective faculty members on the college portal for easy access to the students

4. Preparation of list of faculty coordinators at Department level for various academic activities and compilation of the same.
5. To conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities
6. Preparation of mentoring guidelines to be followed
7. To conduct interactive session with all faculty mentors regarding mentoring of students  
– Pink cards
8. To help the Departments in monitoring the mentoring process
9. To coordinate the process of online feedback from students about Teaching-Learning process in respective classes and communicate the assessment of the same to respective faculty members.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Academic Calendar**

1. To collect information on various academic/curricular and extension activities planned by various committees.
2. Prepare and Publish Academic Calendar and College Diary before commencement of the academic year.
3. Every activities are planned according to the timetable and calendar.
4. Submit the draft of Academic Calendar to the principal for final approval.
5. To prepare and publish Academic Calendar before June 30.
6. To submit the copy of Academic Calendar to the Committee for Planning, Development and Maintenance for up-dating Web-Site.
7. To draft and arrange for publication of College Diary and all work related to printing before June 30.
8. To arrange for distribution of final copies of Academic Calendar and the Diary to students/staff.
9. The Committee shall submit its report to the Principal.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): IIC/EDC**

- 1.To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes for the benefit of students.
2. To conduct research work and survey for identifying entrepreneurial opportunities
3. To guide and assist prospective entrepreneurs on various aspects such as preparing Project reports, obtaining, project approvals, loans and facilities from agencies of Support system, information on technologies, etc.
4. To organize guest lectures, TV & Radio talks, Seminars, etc, for promotion and Growth of Technology based entrepreneurship.
5. To extend necessary guidance and escort services to the trainees in obtaining Approval and execution of their Projects.
6. To arrange visits to industries for prospective entrepreneurs.
7. To act as a Regional Information Centre on business opportunities, processes. Technologies, market, etc by creating and maintaining relevant database.
8. To provide testing, Calibration, quality assurance, design, tool room pilot plant and Other facilities for entrepreneurs besides expertise in intellectual property rights, Patents search etc.
9. To conduct competitions among students in developing project proposals.
10. To conduct management games in the area of developing innovative ideas, Creativeness and initiative.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Events**

- 1.Plan, coordinate, execute and oversee the execution of a variety of college events, workshops and programs such as New Faculty Orientation, College Advisory Council, Welcome Day, Guest Speakers, Employee engagement activities/events, etc.
- 2.Create, gather, evaluate and report on metrics through various software applications; propose new ideas and any necessary changes using methods such as event debriefs.

3. Manage and schedule event requests through scheduling software.
4. Provide financial administrative support (e.g. purchasing) for program initiatives.
5. Develop, administer and analyze assessment/evaluation questionnaires. Compile statistics and prepare reports as needed.
6. Positively interact with staff, faculty, external agencies and guests and other university departments.
7. May monitor program objectives, as well as quantitative and qualitative data, on progress toward objectives. Review objectives to identify problems and solutions, prioritize solutions and develop action steps for program improvement.
8. Perform related duties based on college need. This job description can be changed at any time.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Socially Relevant Project**

1. Monitoring socially relevant project progress and creating project status reports for project guides and students.
2. Assisting with resource scheduling so that team members have the resources they need to complete their tasks.
3. Scheduling students meetings and facilitating communication between the project guide and students throughout the project life cycle.
4. Managing the socially relevant project management documents such as the project plan, budget, schedule or scope statement, as directed by the project Professor in-charge.
5. Executing a variety of project management administrative tasks such as billing and book keeping.
6. Support team members when implementing risk management strategies

**Faculty in-charge (Dept level)/ Professor in-charge (College level): MOOCs**

1. Appoint faculty as a coordinator from each department to form MOOC committee
2. Meeting of MOOC coordinators
3. Coordinators search for MOOC courses online
4. College Level MOOC In charge prepares MOOC list and shares it with departmental coordinator
5. Departmental coordinator publicize MOOCs and encourage students to enrol a course from the MOOC list or of their choice using internet
6. Distribute MOOC course list to students
7. Keep a track of students undertaking courses
8. After successful completion of course, collect certificates from students
9. Department MOOC coordinator maintains a record of course completed students
- 10 College Level MOOC In charge clubs the record together and document it properly.

**Faculty in-charge (Dept level)/ Professor in-charge (College level): Transport**

1. Responsible for arrangement of transport for students and staff from institute to various towns and Villages & vice versa.
2. Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.
3. Responsible for a periodical check of the log books maintained by the drivers.
4. Arranges for an agreement with Transport Company for additional buses if required.
5. Arranges for the transport for the students and staff for any local educational tour, visit for sports competitions.etc.
6. Responsible for time management of buses.
7. Billing and accounting for the transport companies.

**Professor in-charge (College level): HVPE**

1. To understand the moral values that ought to guide the profession.
2. Resolve the moral issues in the profession.

3. To justify the moral judgment concerning the profession.
4. Intended to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.
5. To create an awareness on Ethics and Human Values.
6. To inspire Moral and Social Values and Loyalty.
7. To appreciate the rights of others.

**Professor in-charge (College level): Cells/ Committees**

1. The cells/ Committee incharge will be allocated Incharges for various cells/Committees according to Principal recommendation .
2. The cells/ Committee incharge will be allocated the faculty for various cell/committees according to HOD recommendations.
3. The cells & committees will be changed every semester regarding to change of faculty.
4. He can suggest the Cells/ Committee meeting dates every month.
5. The cells & committees Incharge is responsible to conduct the meetings accordingly.

**Professor in-charge (College level): Hostel study Hours**

1. Hostel study Hours Professor in-charge will be allotted study hour duties for all department faculty monthly once.
2. He will be allotted all Department HOD's as Monitoring Incharges for hostel study hours.
3. The professor Incharge will monitor the status of attendance of students in study hour every day.
4. The professor Incharge is the responsible person for college superiors in study hour attendance point of view.

**Professor in-charge (College level): IPR**

1. To create awareness and educate on Intellectual property rights (IPR) among faculty and students of the college.

2. To advice and guide faculty and students on the importance of IPR.
3. To conduct workshops, activities and training programs on IPR.
4. To provide guidelines on applicable laws and regulations regarding IPR.

#### **Professor in-charge (College level): Governing Body**

The Governing Body of the college has, inter alia, members drawn from the industry, affiliating University and experts from academic field. The Governing Body gives direction to the college management. Its Functions and Responsibilities are:

1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Examine and consider the recommendations of College Development Committee and Local Management Committee and prepare a road map for achieving the goals of the Institution.
3. Monitor academic, research and other related activities of the college and guide them in the correct direction.
4. Consider the recommendations of the staff selection committee and approve the same.
5. Consider the important communications, policy decisions received from the University, Government, AICTE, and UGC etc.
6. Encourage and facilitate college to apply for Accreditations/Certifications, if any
7. Facilitate and encourage college faculty to apply for research projects/proposals
8. Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objective.
9. Facilitate starting of new UG/PG programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG/PG program.
10. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
11. Consider and facilitate college to resolve legal/court cases, if any

#### **Professor in-charge (College level): Induction / Orientation Program**

1. The committee shall organize such sessions with the objective to reduce anxieties of the new entrants and to familiarize them with various aspects of the institute.
2. To orient and welcome new students at the beginning of the academic year.
3. Familiarize students with the rules and policies of the institute.
4. To facilitate the incoming students to have an interaction with the staff.
5. To expose students to campus life, history and culture.
6. To draw their attention to some of the key facilities and amenities at the campus.
7. To give information about student clubs, organizations, events, and activities.
8. To give information about library and I Cards and about the use of the student handbook.
9. To expose students to the range of library services and other resources available in the college for them.
10. To receive a feedback on the support and promptness of services available right from applying for admission to their induction stage in the college.

**Professor in-charge (College level): APP points**

1. Coordinates all student related activities and functions;
2. Promotes and supports campus clubs and organizations; promotes the creation and development of new campus clubs and organizations; provides an annual orientation for all clubs and organizations; maintains appropriate contact with all clubs and organizations, including advisors;
3. Promotes, organizes, and coordinates campus special events such as Fall Festival, organizational fairs, Mardi Gras activities, blood drives, movie nights, and other activities;
4. Coordinates, prepares, and disseminates publications related to student clubs, student activities, student intramurals, and student services, to students, staff and the community.
5. Maintains accurate records of all Student Activities events and Student Government Association activities (including event proposals, budgets, contacts, contracts, media/publicity, and evaluations);



6. Coordinates campus volunteer programs; maintains accurate records of all volunteer programs that College student organizations sponsor, co-sponsor, and/or participate in on behalf of the College;
7. Maintains and regularly publishes an up to date calendar of activities and events that is made readily available to College all students;
8. Coordinates travel arrangements for student related travel in accordance with College policies and procedures;

**Professor in-charge (College level): Term work**

1. Term work professor In charge will be collected nature of term work for every subject in each semester from all departments within 15 days after commencement of the semester.
2. The Incharge will be consolidated all subjects term works and subjected to Dean academics.
3. The incharge will follow up the status of term work throughout semester.
4. After submission of all terms works in departments, the academic team will be verified all term work reports in each department.
- 5 The final term work consolidated report will be submitted to Dean academics before end of the semester.

**Professor in-charge (College level): Virtual Labs**

1. To provide remote-access to simulation-based Labs in various disciplines of Science and Engineering.
2. To enthuse students to conduct experiments by arousing their curiosity. This would help them in learning basic and advanced concepts through remote experimentation.
3. To provide a complete Learning Management System around the Virtual Labs where the students/ teachers can avail the various tools for learning, including additional web-resources, video-lectures, animated demonstrations and self-evaluation.

**Professor in-charge (College level): CCD/ Training for placements**

1. In the beginning, the convener (TPO) calls for a meeting and delegates the role and responsibilities to committee members.
2. TPO shall also schedule the Placement Programme by allocating dates and timings of companies' visits.
3. Various training programs for students may be organized.
4. Keep a record of placed students every year and collection of appointment orders.
5. The total number of placed students with company wise can be circulated to all departments at the end of semester.
6. The copies of placement circulars are distributed to all the HOD's and Principal.
7. The requisition for tea, coffee, snacks lunch etc. indicating number of guests, shall also be prepared the same is handed over to the Principal.
8. The Convener shall also prepare a budget for the Placement Cell..
9. Conducting offer letter distribution day at the end of semester by calling a chief guest.

#### **Professor in-charge: Seminars/workshops**

1. To ascertain active participation of students in seminars through motivation.
2. To help the students in preparation of the seminar papers.
3. To conduct the event in a free and fair manner.
4. To declare the winners through the selection panel.
5. To maintain the records properly.

#### **Canteen:**

1. To visit the canteen at regular intervals and check the hygiene of food, utensils, cleanliness of the kitchen and surroundings.
2. To advise the canteen supervisor to maintain quality of food and offer items at subsidized rates.
4. To interact with the canteen supervisor for resolving complaints, if any, and bring to the notice of Principal any issues deserving his attention.

**CELLS AND COMMITTEES:****INDUSTRY INSTITUTE INTERACTION CELL (IIIC)/ Industrial Visits :**

Industry Institute Interaction Cell has been functioning in our College. The function of the Cell is to promote closer interaction between the academic institution and the Industry/ practical/real world. The purpose of the cell is to bridge the gap between industry and the institute by providing the closer links with professionals working in the industry. Industrial exposure is very much helpful to students hence students are sent out to industry for industrial visits/field demos/field trips/projects/Internships.

**OBJECTIVES:**

1. Organizing Workshops, Seminars, Value added courses, Guest lectures, Expert Lecture ,International & National conferences with association/collaboration/linkage/MOU with industry.
2. Nominate Industry Personnel's as Technical Committee members for planning and framing the objectives and outcomes of Workshops, Seminars, Conferences, etc.
3. To give industrial exposure to Faculty members and students, frequent visits to Industries is planned for Projects/ Internships/Demos/Trips/ Practices/Standards etc
4. Faculty can take up Consultancy work of industries on Research & Development related issues.
5. MOU with industries to bring the two sides strategically closer for a common cause.
6. Encouraging students to take up projects under joint guidance of the faculty and experts from industry.
7. Adjunct/Visiting faculty from industries.

**The III Cell shall consist of the following members:**

1	Convener	Professor Incharge
2	Members	Four faculty Members (Faculty Incharges) of different departments and one student from each department

**Tenure / Duration of the committee:** Two years

**Frequency of the Meetings:**

- Coordinator and Members to meet once every third Saturday in every month, to review the progress / schedule the activities and to organize extraordinary meeting depending on exigencies, as when necessary, as per the recommendation of the cell in convener and the Principal.

**WOMEN'S FORUM:**

The women's forum acts as an independent body for coordinating various activities related to the overall welfare of the woman. It provides a platform looking at major social and economic issues from women's perspectives. The Women's Forum has initiated a range of practical initiatives to support women in and around our institution(s).

The forum is for and on behalf of women to deal with the women for their benefit. The functions of Women's forum include various activities, Events, NSS, medical camps etc to be organized involving women, for the sake of women folk for their entertainment, awareness and to bring out and encourage the latent talent they possess. It is like providing opportunity to the ladies to show case their talent and techniques they have in them latently and inherently.

**Duties and Responsibilities:**

1. Women's Empowerment through Education.
2. Organizing the health awareness program.
3. Solving women related issues and complains.
4. Creating awareness about women's welfare
5. Handle case works and counseling.
6. Organizing the Self-defense Course for the women/girls of the college community
7. Improving interpersonal skill.

8. Creating awareness against harassment
9. Conducting Women's Day Program
10. Various programs on:
  - (i) Awareness on breast cancer
  - (ii) Women security
  - (iii) Sexual harassment
  - (iv) Domestic violence
  - (v) Prevention of Child marriages
  - (vi) NSS activity in rural areas
  - (vii) Cleanliness (Clean and green)
  - (viii) Health consciousness
  - (ix) Education for rural women
  - (x) Child care
  - (xi) Exploitation of women
  - (xii) Women's Equality

Most of the women folk particularly in rural areas have do not possess in-depth knowledge on health issues. They need to be educated on several aspects of taking care of their personal health and the health of their infant babies and other children.

To organize NSS camp to educate women on clean and green, it's importance in healthy environment can be brought to the knowledge of women in rural areas particularly helps them in keeping their environments clean for promoting better health conditions for them and their families.

To invite eminent personalities on WORLD WOMEN'S DAY to arrange a seminar on awareness programme through them for the women on health aspects or any other aspects to educate them on certain special subjects.

Students' participation should be there from every department, faculty incharges should motivate the students of their departments to participate actively in the women's forum.

Each department should conduct at least one activity in a month for the benefit of ladies involving girl students. Best performance to be recognized and rewarded. Latent talents in the girl students to be encouraged and brought to surface.

Cultural activities and events with the participation of girl students to be frequently conducted and girls/women to be encouraged to participate in external competitions and to win prizes for the college.

One meeting in every 15 days to be conducted, minutes to be recorded and submitted to the principal for verification.

**The college women's forum shall consist of the following members:**

1	Convener	Professor Incharge _Women's forum
2	Members	Faculty Incharges of all the Depts and one girl student from each dept

**Tenure / Duration of the college women's forum:**

One year

**Frequency of the Meetings:**

Convener and Members will meet once in two months (Fourth Saturday) to review the progress / schedule the activities of college women's forum and to organize extraordinary meeting depending on exigencies, as and when necessary, as per the recommendation of the cell in consultation with the convener and the Principal.

**The Dept. women's forum shall consist of the following members:**

1	Faculty Incharge	Coordinator of the forum
2	Two students From IV year	President & Vice president

3	III year student and II year student	Secretary and Jt. secretary
4	III year student	Treasurer
5	IV year student	Member
6	Two III year students	Members
7	Two II year students	Members

**Tenure / Duration of the Dept women's forum:** One year

**Frequency of the Meetings:** Will meet once in a month (Fourth Friday) to review the progress / schedule the activities of Dept women's forum and to organize extraordinary meeting depending on exigencies, as when necessary, as per the recommendation of the cell in consultation with the coordinator.

## **WOMEN GRIEVANCE REDRESSAL CELL:**

### **Short title and Commencement:**

(i) These Directions shall be called NECG Women Grievance Redressal Cell (Prevention of Sexual Harassment) Directions, 2015.

(ii) These Directions shall come into force from the date of issuance thereof.

Extent and applications of the directions:

**A.** These Directions extend and apply to all the students and employees of the campus, departments and faculties of the NECG. These Directions also extend and apply to all the offices and authorities of the NECG.

**B.** These Directions will apply to all cases and/or complaints or allegations of sexual harassment:

(i) By a student against a co-student / an employee;

(ii) By an employee against a student / another employee;

(iii) By a member of the management against a student or an employee

C. These Directions will also apply in respect of all cases and/or allegations of sexual harassment:

- (i) By a student, employee or member of the management against a third party or an outsider;
- (ii) By a third party or an outsider against a student / employee.

In 2013, after a span of 16 years, India finally enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the 'Act') for prevention of sexual harassment against women at the workplaces. The Central Government vide notification SO 3606 (E) appointed 9 December 2013 as the date on which the provisions of the Act came into force and on the same day, the Central Government made the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 ("Rules").

It is an act to provide protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints/grievances of sexual harassment and for matters connected therewith or incidental there to.

“Sexual Harassment” includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- (i) Physical contacts and advances;
- (ii) A demand or request for sexual favors;
- (iii) Sexually colored remarks;
- (iv) Showing pornography;
- (v) Any other unwelcome physical, verbal or non verbal conduct of sexual nature.

“Sexual Harassment” shall include, but will not be confined to the following:

- (i) When submission to unwelcome sexual advances, request for sexual favors and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly, as a term or condition for instruction, employment, participation or evaluation of a person's engagement in any college activity.



- (ii) When unwelcome sexual advances and verbal, non verbal or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature have the purpose or the effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive college environment.
- (iii) Where any form of sexual assault is committed where a person uses the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will, and When any such conduct as defined in (i) and (ii) above is committed by a third party or outsider in relation to a member of the college community or vice versa.

#### **Objective of the Women's Grievance Redressal Cell:**

- (i) To prevent sexual harassment and to promote the general well being of female students, teaching and non teaching women staff of the college.
- (ii) To provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.
- (iii) To provide guidelines for the redressal of grievances related to sexual harassment of female students, teaching and non teaching women staff of the college.

#### **Grievance Procedure:**

- Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the Principal's office.
- The complaint will be afforded full confidentiality at this stage.
- After receiving the complaint, the secretary shall convene the meeting of the cell.
- The principal will appoint investigation committee on recommendations of the secretary.

- The investigation committee shall then decide the course of action to proceed.
- The complaint will stand dropped if in accordance to the committee the complainant/her representative does not able to disclose prima-facie an offence of sexual harassment by the accused.
- In case the investigation committee decides to proceed with the complaint, the wishes of the complainant to be ascertained and if the complainant wishes that a warning will suffice then alleged offender/accused can be called to the meeting of the committee, to be heard and if satisfied that a warning is just and proper, he can be warned about his behavior and to obtain non-recurrence of such or similar acts against women. In case the complainant requests that the complaint should be proceeded further without just a warning, the same may be proceeded with in the manner prescribed hereafter.

#### **Procedure for investigation:**

If the complainant wishes to proceed beyond a mere a warning to the accused, the accused shall be given in writing by the investigation committee an opportunity to explain within one week in writing as to why action should not be taken against him, for good and sufficient reasons, against act of sexual harassment on his part.

If the written explanation of the accused is not found to be satisfactory or if he does not provide any written explanation, the investigation committee can decide whether the offence deserves a minor penalty/punishment or a major penalty/punishment.

In the event that the investigation committee decides that the accused be imposed a minor penalty/punishment, the said penalty/punishment to be recommended by the investigation committee to the convener of the cell for his decision.

If the investigation committee comes to a conclusion that the guilt of the accused is proved, a major penalty/punishment can be recommended. If the accused is an employee, he may be placed under suspension under the provisions of act/rules and regulations of the institution.

If a person is charged with physical molestation or rape in the college / society's premises, he shall be immediately placed under suspension pending investigation and enquiry. Appropriate actions can be initiated for handing over to law enforcement authorities for taking suitable action as per Indian penal code. Depending upon the gravity of offence, committee can recommend action to the college authorities to initiate action as per prevalent college rules and regulations.

**Punishment for sexual harassment:**

Any member of the institute fraternity (student/employee/outsider related to institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under government / college rules and regulations.

A student guilty of sexual harassment shall be liable for any of the following penalties:

- a) Warning or reprimand.
- b) Suspension from college for a period of one month.
- c) Debarment from appearing for the examination for a period up to three years.
- d) Rustication from the college as the case may be.
- e) Any other punishment as defined by the government/college rules and regulations in force.

An employee found guilty of sexual harassment shall be liable to receive the following penalties:

**Minor Penalties:**

- (i) Warning, Reprimand or Censure
- (ii) Fine
- (iii) Withholding of increments or promotion
- (iv) Demotion to a post in the lower pay scale or to a lower stage of increment in his own pay scale.

**Major Penalties:**

- (v) Compulsory retirement
- (vi) Termination of service
- (vii) Discharge/dismissal from service

#### **Protection against Victimization:**

The committee noted and approved the policy on Victimization of the Women's Grievance Redressal Cell and Protection against the following:

In the event of the complainant being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry, if the teacher is found to be guilty, the accused does not act as an examiner for any examination in which the student appears.

In the event the complainant and the accused both being employees, during the pendency of the investigation and enquiry even after such an enquiry, if the accused is found to be guilty, the accused does not write the condition reports of the complainant, if he/she is otherwise so authorized.

#### **Composition of the Women Grievance Redressal Cell:**

- (i) Secretary - Women working at senior level
- (ii) Members -
  - (i) two senior women faculty members from different Departments
  - (ii) Two women non-teaching staff
  - (iii) A representative of an NGO
  - (iv) One prominent lady advocate

**The Term of the office of the Cell:** Three years.

#### **Frequency of the meeting:**

At least twice in a semester, extraordinary meeting can be convened as per the demand of the situation

#### **Powers and Duties of Cell:**

- (i) To ensure implementation of these Directions as laid down by the college to whomsoever it is applicable.

- (ii) To process individual grievances concerning sexual harassment in the departments/ Administration/Authorities and to recommend suitable action in the manner and mode particularly provided hereafter.
- (iii) To exercise such other powers and perform such other duties as may be conferred or imposed on it by or under these Directions.
- (iv) To do all such acts and things as may be necessary to carry out the objects of these Directions.

### **Meetings of the Cell:**

- (i) The Cell shall meet at least twice in every semester and the intervening period between two meetings shall not two months.
- (ii) The convener of the Cell can call a Special Meeting at any time upon the written request of not less than one third of the total number of members of the Cell, on a date not later than fifteen days after the receipt of such requisition.
- (iii) The quorum for any meeting of the Cell shall be one third of its members. If the quorum is not present at any meeting, it shall be adjourned for half an hour and proceed with those who are present and the proceedings of such a meeting shall not be challenged on the ground of absence of quorum.

### **GRIEVANCE REDRESSAL CELL:**

Narayana Engineering College, Gudur is committed to provide a congenial, fair and harmonious learning and working environment in the institution for the students. Grievance redressal Cell was set up at NECG for providing Mechanisms for receiving, processing and addressing dissatisfaction expressed, complaints received and other formal requests made by students, staff and other stakeholders in the institutional provisions promised and perceived. Grievance Redressal Cell facilitates resolving grievances in a fair and impartial manner involving the respective Department (which deals with the substantive function connected with the grievance), maintaining necessary confidentiality

as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Cell by submitting his/her grievance in writing.

The function of the cell is to look into the complaints and judge on its merits. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the GRC in person. In case the person is unwilling to appear in person, written grievances can be dropped in the box of the Grievance Cell, provided for the purpose.

### **Objectives:**

1. To ensure a fair, impartial and consistent way of redressal of various grievances encountered by the stakeholders.
2. To uphold the dignity of the college by promoting cordial Student-Student relationship, Student-faculty relationship, and relationship among the members of the faculty.
3. To develop a prompt and accountable attitude among the stakeholders, thereby maintaining a congenial atmosphere in the college campus.
4. To ensure that grievances are resolved in a complete confidential manner.
5. To ensure that the views of aggrieved and respondent are respected and that neither party to a grievance is discriminated or victimized.
6. To ensure that the stakeholders respect the rights and dignity of one another

### **Standard operating procedure (SOP)**

It is a right way to air a grievance rather than to keep it bottled up. Protection of human rights is essential for all round development of an individual's personality and to realize the primary needs of the students and staff to secure civil liberties for everyone; keeping these in view, a grievance redressal cell is constituted. The cell is intended to find solutions for problems like sexual harassment, every kind of physical or mental harassment, complaints regarding class room teaching, class room management, incompleteness of syllabus, improper teaching methods, staff grievance etc, as and when they arise. The

grievance redressal cell convenes meetings periodically and takes steps to redress the grievances received.

The Grievances may broadly categorize as under, include the following complaints:

- a. Academic
- b. Non-Academic
- c. Related to performance Assessment
- d. Grievance related to Victimization
- e. Grievance related to Attendance
- f. Grievance related to charging of fees
- g. Grievance related conducting of Examinations
- h. Harassment by colleague students or the members of staff.
- i. Staff complaints regarding various issues related to Students etc.

There will a Grievance Redressal Cell at the Department/Institution/central level to deal with the various grievances of the students and staff.

#### **Procedure for Redressal of Grievances:**

An aggrieved student/staff who has the Grievance or Grievances at the Department level shall make an application first to the HOD. The Head of Department after verifying the facts will try to redress the grievance within a reasonable time, If the student/staff is not satisfied with the verdict or solution provided by the HOD, then the same should be placed before the Department level committee.

If the student/staff is not satisfied with the decision of Department level committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.

The convener of Institute grievance cell, after verifying the facts and the papers concerned and having discussed within the Convener of the Department committee will place the matter before the Institute level committee which shall either endorse the

decision of the Department level committee or shall pass an appropriate order in the best possible manner within a reasonable time.

If the student/staff, is not satisfied with the Redressal offered by the Institute level committee and feel that his/her Grievance is not redressed in a proper manner, he/she can submit an appeal to the central grievance redressal cell within a week from the date of receipt of decision with the relevant details.

While dealing with the appeal, the central level committee will observe law of natural justice and hear the complainant and other concerned people.

While passing an order on any Grievance at central level the relevant provisions of Acts/Regulations should be kept in mind and no such order should be passed in contradiction of the relevant acts or regulations.

The student has to submit the Grievance or appeal to the Institute level committee or central grievance Redressal committee, as the case may be, through the Head of Department and Head of Institution depending on the nature.

#### **Follow up and monitoring:**

Grievance Redressal Cell shall coordinate, monitor to ensure redressal of grievance within the stipulated time. Depending on the seriousness of grievance the Grievance Redressal Cell has to follow up the appeal regularly till the final disposal, through reminders.

#### **Scrutiny**

Grievance Redressal Committee has to make a thorough review of the redressal process. In case the committee feels satisfied with the solution provided by the respective department/individual, then it will intimate the same to the aggrieved student/staff. Once the aggrieved, intimates acceptance of the solution, then the matter is considered closed.

#### **Call for hearing**

If the Grievance Redressal Committee is not satisfied with the solution provided by the respective department/individual or upon the aggrieved written request, the committee



shall fix a date for hearing, and intimate the same to the respective department/individual as well as the aggrieved via e-mail. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to arrive at a decision, it may request the parties to submit such additional information, as it may find necessary. In such an event, the hearing will remain open until receipt of the requested documents(s).

#### Investigation

If a solution is not arrived through hearing, then it will take necessary steps to conduct in to an investigation (fair and impartial investigation) of the facts giving rise to the grievance as may determine necessary to reach at a conclusion on the merits of the grievance. Grievance Redressal Committee will have the right to interview witnesses, if, it determines necessary and/or find it helpful to the investigation including those recommended by a party to the grievance.

#### Final decision

After the hearing or investigation, the Grievance Redressal Committee shall make its best efforts to work out a solution of the issues involved with the parties named in the grievance application. Pass an order indicating the reasons for such decision/order, as it may it deem fit.

#### Communicating the decision

Upon completion of the proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties through email, which shall be binding on both the parties.

#### Closure of complaint

**The complaint shall be considered as disposed off and closed when:**

- a. the aggrieved party has indicated his/her acceptance of the solution; or
- b. In case the aggrieved does not respond within four weeks from the date of receipt of information on the solution

The proceedings concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

### **FUNCTIONS:**

- The grievances will be attended promptly on receipt of written grievances from the students/ staff
- The cell formally reviews all cases and acts accordingly as per the policy of the management.
- The cell gives report to the authority on the cases attended to and the number of pending cases, if any, requiring direction and guidance from the higher authorities.

### **Procedure for lodging complaint:**

- The students/staff may feel free to submit a grievance in writing/or in the format available and drop it in boxes provided for the purpose.
- The Grievance Cell acts on those cases which are forwarded along with the necessary documents.
- The Grievance Cell will ensure that the grievance is properly redressed in stipulated time limit.

### **Responsibility for Redressal:**

1. The final responsibility for grievance Redressal rests with the principal of the college.
2. The college expects that grievance Redressal is time bound and result oriented. Every grievance is expected to be resolved within a reasonable period.
3. The grievance Redressal cell of the college shall monitor status and progress of Redressal of grievance and submits report on grievance Redressal position to the principal.

### **Powers:**

In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with students/staff.

In case the members fail to find out solution then the matter is referred to the director for final decision in the matter.

Considering the nature and gravity of the grievance, inquiry as may be necessary, is carried by the members of the cell and through personal discussion the matter is resolved. If anybody is found to be guilty for any kind of nuisance/misconduct he or she is given punishment as deemed fit by the director. The nature of punishment can be, informing to the police (if situation demands so) and even expelling from the college as per the rule of the institute.

### **Exclusions:**

The grievance Redressal cell shall not entertain the following issues:

- Decisions of the executive council, academic council, board of studies and other administrative or academic committees constituted by the university.
- Decisions with regard to award of scholarship, fee concessions, medals etc;
- Decisions made by the university with regard to disciplinary matters and misconduct.
- Decisions of the university about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination result.

### **Composition:**

- The principal shall determine the composition and tenure of the Grievance Redressal Committee (as two years).
- The committee shall constitute members from teaching section and nonteaching staff.

Care is to be taken to select staff members from different streams.

- All grievances referred to the Grievance Redressal committee/Principal/Director shall be entered in a register to be maintained for the purpose by the Professor Incharge of Grievance Redressal cell. The number of grievances, settled or pending to be reported to the Principal once in every month.

### **Department Level Grievance Redressal Committee:**

Convener                      -      Head of the department

Members - Three faculty members from the department

This committee will deal with the Grievances related to Academic and Administrative matters of the Department.

#### **Institute Level Grievance Redressal Committee:**

Convener - Sr. Faculty member

Co convener - Professor Incharge - Disciplinary

Members - Four senior faculty members from different departments

This committee will deal with all the Grievances directly which are related to the common problems at Institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Department level committee.

#### **CAREER GUIDANCE CELL:**

Choosing the right career can be a very daunting task especially in a world which offers an array of paths, all of which seem to be leading to a golden goal. Careers can actually make or break one's life. Keeping this aspect in view Career guidance cell is constituted in our college to help the students in making a right choice. Career guidance Cell is supporting the students in identifying their interests, strengths and planning appropriately to justify their professional needs. The career guidance cell provides relevant academic and career information to enable Students to make appropriate decisions along the way.

The Career Guidance Cell treats each student differently. **“Each according to his aptitude and talent”** is our slogan here. The student's desires and abilities are evaluated individually and are advised the way forward accordingly. A wrong choice of career could affect the career adversely. And it is very difficult to regain the lost ground in life later. The possible career choices could be higher education abroad, immediate job in hand, being an entrepreneur etc. The career guidance cell has to channelize the students' intentions, desires and the efforts in the right direction.

**The Career Guidance Cell has been catering to the needs of students with the following objectives:**

1. To conduct a survey among students on their career options.
2. To conduct programmes to create awareness about the importance of higher studies in India and Abroad.
3. To conduct diagnostic tests for the competitive exams such as GATE, CAT, GRE, and GMAT and to counsel them for higher studies.
4. To conduct coaching classes on GATE, CAT, TOEFL, GRE etc. to pave way for higher studies.
5. To provide available updated information on different jobs/positions/opportunities.
6. To conduct seminars and workshops for career development.
7. To provide necessary literature/brochures/information etc.
8. To mobilize resources for students preferring to apply for jobs.
9. To conduct lectures on career development through resource persons/subject experts.

Career Guidance Cell is functioning as nodal centre in the college. The Career Guidance Cell functions with the coordination of faculty members and Student coordinators from all streams.

**The career guidance cell shall consist of the following members:**

1	Professor Incharge	Coordinator of the cell
2	Member (Coordinator)	Training and Placement officer
3	Members	Faculty incharges of all departments

**Tenure / Duration of the committee:** Two years

**Frequency of the Meetings**

- Coordinator and Members to meet on every first Saturday of the month, to review the progress / schedule the activities of Career Guidance Cell and to organize

extraordinary meeting depending on exigencies, as when necessary, as per the recommendation of the cell in consultation with the Principal.

### **ENERPRENEURSHIP DEVELOPMENT CELL:**

Entrepreneurship is increasingly recognized as an important driver of economic growth of a country. Government of India has recognized the importance of entrepreneurship and has introduced programs like **"Make in India" & "Start-up India"**. Prime Minister of India is taking personal interest in these programs and putting in a lot of thrust on **"Make in India"** and **"Start-up India"**, as part of his vision towards driving India as the industrially developed country.

In keeping with the ideology of the Prime Minister of India, every professional as well as technical and other educational institutions have to guide and encourage the students towards developing initiative and urge in them towards promoting themselves as the future entrepreneurs. For achieving this objective every institution has to make it a point to start **"ENERPRENEURSHIP DEVELOPMENT CELL"** in their institutions. The aim of Entrepreneurship Development Cell (EDC) is to develop and strengthen entrepreneurial qualities in the budding professionals who have the zeal, enthusiasm and desire to develop the idea of self-employment can be motivated to start their own ventures. Our College provides infrastructure and technical support to the students having innovative ideas that may transform in to new products and services for their betterment and that of the society and for generating employment/Wealth in the society. EDC also assists all the aspirants with mentoring, planning and execution of their start up idea to turn into a reality. The EDC has maintained a pool of Sponsors like banks, national entrepreneurship, District Industries centers, training agencies and suppliers, who are willing to help the budding entrepreneurs.

Hence an Entrepreneurship Development Cell was constituted in the college with a dedicated team of actively working members of faculty having exposure to industry, along

with some student representatives. Aspiring engineer entrepreneurs are groomed with the necessary inputs on how to be a successful entrepreneur through workshops and seminars involving eminent personalities from the industry. Through the EDC, we encourage the students to consider self-employment as a career option, providing necessary training in Entrepreneurship skills through standardized courses. The cell also organizes different activities and events from time to time to train and motivate the students on choosing entrepreneurship as a career.

### **Vision**

Our vision is to see that our Society in general and the Country in particular grow and develop into Industrially advanced, in generating wealth and in providing employment opportunities for the youth of the country. It is our idea to see our students turn in to responsible citizens with integrity and sustainability coupled with individual ability and creativity. We are sure our efforts would prove successful and are confident of motivating our students in aiming high and in believing in their ability and capability and in proving themselves as successful entrepreneurs' contributing to the prosperity of the society/country in their progress from an industrially developing country to a industrially developed country.

### **Mission**

To be the leader in enabling and facilitating entrepreneurs, support the sparks of budding entrepreneurs and manifesting the spirit and energy of young students from the stage of ideology to the stage of start-up to establishing and scaling up with integrity and sustainability through constant guidance and mentoring by a team of experts with their various programs and schemes.

### **Objectives:**

1. To act as an institutional mechanism for providing various services including making available the required information to the budding student entrepreneurs.
2. To create foster Entrepreneurial culture in the our Institution/other institutions in the region to promote the objectives of NSTEDB, including programs related to women and weaker sections of the society
3. To work towards fostering better linkages between the our Institution, Industries and R&D institutions in the region and other related organizations engaged in promoting Small & Medium scale Enterprises (SMEs) including NGOs and other Voluntary Organizations.
4. To promote development of S&T based Enterprises and for generating employment opportunities
5. To help respond effectively to the emerging challenges and opportunities both at national and international level relating to SMEs and Micro Enterprises.

#### **Functions:**

1. To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programs and Faculty Development Programs in the region for the benefit of S&T enthusiasts.
2. To develop and introduce curriculum on Entrepreneurship Development at various levels including degree/PG courses of the parent institution and our other institutions.
3. To conduct research work and survey for identifying entrepreneurial opportunities (particularly in S&T areas and Service sector).
4. To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support systems and in providing information on various technologies



5. To organize guest lectures, TV & Radio talks, Seminars etc. for promotion and growth of entrepreneurship.
6. To arrange visits to industries for prospective entrepreneurs.
7. To extend necessary guidance and escort services to the trainees in obtaining approval and execution of their projects.
8. To act as a Regional Information Centre on business opportunities, processes, technologies, markets etc. by creating and maintaining relevant databases.
9. To provide testing, calibration, quality assurance, design, tool room, pilot plant and other necessary facilities for budding Entrepreneurs besides developing expertise in Intellectual Property rights, Patents' search etc.
10. To render advice to sick enterprises and in assisting the entrepreneurs in rehabilitating the sick units.

**The career guidance cell shall consist of the following members:**

1	Professor Incharge	EDCI
2	Member Secretary	Senior faculty from MBA
3	Members	Faculty members from four Departments and three students

**Tenure / Duration of the committee:**

- Two years

**Frequency of the Meetings:**

- Coordinator and Members (Faculty & Students) will meet once in two months (Every third Saturday of the month) to review the progress / schedule the activities and to organize extraordinary meeting depending on exigencies, as when necessary, as per the recommendation of the cell in consultation with the Principal.

**HUMAN VALUES AND ETHICS CELL:**

**Human Values and Ethics Cell** aims to bridge the much necessary gap between the prevalent human condition and the envisioning of a happy and prosperous world. Through the introduction of this cell, an attempt is made to draw the attention of our stakeholders towards the problems and challenges that are confronted by them at individual, family, society and nature levels.

The modern day man is beset with many problems; the chief among them is the feeling of alienation and roots. Questions about the meaning of life and one's purpose in this world remain unanswered for majority of the people. In the absence of correct understanding of one's aim, people face problems at the individual level, family level, society and at the level of nature. Whichever level of existence we might concentrate on, people are restless, unhappy, and jealous and bogged down with alienation. This attitude is carried forward when they have to interact with nature where they end up mercilessly and mindlessly in exploiting the nature.

The purpose of education is to provide all encompassing solutions to the problems faced by the people. The tragedy of the prevalent system is that our education is more oriented towards creation of skill sets rather than transforming the students into rational, responsible and ethical thinking human beings who can take policy decisions for the welfare of masses without harming the coexistence with nature.

It is hoped that the **Human Values and Ethics Cell** of the Institution ensures that the students are made aware of the problems and their possible solutions through self-exploration. The Cell will ensure that the students internalize the fact that they have to respond to situations instead of reacting to them. At the same time, the Cell facilitates the students to identify their social responsibilities. Through the activities of the Cell, an effort is made to rid the society from the ills prevalent. Further the Human Values Cell will ascertain that the students realize that they have a lot of potential which when realized will propel the society forward in a positive direction.

**Objectives of the cell:**

1. To develop the faculties of the students so that they are capable of discriminating between the values and insignificance in life.
2. Sharpening the critical and analytical faculties of the students.
3. To sharpen the sensitivity of the students towards nature.
4. To kindle the skills of the students to understand their responsibility towards family, society and the entire existence.
5. To make the students aware that wealth is not everything in life, in every respect.
6. To aware the students regarding the correct understanding of happiness and prosperity.
7. Develop Right Understanding by sharing the understanding of what to do.
8. To emphasize on Technical Education by teaching how to approach a particular situation.
9. Practice Right manner of living during the period of education.
10. Living in harmony with human beings, leading to mutual happiness.
11. Living harmoniously with rest-of-the nature leading to mutual peace and prosperity.
12. To develop universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion.

The Human enrichment, Integrated Personality development and character building could be effective, through non-formal way of seeking a positive change in the value/temper of students and Teaching and non-teaching staff. Such programs could be organized during vacations or after the study/working hours. These programs could include presentations and discussions on different themes like spiritual, moral, aesthetic, social, cultural, environmental values, values of democracy, scientific temper, communication skills, and problems of youth, career choices, national integration, communal harmony and social cohesion etc.

Awareness and sensitization program could be in the form of lectures, workshops for a day or two aimed at specific groups, like faculty members, students of a particular discipline, academic administrators, non-teaching staff etc.

The process of developing into a modern nation, with new social, political and economic institutions, and with an emphasis on science and technology, has thrown up many new values/ challenges in all walks of our life. It is important that we closely examine these challenges and prepare our youth to face these challenges and help them by resolving these challenges.

#### **Positive outcomes of the cell:**

The students will be able to develop holistic approach to and interaction with society and nature. They will be able to fulfill their relationship with each and every unit within the existence. The students will evolve as more responsible citizens of the society through self-introspection and by learning right understanding, giving priority to relationships and not to wealth. The learners will realize the relevance of their existence at four levels of living. Over a period of time, such value-based education can contribute to the development of a human and humane society. This cell contributes, through Value Education, to overall world view that is required for a humane society.

#### **The Human Values and ethics cell shall consist of the following members:**

1	Professor Incharge	Coordinator of the cell
2	Faculty Incharges - Dept	Members of the cell
3	Students- one from each Dept	Members of the cell

#### **Tenure / Duration of the committee:**

- one year

#### **Frequency of the Meetings**

- Coordinator and Members (Faculty & Students) will meet once in three months (Fourth Saturday) to review the progress / schedule the activities of the Cell and to

organize extraordinary meeting depending on exigencies, as when necessary, as per the recommendation of the cell in consultation with the coordinator and the Principal.

### **LIBRARY ADVISORY COMMITTEE:**

Library has to cater to the needs of faculty, research scholars, post graduates and under graduate students, institute administrators and non-teaching institute staff. A wide range of subject fields are to be represented in the library book stock with prime thrust of catering to the needs of students and faculty members. Besides this, for smooth functioning of the library and safe guarding the interests of all sections of the library users, formation of policies, rules & regulations and implementing the library policies in a judicious manner, besides infrastructure providing ample space and comfort for students and faculty members is very much needed for the library. Library also should have sufficient number of systems to make it digital.

For effective and efficient working of the library and to meet ever changing requirements of the students and the faculty members, a committee needs to be constituted for providing suitable and desirable advises and suggestions. The constitution of the committee is proposed to be as under:

#### **The committee shall consist of the following members:**

Chairman of the committee	- Professor Incharge Library
Members	-Three faculty Incharges from departments and three students
Member Secretary	- Librarian

#### **Tenure / Duration of the committee**

- One year

#### **Frequency of the Meetings**

- First Saturday in three months, as when necessary, to review the requirement of the library for addition of new books. Extraordinary meeting as per the

recommendation of the committee in consultation with the member secretary, chairman and the Principal of the institution.

**Duties and functions of the Committee shall be as under:**

- To consider policy matters regarding Central Library/Departmental libraries including the policy for procurement of books, magazines and journals and the requirement of departments/faculty members/students etc.
- To review functioning of the library to provide general direction in the working of the library
- To look into day to day problems of the Library, Library staff and send recommendations to the Principal as the case may be.
- To recommend allocation and utilization of funds to meet the requirements of Central library, different departments' libraries' books, magazines and journals..
- To maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.
- To consider and put forward the views of faculty members regarding requirement of books/ journals' selection, procurement process etc.
- To monitor and evaluate the trends and developments in Information technology, networking, Library automation from time to time and to make suitable suggestions
- To consider and put forward the feedback of students and Research Scholars regarding their problems to the Principal to seek reasonable solutions
- Plan of action for library infrastructure facilities, products and services
- Evaluation of suggestions made by the students, research scholars, faculty members and other users of the library

Primary objective of the management is to provide best possible study material, research material, journals, magazines, newsletters and other material on latest developments/trends in the field of education for the benefit of the students, members of faculty, research scholars and non-teaching staff. While making such arrangements Chief

librarian/Librarian has to update their knowledge on the latest development and trends in the field of education and in the running of the Central library.

### **SPORTS COMMITTEE:**

Sports/Games play a pivotal role in any of the professional colleges/Institutions. Every student needs to be active and possess good stamina both physically and in mental faculties to perform well in both Academics and in extracurricular activities/sports. All round ability in a student turns him into an achiever in both Academics and in extracurricular activities, paving way for good career opportunities. Sports/Games activities also help the student in enjoying robust health. It is strongly believed that a sound body possesses a sound mind. In view of these advantages, every educational institution has to put in possible efforts to develop a congenial atmosphere for encouraging sports activity in the students.

### **VARIOUS SPORTS ACTIVITIES:**

In sports activities there are different categories:

- (i) **Field Events** – Track – Short runs, Hurdles, Middle distance runs, Long distance runs, marathon, Long jump, high jump, pole vault, half step and jump, Steeple chase etc
- (ii) **Throws**: Javelin throw, Disc, hammer, Parallel bar, horizontal bar etc
- (iii) **Field Games**: Football, Cricket, Hockey, Volley ball, basketball, throw ball, ball badminton, tennis etc.
- (iv) **Indoor Games**: Shuttle badminton, table tennis, chess, caroms, Billiards, snookers etc.

Our college is also maintaining a good gymnasium for the benefit of the students for encouraging them to develop a strong body and to participate in body building and weight lifting competitions. These are the main important sports events that can be provided for the students to encourage them to develop their sports/games skills and to participate in the competitions at various levels.

Our college is making it's best efforts to make best possible arrangements within the confines of the availability of grounds and the interest in the students etc. Qualified and well experienced Physical Directors are appointed and they are given the freedom to introduce sports and games events and to encourage students to participate in various sports/games events by providing opportunities to participate in inter-professional colleges/ University/District/state/national level competitions.

### **Role and Responsibility:**

- **Coordination with the Student Sports Secretary**
  - Keeping stock of previous and current years' sports/Games goods.
  - Ordering sports/Games goods in consultation with the Administrative officer.
  - Arranging the venues for sports events in consultation with the Administrative officer.
  - Drawing lots for various sports.
- **Coordination with the Principal**
  - Obtaining permission to hold sports events in the college campus.
  - To recommend students for permission to participate in the intra-or inter-college events. University and other higher level competitions
  - To recommend sanction for Entry/Registration Fees to participate in various sports/Games events.
  - To recommend attendance to students who have taken part in sports/Games events.
- Sort out any issues taking place during matches (team selections, objections, quarrels etc.).
- Maintaining discipline in all events happening in and outside the college.
- Holding sports events for staff members.
- Maintaining records of sports events attended by students outside the college or within the college.



- The schedule of events for the whole academic year to be finalized well in advance.

**The sports committee shall consist of the following members:**

1	Professor Incharge	Coordinator
2	Physical director	Convener
2	Faculty Incharges - Dept	Members
3	Students- one from each Dept	Members

**Tenure / Duration of the committee:**

- Two years

**Frequency of the Meetings:**

- Coordinator, Convener and Members (Faculty & Students) to meet on every fourth Saturday, in every month, to review the progress / schedule the activities.

**DISCIPLINE COMMITTEE:**

No organisation or an institute can able run effectively without discipline, discipline plays a pivotal role in the effective and orderly functioning of an organisation or an institute. There is a managerial concept which goes as **“Inefficiency can be ignored but not the indiscipline”**. Indiscipline if ignored, spreads like wild fire and destroys the very effectiveness in the institute. As such extreme care needs to be taken to enforce discipline in teaching and non-teaching staff to conduct themselves in a manner which is conducive to good working conditions. To run the Institute/College in a smooth and systematic manner enforcing discipline among the staff/students is of paramount importance. Students without discipline and proper conduct not only spoil their studies, but also affects and disturbs the congenial atmosphere prevailing in the Class/college. As such utmost importance need to be attached to the discipline and steps need to be taken to ensure strict discipline is observed by the Students and staff alike within and without the premises of the college / institute. Students being of impressionable age they are very susceptible to get attracted towards adventure and in resorting towards negative activities, rather than

towards good things and at times, they find it a pleasure in deviating from the set rules and regulations. Constitution of a committee for enforcing discipline thus has become a very important and inevitable step for the management.

### **Vision**

Motto of the institute being to ensure that staff (both teaching and non teaching) and students observe and practise absolute discipline within the premises of the college. Enforcing of discipline in the Staff/students and to develop the students into an organised responsible citizens of the country for contributing to the development of the society in general and the country in particular.

### **Mission:**

To inculcate discipline and to bring realisation in the staff/students on the effectiveness of discipline in not only in learning but also to enable them to realise the benefits they derive in their day to day life. To introduce an effective machinery for enforcing discipline in functioning of the college, strict implementation within the premises of the college. To constitute an effective functioning committee for proper implementation of discipline and to frame rules and regulations to ensure discipline is observed strictly without any deviation.

### **Objectives:**

- To run the College in a smooth and systematic manner, enforcing discipline among the students is of paramount importance.
- Students without discipline and proper conduct not only spoil their studies, but also affect and disturb the congenial atmosphere prevailing in the college.
- As such utmost importance need to be attached to the discipline and steps need to be taken to ensure that strict discipline is observed by the Students and staff alike within and without the premises of the college / institute.
- There is a popular saying that **“inefficiency can be overlooked, but not the indiscipline”**, such is the importance of discipline in general and particularly in an

educational institution. Keeping the same in view to form an effectively working committee with Teaching and Non-teaching staff for framing rules and regulations, for enforcing discipline in the college.

### **Responsibilities of the Committee:**

1. To maintain and enforce strict discipline within the college campus and without.
2. To ensure that all the students wear their ID Cards from the very moment they reach the college campus and observe dress code strictly. Without the ID card no student will be permitted to enter the college.
3. In case of non-observance of dress code also, no student is permitted into the college premises. In case a student creates disturbance in the class, the ID card to be confiscated from him/her and to return the same to the student at the end of the same day with a warning and after suitable advice from the Disciplinary Committee Members.
4. In case, if any student is found resorting to any misbehaviour or violation of the college Disciplinary rules and regulations, the ID cards of the students are to be ceased and kept with the Disciplinary Committee Members till the enquiry is initiated and completed.
5. Not to allow students to carry cell phone to the college/class room, if a mobile is found on person, immediately the same to be taken from the student. If the phone is found for the first time a fine of Rs.500/- to be levied and the amount to be deposited in Sankalp fund. Repetition of the same would attract both fine and ceasing of mobile, the phone to be handed over to the Principal for safe custody. Students can keep the mobiles in their vehicles, but should not carry on their person, while in the premises of the college.
6. To monitor the movement of the students in the college arrival time, dress code, their movement during the break times, to be arranged. Students to be prevented from going out of the college premises during the working hours of the college, in

cases of emergency they can be permitted on written gate pass signed by HOD/Principal, not otherwise. Loitering in the corridors during the college working hours, is not permitted.

7. Smoking in the college premises is prohibited. Consumption of gutka, tambaku and other material (addictions) also are strictly prohibited. Consumption of liquor and reaching college in drunken condition are considered as a serious misconduct and very strict disciplinary action will be taken in such cases.
8. Misbehaving in the college, entering into altercations and fights with other students is considered as a serious misconduct and suitable action as deemed fit to be initiated against such misconducts, by the disciplinary committee/disciplinary authority.

### **Constitution of the Committee**

1	Convener	Professor Incharge - Discipline
2	Member Secretary	Senior faculty from MBA
3	Members	1.Four faculty members from different departments 2.Administrative officer

### **Tenure/Duration of the committee:**

- Two years

### **Frequency of meeting:**

- In normal condition the meeting will be held on Third Saturday of the month, to discuss the status of discipline prevailing in the college and the steps taken to enforce discipline effectively. In case of any emergency or in exigencies, extraordinary meeting can be called for as and when necessary, as per the recommendation of the Disciplinary committee made in consultation with the Principal.

### **ANTI RAGGING COMMITTEE:**

It shall be mandatory for every professional/technical Institution, Deemed University, University, where Professional/technical education is being imparted, to take following strict measures for prevention of ragging against a fresher joined in the institution/college.

Every Institution/University including Deemed University imparting Professional/technical education shall constitute an anti-ragging Committee. Such committee should be headed by the Head of the Institution, and should consist of representatives of Legal, civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender, all of them or some of them as per the requirement or possibility..

It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force on anti-ragging; Committee has to monitor and overview the performance of the Anti-Ragging Squad in preventing ragging in the premises of the institution and even in the surroundings of the institution to the extent possible.

**Anti-Ragging Squad:** Every Institution, imparting Professional/technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, overview and to perform functions for effective prevention of ragging. This squad should be constituted only with the members of faculty and non-teaching staff, it should remain alert and active at all times. Committee should take all possible steps to bring awareness in the students of the consequences of resorting to ragging and its implications and complications, in doing so they may involve law and order and judicial authorities to bring awareness as well as to make the students understand the seriousness

in resorting to ragging, how the legal / law and order actions may adversely affect their career etc with an whole purpose of preventing ragging in the college.

### **Vision**

To aim at making the college campus remains free from ragging. Instilling confidence in the in the newly admitted students, to enable them to move freely among themselves and with the senior students of the college without fear.

### **Mission**

Bringing awareness to students on legal implication and complications when they resort to act of ragging against the newly joined students into the college. Involving law enforcing authorities and legal professionals for explaining the legal position and the serious adverse consequences when they resort to ragging. Sections provided in IPC and other statutes enacted for preventing ragging in the colleges. Constitution of a anti ragging squad with the members of staff for strict vigilance and prevention of ragging against newly admitted students into the college.

### **Objectives**

1. To make the college and its surrounding free of any sort ragging of the newly admitted students
2. To bring awareness in the students the adverse effects, legal implications and complications in resorting to ragging.
3. Constituting a Anti ragging committee with the members of staff for effective prevention of ragging in the college and in its surroundings.
4. To conduct awareness programs inviting the law enforcing authorities and legal professions to make the students understand the legal position and the implications and complication in case they resort to ragging.
5. Forming a anti-ragging squad with members of staff for effective prevention of incidents of ragging.

### **Duties and responsibilities:**

- To bring caution and awareness in the students on the seriousness in resorting to ragging the newly admitted students.
- Posters depicting the criminal charges that may apply in case of the intensity and seriousness of the nature of the ragging action resort to. The posters should be kept at every important place in the college.
- Conducting awareness programs inviting prominent lawyers, Police authorities, judiciary and senior prominent Senior citizens of the society.
- To place senior faculty members at the crucial points in the college blocks particularly where the fresh students supposed to move
- To maintain different college timing, other break timings including lunch break so that the fresh students do not have to encounter the seniors
- To entrust the responsibility of preventing ragging in the buses to the faculty members commuting in the buses.
- To make sudden visits to the hostels and to keep junior students in a different floor from the seniors, preferably in ground level so that the wardens can have a constant vigil, while the students are in the hostel.

#### **Constitution of committee:**

1	Chairman	Principal of the college
2	Convener	Professor incharge – Anti ragging
3	Members	1.One representative from Civil Administration 2.One representative from Police Administration 3.Three faculty members from different departments 4.Two non-teaching staff

#### **Tenure/Duration of the committee:**

- One year

### **Frequency of meetings:**

3<sup>rd</sup> Saturday of every month from June to December and once in 3 months later on or as per the demand of the situation

### **LIBRARY COMMITTEE:**

Students pursuing professional students' needs to go through various number of books be it the old editions, books with latest technology and information. The number of books required to be studies or referred are also of high number and different in nature. Every student may not be able to afford to buy and own all the required number of books as it may involve heavy financial commitment. Prices of the books for the professional courses also are not within the capacity of all the students. In view of this, it becomes necessary for every management to run a Central Library as well as departmental libraries in the college to provide access to the staff and the students for reference as well as for enhancing their knowledge in their respective subjects.

Library is the main source of knowledge, it is the knowledge provider for the both teaching and non-teaching staff and students as well.

### **Objective**

Students can have limited opportunity to purchase or acquire books, journals and other national and international books covering latest developments, innovations and vast area of the subjects they are pursuing. To help students who possess enthusiasm, inquisitiveness and thirst for knowledge and show interest in going through rare and costly books, journals and magazines, the management strives to make available as many books of relevance as possible for the students for meeting their need and desire for acquiring knowledge for performing exceedingly well in their examinations. Our management invested huge amounts for arranging more than forty thousand books, volumes, journals and magazines for the benefit of the students. We have also arranged a



digital library. Library is open to the students on all the days (including Sundays and holidays) and beyond the working hours.

### **The major functions of the Library Committee:**

1. To formulate various policies related to library like collection, development, purchase, arranging books in a systematic manner and to maintain records of the same.
2. To propose library budget for the Institute and other academic departments.
3. To propose library activities, programs and services
4. To propose library vision, strategy document
5. To propose library and information literacy in the institute
6. To formulate knowledge and information achieving and management policy at the institute.
7. Building and Maintaining Knowledge (Institutional) Repository using Space software for preserving and archiving ETDs, faculty publications and institutional publications.
8. Extending Library membership to Corporate Houses, Organizations and alumni students.
9. Implementing Library policies - Library Material Purchase Policy, Book Bank Policy, Electronic Resource Access Policy, Remote Login Usage Policy, Weeding Out Policy
10. To increase library book Loan limit for UG and PG Students.
11. Arranging and developing digital library to meet the requirements of the students and for updating the facility to the needs of changing evolving trends and requirements.

### **Constitution of Committee:**

1	Convener	Professor Incharge - Library
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2	Co-Convener	Librarian
3	Members	Three HODs of different departments Two students each from II and III years

### **Tenure / Duration of the committee**

- One year

### **Frequency of the Meetings**

First Saturday in two months, as when necessary, to review the requirement of the library for addition of new books. Extraordinary meeting as per the recommendation of the committee in consultation with the Principal of the institution.

### **HOBBY CLUBS:**

In professional college like ours, there will be number of talented young students and members of staff, who may not get right opportunity to show case their talents. Due to such non availability of opportunities their talents are remaining hidden in them without coming to surface (without being tapped). Our Management firmly believes in encouraging and providing suitable opportunity to every student/staff to remain restricted to only subject knowledge and confine himself to the books/subjects and examinations. With this idea and objective the Management has encouraged in starting Hobby clubs in the college, with a firm belief that such a development would make the students/staff feel happy to exhibit their talents, such talents may help the students in securing suitable evocation/profession and even in securing job for earning. There are several other areas for development and for gaining recognition/importance for self-elation/satisfaction. Having talent in a particular field cannot a trait that can be possessed by each and every individual, when found encouragement should be extended for enhancing/developing such talent.

More than education, skills and talents may bring enormous reputation and unbelievable earning to the person possessing such talent or skill. Keeping the same in view our Management has encouraged to start Hobby club with the sole intention and objective of bringing out the latent talents remaining hidden in the students to surface and to encourage and to bring such talents/skills to lime light. Gaining popularity through the skills and talents gives immense confidence and self-satisfaction to each person which he may not derive in getting a general employment with a decent salary.

In the Hobby club, our management is encouraging various skills' promotion, Our club is organizing various events and activities to encourage hobbies like (i) Vacha club for elocution (ii) Swara club for show casing singing talent, playing of instruments and other skills connected to music (iii) Photography (iv) Direction, short films making (v) Painting (vi) skits and mono action (vii) Rangoli (viii) Mehndi (ix) Painting so on and so forth. Hob club intends to encourage any and every skill and talent in any art form.

### **Objectives**

- To encourage skills and talents lying hidden in the students through Hobby clubs
- To identify such talents and to provide opportunity to them through various programs and competitions organised by the Hobby
- To Organise Seminars, workshops, exhibitions involving professionals in the field for providing an opportunity to the students to learn various technical aspects and crux in delivering such talents and skills. To boost self confidence in the students in show casing their skills and to get proper opportunities for doing so.
- To depute the talented students to participate in various external competitions organised by other institutions/organisations.
- To suitably reward and award the winners in the competitions.
- To permit to organise competitions involving various colleges with a view to expose the students to the skills and talents possessed by the competitors and to motivate our students in participating in such competitions.

- To develop organising capabilities in the students in conducting various higher level competitions and exhibitions and to develop leadership qualities in the students.  
To develop competitive spirit in them.

### **Role and Responsibility**

- To encourage students to join the club and develop skills in the areas of his/her interest.
- To organize various events and activities to provide opportunity to the budding talent hither to remained untapped
- To conduct competitions within the institute and also at inter-college level to encourage students' participation.
- To sponsor college students to competitions conducted in various colleges, region level, University level etc. To suitably award and reward the winners in various competitions to motivate them in participating in more and more competitions.
- Put up note with justification for granting funds to organize events and activities and to promote talent in the students.
- To invite eminent personalities from various fields to expose students for learning various aspects of developing skills and talents hidden in them and to encourage to participate and show case their inherent talent lying untapped in them.
- Recognising and encouraging through promotion of different hobbies through the club.
- To conduct workshops, seminars in Direction, photography skills, action, skits, Story writing, storytelling, screen play, painting, photography etc.

### **Constitution of committee**

1.	Convener	Professor Incharge – Hobby Clubs
2.	Members	1. Faculty incahrges from all Departments 2. Two students from each department

### **Tenure / Duration of the committee:**

- one years

### **Frequency of the Meetings:**

- Convener and Members to meet on every third Saturday of the month, to review the progress /schedule the activities and to organize extraordinary meeting depending on exigencies, as when necessary, as per the recommendation of the cell in consultation with the Principal.

### **PLACEMENT CELL:**

Entire efforts and hard work put in by an Institute/college or the Teaching and non-teaching Staff would prove futile, if and when they do not result in attaining highest number of placements for the students of the college in reputed organizations/companies. Reputation of the college enhances only when the highest number students of the college are placed in reputed companies in decent positions with substantial packages. To achieve this target, it would be essential for the Institute / college to have a training and placement cell consisting of senior faculty with high qualification, proven experience, expertise in conducting training to the students, organizing training programs, group discussions, mock interviews, besides maintaining excellent relations with the HR officials of all the reputed companies and organizations. . Our management attaches top most importance in employing the best faculty available who can be able to help the students in every aspect of facing the written tests/interview and perform well in them with full knowledge and confidence. We believe, confidence is of foremost importance in always resulting in impressing the interviewers for selecting the candidates in an interview. Group discussions and communication skills pay a vital role in the present day interviews. Along with the same students should be trained to manage/handle stress and remain cool and composed while facing the interview. Students need to be trained in all these aspects by the staff/faculty working in the placement cell.

### **Objectives**

1. Management encourages and ensures that every faculty members and the staff of the placement cell put in their entire efforts and hard work to train and motivate the students to develop their subject knowledge, communication skills, confidence levels and presence mind in facing the interview.
2. Management also believes that the efforts would prove futile, if and when they do not result in attaining highest number of placements for the students of the college in reputed organizations/companies.
3. Reputation of the college enhances only when the highest number students of the college get placed in reputed companies in decent positions with substantial packages.
4. To achieve this goal, it would be essential for the Institute / college to have a training and placement cell consisting of senior faculty with proven experience in the placement and training field.
5. Our management attaches top most importance in employing the best faculty available who can be able to help the students in every aspect of facing the written tests/ interview and perform well in personal interview possessing full confidence.
6. It is a proven fact that confidence always results in impressing the interviewers in selecting the candidates in an interview. Group discussions and communication skills, besides subject knowledge play a vital role in the present day interviews.
7. Along with the same students should be trained to manage/handle stress and remain cool and composed while facing the interview. Personal appearance and the way the student conduct himself during the interview has a strong bearing on the interviewing committee. Students need to be trained in all these aspects by the placement cell staff.
8. Placement cell staff developing and maintaining excellent interaction with the HR staff of reputed companies matters very much in getting the campus interview of reputed companies in the college. It is therefore, essential to have proper interaction with all the HR officials of various companies.

### **Duties and responsibilities**

1. Placement cell should maintain cordial relations with the HR officials of all the reputed companies/organizations who have the potential to employ good number of right candidates and can offer good salaries/packages.
2. They should be able to make use of their contacts and interactions with the HR officials of various multinational and large scale industries, to make them conduct campus interviews in the college to the students for placing them in various functions of their companies. Contacts play a vital role in impressing/influencing the reputed companies to prefer the students of the college/ institute to employ through campus interviews.
3. To identify and choose Students with capability, subject knowledge, dynamism and enthusiasm to give the training in further improving their (i) subject knowledge (ii) communication skills (iv) improving confidence (v) aptitude (v) ability to handle stress and in developing cool and composed nature without showing any sort of confusion (vi) to present themselves in a decent and presentable manner to impress the interviewing committee.
4. To conduct mock interviews and written tests to help students gain experience to face the written tests and interviews with confidence.
5. To invite and involve prominent and eminent trainers/professionals in personality development for training the students to handle stress during the interviews and also for preparing them psychologically to face the interview with confidence.
6. To obtain budget approvals from the management to carry out the above activities.
7. To arrange in plant training in reputed industries and companies, to the students to help them getting acquainted with the working atmosphere and the working conditions/climate prevailing in various companies/organisations.

#### **Constitution of committee**

1.	Convener	Professor Incharge - Placements
2.	Members	Faculty Incharges from all Departments

	Two students from each department
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**Tenure / Duration of the committee:**

- one year

**Frequency of the Meetings:**

- Convener and Members to meet on every first Saturday of the month, to review the progress /schedule the activities and to organize extraordinary meeting depending on exigencies, as when necessary, as per the recommendation of the cell in consultation with the Principal.

**TIME TABLE COMMITTEE:**

Most important function of an educational institute is to impart education to the students, for which members of faculty with suitable qualifications and experience are engaged, all other practices, events and activities though are important they are secondary. Educating students is of primary responsibility/ objective and occupies the place of highest importance in the preferences of any management running an educational institution. The better the teaching in the college the better and higher would be the reputation of the college. For effective imparting of education / teaching the college always gives preference (attaches importance) in engaging highly qualified and experience faculty members for each and every department of the college. There should be equitable distribution of work load to each and every faculty member so that the teaching would be effective and responsible. For equitable distribution of work load, fixing of work load is highly important.

Unless Time table is prepared in a systematic and calculated manner the work load cannot be distributed in an uniform basis and in deciding when to fix the subject teaching classes, lab classes, other classes like value added course, bridge courses, Tutorials etc The aim should always be to help the faculty to complete their subject syllabus, lab practical classes etc well in advance for taking up revision of the syllabus where ever it is necessary



for the benefit of slow learners and to clarify the doubts the other students might be having. Time table also help faculty to complete the course plan effectively and efficiently. For the effective way of handling Course plans and for completion of syllabus a “Time Table committee” is constituted in our college.

### **Objectives**

To pay full attention and importance to academics and teaching and learning process in the college

For ensuring equitable distribution of subjects among the members of faculty, responsibility of conducting lab classes, to facilitate taking up co-curricular activities, revision classes, study hours, tutorial classes, bridge courses, value added courses etc, equitable distribution among the faculty members is essential.

To ensure that the process of teaching and learning Is conducted in the best possible manner

To provide an opportunity to the members of faculty to plan how to organise and complete the syllabus well in advance and to take up revision classes for slow learners for performing better in their examinations.

To allocate time for co-curricular activities like Tutorial classes, bridge classes, value added course, organising study hours for the benefit of the students.

To prevent hard feelings among the members of faculty from developing the idea that they are entrusted with higher work load.

### **Duties and Responsibilities:**

To ensure equitable distribution of work load to all the members of faculty taking into consideration the qualifications, experience, ability and capability of the members of the faculty

To follow up strict implementation of the time table without any deviation.

To plan and work out the time table in such a way to ensure completion of the course plan and the syllabus well in advance, to provide opportunity to the faculty members to utilize

the spare periods for revision of critical and difficult chapters in case students requests for the same.

To help completion of Lab practical's in time with a provision to take up additional labs if necessary

To make a provision of tutorials, value added course, bridge courses and such other academic relevant courses for the benefit of the students.

To ensure that the members of faculty follow the time table strictly without any deviation and to make alternate arrangement in the case of absence of any faculty member(s) for whatever the reasons could be.

To check up if the concerned faculty member is reaching his allotted class in time and without neglecting taking up the class.

#### **Constitution of the committee:**

1.	Convener	Professor Incharge - Time Tables
2.	Members	Faculty incharges of all the departments

#### **Tenure / Duration of the committee:**

- one year

#### **Frequency of the Meetings:**

Convener and Members to meet on every first Saturday of the month, to review the progress /schedule the activities and to organize extraordinary meeting depending on exigencies, as when necessary, as per the recommendation of the cell in consultation with the Principal.

#### **DEPARTMENT STUDENT ASSOCIATION:**

The purpose of the Students' association is to empower the students with all the necessary skills required in this rapid growing and changing quality conscious globalized technological world. It helps them to develop as complete individuals and contribute to the nation's development. It provides an ideal platform for the students to exchange their

ideas and also to enlarge their knowledge sphere. It also provides an opportunity to realize their potential and to have enthusiastic experience. Team work plays a vital role in today's technological world and also it is true that knowledge can be enhanced through sharing. Students Association provides such opportunities to all the students to work in teams and to realize the true potential, team work and to acquire knowledge.

This forum also helps them the problems and inconveniences they experience in various areas of study and other activities as part of their student life in the college. During the Association meeting they can take up all such issues, proposals, representations etc. to be made to the HOD, Principal and the management.

Basing on the conclusions they arrive during the course of their meetings, they can submit written representation to the HOD/Principal for further measures to be initiated by them in the matter. Students can also take up several activities through their association in the college campus, extend social service to the people living in the surrounding villages of the college. Thing that cannot be undertaken or done by an individual can be taken up and completed by a group, thus the association of students can be able take up extension activities through their association. Similarly association can also help the students sought admission a fresh and guide them in their curriculum, co-curricular, extra-curricular and extension activities. Unity is strength.

### **Objectives**

Association empower the students with all the necessary skills required in their rapid growing and changing quality conscious globalized technological world.

It helps them to develop in to complete individuals and in their effort to contribute to the nation's development.

It provides an ideal platform for the students to exchange their ideas and also to enlarge their knowledge sphere.

It also provides an opportunity to realize their potential and to have enthusiastic experience.

Team work plays a vital role in today's technological world and also it is true that knowledge can be enhanced by sharing.

Students Association provides such opportunities to all the students to work in teams and to realize the true potential, team work and to acquire knowledge.

Students can discuss the problems, issues relevant to their curriculum, co-curriculum, extra-curricular activities, and extension activities etc. and taken up with the management for suitable redressal.

Association provides strength and solidarity to successfully solve their problems.

Opportunity can be created to assist and extend help to the co-students where ever necessary.

### **Requirement**

In the prevailing conditions HODs/Faculty members alone cannot take up and do justice to every aspect in imparting education and in organizing events/activities of the departments, and for taking up other developmental activities. Students' bodies extending helping hand to HODs/AHODs/Faculty member becomes a must.

### **Formation and Benefits**

Each department should form its own students' association for conducting various activities in both academic and nonacademic (extracurricular) for overall development of the students. Each department association should have a different name to it. The experience gained in organizing various activities through the association go a long way in their career in securing the jobs, R& D work, and entrepreneur skills, in other professions they may take up, businesses, agriculture and almost in all walks of their lives.

### **Responsibilities of the Association**

- i) To bring out the latent talent in the students
- ii) To build a cohesive and close-knit community of students
- iii) To develop all-round Personality
- iv) To achieve academic excellence

- v) To develop sound communication skills
- vi) To realize the benefits of Team work
- vii) To encourage innovation
- viii) To conduct Technical quiz, workshops, expert seminars and guest lectures, wall papers, Newsletters, SA Day etc.

Paper and poster presentations for an engineering student play an important role in building up their confidence and communication skills on:

- ix) How to write CV and Resume
- x) Guide lines for paper presentations
- xi) Experiences in the interview and HR rounds

Students' bodies play a major role in helping the students in shaping their career for their bright future. organizing the various programs help them in honing their skills in placement, soft skills, verbal communications, personality development, aptitude, mental strength and so on and so forth. These bodies also help in team building, team spirit, to work in a team in a congenial atmosphere. Team work and being a part in a team are important.

Students associations can also conduct Seminars, workshops, national symposiums, technical quiz etc. They can release a newsletter presenting all the activities, events conducted by them along with photos and write-ups in every semester.

At the end of the semester a review of the activities of the students' Association to be conducted and observations are to be recorded and submitted to the HODs, Principal under intimation to the Director.

**Constitution of committee in each department (body should consist of):**

1.		President	IV year student
2.		Vice President	IV year Student
3.		Secreatry	III year Student

4.		Jt. Secretary	II year Student
5.		Treasurer	III year Student
6.		Members	IV year student III year student III year Student II year Student II year Student

**Faculty Advisor**

A senior Faculty member of the department.

**Tenure/Duration of the committee:**

- One year

**Frequency of meetings:**

4<sup>th</sup> Saturday of every month or as per the demand of the situation

**R & D CELL:**

Any progressive institution of repute always desires it's staff and students to think beyond the course syllabus and not to just get restricted or satisfied with the curricular, co-curricular and extra-curricular activities, (of course such activities also contribute to the development of students and enhance the reputation of the college). The management thrives for providing opportunities to the staff and students to do something unique for their own development and that of the institution. With such idea management to introduces "**Research and Development cell**" involving the staff and students who are hardworking and possess innovative thinking with a bent of mind to do something differently to meet requirements of the society and to improve the living standards of the people in the society. Government and other charitable institutions provide funds and

grants for encouraging “Research and Development”, to work as incubation Centre for Industry-Academia collaboration.

Such progressive measures on the part of the Institution improve the skills/talents of the students and the staff and motivates them to think innovatively, differently and to discover new things through their research.

### **Objectives**

To start an R & D Lab and entrusting the responsibilities of effective working of the same to a Senior faculty members with required qualification and experience in the field of research and innovation.

To create required facilities and opportunities to staff and students to take up Research and development work in various fields of their studies for the benefit of the society and to enhance the reputation of the college.

To encourage students and staff to improve their qualifications for furthering their career prospects

To motivate students and staff to participate in Research and innovation activities seeking the required funds from the Government and other charitable trusts.

### **Responsibilities**

- (i) To create funds for establishing the R& D Lab and to provide all necessary facilities and infrastructure for taking up R & D work
- (ii) To approach Government, charitable trusts and other agencies for contributing funds for the R & D Lab and for taking up research work
- (iii) To provide all necessary guidance and help in carrying out the research work in R& D Lab

### **Constitution of committee**

1.	Convener	Professor Incharge - R & D
2.	Members	Faculty incharges of all Departments One student from each and every department

**Tenure/Duration of the committee:**

- Two years

**Frequency of meetings:**

3<sup>rd</sup> Saturday of every month or as per the demand of the situation

**INNOVATION AND INCUBATION CELL**

In today's context of cut throat competition for the survival of Technical institutions, only those producing not just academically bright students but also those possessing skills demanded by the Industry from all the student fraternity, will only succeed and survive. In the present scenario those colleges which do not concentrate on latest technological developments may have to face serious crisis of existence.

It is therefore, inevitable to inculcate the culture of technological innovation and in developing working solutions by the students. The faculty members have to act as a role model to encourage the students in this niche area.

**Objectives**

To inculcate the habit of developing technically sound knowledge and to put all out efforts to drive the students for innovation and to acquire sound knowledge and best results/skill to survive in the present cut throat competition and for meeting the requirement of the industry

To bring the best technological developments both in curriculum, teaching learning process, conducting, National level seminars, symposiums, technical fests etc. for exposing the students to the latest developments in technology and standards set by the reputed institutes of international repute and recognition.

To provide ICT tools, projectors, state of art equipment and opportunities to the students to participate in various seminars, symposiums, workshops, technical fests and in the competitions they conduct, to gain sound and up to date knowledge on various technological development taking place around the world.



To inculcate the culture of technological innovation in and in developing working solutions by the students.

The faculty members have to act as a role model to encourage the students in this niche area.

### **Responsibilities**

To identify faculty members and students along with contact details having inclination for innovations towards social problem solution handling attitude.

To identify various technological innovations and developments and to entrust the students in finding working solutions for the same.

Faulty members to act as role models to the students who are inclined towards finding innovative solutions and to motivate / inspire them in developing ideas in innovations and to turn those ideas into solutions.

To create zeal and enthusiasm for discoveries, innovations and for going in for research among the students having such bent of mind.

To identify Ten Girls and boys each from Second and Third years having inclination towards innovation and train them to hone their skills and to turn them into an innovating thinking students. They should be made to think differently from ordinary students

### **Constitution of committee**

1.	Convener	Dean/Professor incharge - R & D
2.	Co - Convener	Faculty Incharge - IIC
3.	Members	Faculty Incharges from all departments One student from each department

### **Tenure/Duration of the committee:**

- Two years

### **Frequency of meetings:**

Once in two months or as per the demand of the situation

## MAINTENANCE COMMITTEE

We in our Narayana Engineering college, have made all possible infrastructural facilities including landscaping and gardening viz., BT internal roads, planting of plants/trees, landscaping, provision of twenty four hour running water, Drinking mineral water, excellent wash rooms, various courts for playing games, field for running tracks, long jump/high jump pits, Cricket field, furniture and fixtures, electrical fittings, cc cameras, Wi-Fi facility, good number of latest systems (computers), labs with all the necessary equipment (Civil, Electrical, Mechanical, Electronics, and Computer), fleet of buses, canteen, hostels with mess so on and so forth. We need personnel for maintaining all these facilities. To meet such requirement we are engaging Masons, helpers, Electricians, plumbers, fitters, machinists, carpenters, system engineers and host of other technical and maintenance staff to effectively maintain the facilities without any disruption. We believe, besides imparting education to students it is also the responsibility of the management to provide all necessary facilities/infrastructure for day to day necessities and for entertainments and relaxation of the students. There is a saying that **“A sound body possesses a sound mind”**, so students besides their studies, need to actively participate in sports and games to develop strong physique for enjoying a strong mental health and a physical health. We have developed excellent sports and games facilities for the boys for taking part in the sports and games actively. Besides conducting sports and games competitions in the college, we also encourage our students to take part in competition conducted at various levels and various organizations and sports committees/authorities. Introducing and arranging the facilities is one thing and effectively maintaining is another thing, which is a highly onerous responsibility of the Administration of the college. To overview and to supervise the effecting maintenance a ‘Maintenance committee’ is constituted in the college, which closely monitors the maintenance works and helps the Administration with suitable observations and suggestions.

## Objectives

- i) To provide all possible infrastructural facilities like a) BT roads b) Planting trees/plants, c) developing and maintaining good landscaping like gardens/lawns/hedges etc d) round the clock running water supply e) sports / games facilities like tracks, pits, courts, cricket field etc. f) attractive and comfortable furniture and fittings g) CC cameras h) Wi-Fi facility i) Latest systems for the usage of the students and staff j) labs with state of art equipment and machinery so on so forth
- ii) Engaging maintenance support staff like Masons/helpers, carpenters, plumbers, electricians, fitters, machinists, system technicians, unskilled labour, gardeners etc for upkeep and regular maintenance of all the facilities and to develop an excellent and attractive ambiance.
- iii) We encourage all the students to take part in various activities and events for showcasing their skills and talents in cultural and sports and games competitions, to provide them with necessary entertainment, competitive spirit and sportsman ship qualities.
- iv) A committee comprising of faculty members, non-teaching staff and students is constituted for ensuring proper day to day maintenance of all the facilities provided in the college.

## Committee's duties and responsibilities:

- To ensure that all the facilities provided are maintained in a suitable manner to ensure that they are in working condition and in a condition to make use of the same to the benefit of the students/staff.
- To introduce and implement preventive maintenance so that there is no disruption in making use of the same.
- To arrange all the necessary tools, tackles, equipment and other material necessary for making use of the facilities provided.

- To arrange all repairs, paintings etc
- To meet the emergencies as and when they arise.
- To work out a monthly/annual budget for maintaining the facilities and to submit the same for approval
- To study and suggest improvements and replacements for the facilities provided to meet the latest techniques and advancements.
- To supervise the daily maintenance work with the help of the technicians and helpers
- To replace the worn out equipment with the new to ensure continuous working without break down or shut down.

### **Constitution of committee**

1.	Convener	Professor Incharge - Maintenance
2.	Co - Convener	Administrative Officer
3.	Members	Faculty incharges of all departments Construction Engineer Maintenance engineer/supervisor

### **Tenure/Duration of the committee:**

- Two years

### **Frequency of meetings:**

1<sup>st</sup> Saturday of every month or as per the demand of the situation

### **HOSTEL ADVISORY COMMITTEE**

Every professional institution has to run hostels for the convenience, comfort and safety of students attending college from different places of distance, sometimes from far and wide areas also. Most of the parents would be of the view that their wards (Particularly

girl students) stay better within the college premises with an assumption that they would remain in the care and supervision of the college authorities and can be well taken care of. Under the circumstances onus would be on the college authorities to keep up the confidence and hope of the parents and to live up to their expectations. As part of this responsibility management has to take extreme care in running the hostels of the college. To ensure that, constituting a hostel committee becomes important, to run the hostels in a proper and befitting manner and for strict implementation of the rules and regulations without any deviation.

### **Objectives**

- i) To advise and ensure that the hostels are run for the convenience, comfort and safety of students attending college from different places of distance, sometimes from far and wide areas also. To suggest providing round the clock surveillance particularly for the girls hostel. .
- ii) To maintain the confidence reposed by the parents in the management of the college that their wards (Particularly girl students) stay better within the college premises with an assumption that they would remain in the care, caution and supervision of the college authorities and can be well taken care of.
- iii) Under the circumstances onus would be on the college authorities to keep up the confidence and hope of the parents and to live up to their expectations, committee should make sure all possible preventive steps for the safety and security of the hostel inmates are taken good care of.
- iv) As part of this responsibility management has to take extreme care in running the hostels of the college formulating strict rules/regulations and practises and procedures, towards this end they should constitute a committee for overlooking strict implementation of the same in letter and spirit by the hostel staff..
- v) Hostel advisory committee to make sudden surprise visits to the hostels and observe how the hostels are being maintained, interact with the hostel inmates to

ascertain about their experiences, problems they are encountering and to seek their suggestions/advises for introducing improvements for students' comfort and convenience,

- vi) Committee to suggest on the menu to be served to the hostel inmates, observe the quality of the food served to them, committee members can dine once in way so that they can personally have first-hand information on the quality of food served.

### **Responsibilities of Hostel Advisory Committee:**

1. First and foremost responsibility is to provide safety and security of the hostel inmates. Constant vigilance and surveillance round the clock to be ensured
2. To check the movement of the hostel inmates and others like even parents and guardians into and out of the hostel. Recording every movement with timings and obtaining their signature.
3. To arrange holistic and sumptuous hygienic food, committee to decide the day to day menu, to display on the board maintained for the purpose.
4. To supply mineral water for drinking purpose, round the clock.
5. To facilitate free out going phone call to contact parents as and when necessary with a log book, which should be under the custody and control of the warden. To record all the incoming and outgoing calls with details.
6. To provide reading room with News papers & Magazines. Provision of a T.V., key and remote of which should remain in the custody and control of the warden. Viewing of TV to be allowed in specific hours on regular working days, which can be relaxed / extended on holidays/Sundays, except during the examination period.
7. To provide spacious dining room facilitating comfortable sitting for dining.
8. To maintain separate crew for preparation of breakfast, lunch, snacks and dinner.

9. To ensure a highly conducive and comfortable atmosphere prevails along with facilities for the inmates to live and stay in the hostel without the fear of ragging and such other inconveniences from hostel mates and other students.
10. To extend possible help to buy railway tickets (early) to go home during holidays and at the time of emergency.
11. To provide recreation by way of indoor games, newspapers, journals etc.
12. To ensure that girls hostel inmates are under the care of a lady Warden and a lady Professor Incharge supervising the hostel
13. To confine the lady's hostel with barbed wire fencing with an iron gate, which need to be manned by a Security guard (male) round the clock and a female guard at the hostel building entrance.
14. Maintenance of records for recoding all the activities, movements, parents addresses including phone numbers, etc.
15. A vigilance committee constituted for the purpose of sudden and surprise inspection of hostels to ensure that the hostel is being run as per the guidelines, rules and regulations as may be enforced by the Head of the institution from time to time and submit their report to the Principal for his information.

#### **Constitution of the Committee**

1.	Convener	Principal
	Co-Convener	Professor In-charges of both Hostels (Boys & Girls)
2.	Members	Male and Female faculty members preferably staying in hostels  II or III year students staying in hostels (both boys and girls)

#### **Tenure/Duration of the committee:**

- One year

**Frequency of meetings:**

Once in three months or as per the demand of the situation

**BOYS HOSTEL COMMITTEE**

Every college needs to maintain separate hostels for both boys and girls, coming from distance places. They should preferably be located at a distance to prevent any untoward incidents taking place. Due to the difference in the very nature and the way they conduct themselves, rules and regulations and other way of administering the hostels of boys and girls would differ. Running of the hostel is a highly responsible and sensitive matter for any management of the institute. As such lot of care need to be taken in running the hostel, facilities wise, discipline wise, studies wise and in providing the food and other eatables. A member of faculty would be entrusted with the responsibility of overlooking working of the hostel to ensure that all the rules/regulations and procedures and practices are following strictly. Over and above the faculty a hotel maintenance committee also is constituted to ensure proper working of the hostel.

**Objectives**

- i. The very first and foremost objective in running the boys hostel is to accommodate boys joining in the college from far and wide (distance areas) to stay within the premises of the college, so that they can save their time and energy and could spare the same to concentrate on their studies/education.
- ii. To regularise the boys routine and to control with a view to help them to conduct themselves in a disciplined and orderly manner. This helps them to organise their studies and other activities in proper and fruitful manner.
- iii. To provide wholesome and hygienic food following strict timings.
- iv. To ensure that the boys observe study hours and in maintaining their notes and records up to date.
- v. To help them from being wayward in their behaviour and attitude.



- vi. To make available necessary entertainment facilities within the campus/hostel premises.

### **Responsibilities of Boys hostel Committee:**

1. The aim of this Manual is to lay down the procedures, rules and regulations for smooth, efficient and economical operations of the Hostel and the mess provided in the canteen.
2. To provide the hostel inmates with a peaceful and congenial environment to enable them to comfortable stay in the college and a congenial atmosphere for concentration in their studies and for their personality development.
3. Hostel Management, Security of Hostel student inmates as well as Property, Proper conduct in the behaviour / prevailing of proper order and peace in the hostel, to help them to live in a serene state to enable them to concentrate more on their students and to improve their way of conducting themselves.
4. To create an efficient and effective management systems and procedures.
5. To create an atmosphere of harmony and co-operation amongst the students.
6. To inculcate better way of living with high morals and ethics, a sense of cooperation and extending help to other hostel inmates with brotherly feeling.
7. To create amongst the students, a sense of accommodation and to inculcate discipline.
8. To set the behavioural aspect in the employees' working the Hostel / mess and to ensure proper / respectful way of conducting themselves towards the students and other inmates as well as among themselves.
9. To run / administer the Hostel and its mess efficiently in a manner that the inmates remain happy and satisfied.
10. To help the inmates to develop into a well cultured and knowledgeable technocrats by imparting quality education.

11. To arrange study hours for the students from 6.00 PM to 8.00 PM under the close observation / supervision of HODs/Faculty members on all the working days.
12. To provide a vehicle to meet any medical emergencies for taking hostel inmates to the hostels for medical attention and treatment.
13. To ensure that all the electrical fittings, water supply and plumbing equipment etc are in fine order without any repairs and uninterrupted water supply round the clock.
14. To allow boys to go outside only with the written request from their parents or the guardian whom the parents declare in writing.
15. To issue Strict instruction and notices to be displayed in the hostel stating that no amount of indiscipline or misconduct would be accepted and strict action including making the student vacate the hostel would be initiated in the interest of prevailing order in the hostel.
16. Day to day menu to be displayed in the notice board arranged for the purpose.

#### **Constitution of Committee:**

1.	Convener	Prof Incharge
2.	Co-convener	Warden
3.	Members	2 Faculty members (Preferably Hostel inmates) 5 students staying in the hostel

#### **Tenure/Duration of the committee:**

- One year

#### **Frequency of meetings:**

3<sup>rd</sup> Saturday of every month or as per the demand of the situation

#### **GIRLS' HOSTEL COMMITTEE**

Though running girl's hostels for a professional technical institute is almost inevitable and advantageous, it is equally a very delicate and sensitive matter for any management. Extreme care need to be taken particularly in regard to running a girls'

hostel. It is advantageous because girls from other places can stay in the premises of the college under the care and supervision of the college authorities, where they can be assured of their safety and security. Parents normally prefer to keep their children in the college hostels as they have confidence that management takes every care and caution and the girls need not travel daily which involves less safety and security.

In view of the foregoing details, management has to pay close attention to girl's hostels and take every precaution to prevent any issues from raising. This makes management to entrust responsibility of smooth running of the hostels to senior lady faculty members and a senior and experience lady warden(s).

### **Objectives**

To relieve tension from the parents of the girls students studying in the college on their safety and security.

To help girls from wasting their time and energy in travelling from distant places, and utilise such energy on their studies and other activities through which then can improve their career prospects.

To ensure absolute safe and secure conditions, where in they can be confident of their privacy and protection.

To provide wholesome hygienic and tasty food

To facilitate study hours, entertainments like sports, games and news papers, journals etc

Constitution of a hostel advisory committee to supervise and suggest improvements to made and to ensure strict implementation of all the rules/regulations and practises and procedures enforced from time to time by the management.

Maintenance of all the registers and records for proper running of the hostel.

### **Responsibilities of Girls hostel Committee:**

1. To see that each and every room is attached with separate bathroom and running water facility. The rooms are furnished with cots, fans tables, chairs, and shelves with iron doors.
2. To provide wash basin with mirror and mosquito nets to window frames.
3. To make available hygienic drinking water is available to the inmates.
4. To make sure that kitchen with modern cooking facilities and spacious dining hall is provided for inmates. Common Telephone, Reading room, satellite T.V and, indoor sport facilities are provided to the hostel inmates. Non A/c Guest rooms for College Guests/visitors are available in the hostel.
5. To ensure that sports and medical facilities to the inmates are available in the college campus.
6. A 24-hour security is available to the inmates of the hostel to protect the hostel property and to report incidents that require immediate attention to authorities.
7. Inmates of the hostel select a mess committee from among themselves to run the mess and help in hostel administration. To run a full-fledged mess for preparation of food for the girls in the hostel.
8. A resident warden stays during night times and checks the attendance of the inmates after 9 pm every day.
9. To provide round the clock vigilance and surveillance for the girls hostel.
10. Girls hostel to be separate and made unapproachable with a high rise fencing with an iron gate, which should be manned by a security guard round the clock.
11. Visitors' (including parents) entries into the hostel to be restricted to specific days and timings.
12. Movement of the hostel inmates, parents and other kith and kin to be recorded in the book maintained for the purpose. Date of leaving and return and the times should be recorded and signature of the hostel inmates and visitors also to be obtained.

13. Hostel inmates to be permitted to leave the hostel with the specific written request from the parent and such movement to be permitted by the Principal / Hostel incharge.
14. All the records as insisted by the management to be maintained systematically and regularly by the warden.
15. Movement register to be maintained by the Lady security guard posted at the entrance of the girls hostel.
16. Hostel incharge has to prepared monthly report in the prescribed proforma and submit the same on or before 5<sup>th</sup> of the succeeding month.
17. A vehicle for transportation of hostel inmates in emergencies should be made available for the hostels round the clock and 364 days.
18. First aid facility to be made available for on the spot first aid treatment.

#### **Constitution of the Committee**

1.	Convener	Prof Incharge
2.	Co-convener	Warden
3.	Members	2 Faculty members (Preferably Hostel inmates) 5 students staying in the hostel

#### **Tenure/Duration of the committee:**

- One year

#### **Frequency of meetings:**

3<sup>rd</sup> Saturday of every month or as per the demand of the situation

#### **WEBSITE COMMITTEE**

Any institute takes several steps to improve (i) the infrastructural facilities for the comfort and convenience of the Staff, students and efficient functioning of the college (ii) engages highly qualified and experience faculty for imparting high quality education to the students (iii) Organises several events and activities pertaining to Academic and non academic ( curricular, co-curricular and extra-curricular ) activities for all round

development of the students and for gaining knowledge in every possible activity besides their course subjects/syllabus. Management with wide/broad vision and mission makes all possible efforts to keep available every opportunity before the students and extends the best possible guidance and cooperation to even engage highly qualified, experienced eminent personalities from Prestigious Institutions like Universities, deemed universities, IITs, NITs as resource persons for Tutorials and other academic events for the benefit of the students. Management also forms committees and entrusts the responsibilities of the committees various activities for organizing events/activities for the benefit of students, local people and the society, for the organizing social awareness programmes to control and prevent evils taking place in the society. These activities give a broader perspective and responsibility to the students who will be the future responsible citizens of the country.

Planning and conducting so many activities for the development of both the students and the society is one thing and giving wider publicity for the awareness and knowledge of the society and the people living in that is another thing. The later, is highly import both with the view that people can have the knowledge what sort of activities are being taken up by the Institute and how they can reap the benefits (outcome) of such activities. Keeping in view the Stake holders' necessity, we need to be aware of the activities undertaken, including Curricular, co-curricular and extra-curricular, where there is need for taking the details of the activities to the notice of all those who are connected directly or indirectly with the institution. Here, we need to cover all the activities/events and other Academic programs. Studies, labs etc to cover and take the help of a medium for reaching to all the people to let them have an idea and understanding of what is going on in the institute and what steps are being taken by the management for the overall development of the students, surrounding community and the society as a whole.

Keeping the foregoing aspects in view, We have started a Website of our own to present all the activities for the information of all the stake holders there by gaining wide

publicity of every possible information and in bringing the same to the notice of the students in general and the public at large.

### **Objectives**

Web site is the media through which we can reach the students, staff, public, stake holders, society at large and many others to convey the management message and the progress made from time to time on a regular basis.

Website helps in creating a perfect image of the college in the minds of all students, parents, stake holders and public at large.

College takes up many activities, organises many events, introduces so many new technologies, new systems and procedures, employs highly qualified and experienced faculty, brings out attractive infra-structural facilities, provides state of art equipment, new branches, new courses, organises many curricular, co-curricular, extracurricular, extensive activities etc to serve the students, parents, stake holders, society etc. All these developments along with photos can be brought to the notice of all the concerned and the public at large with the help of the Website.

Opportunity can be provided to the staff/students in preparing reports pertaining to their departmental activities and achievement through website

Students' achievements can be made known to everyone and thus the students can be motivated by highlighting their achievements and progress.

Functioning of each and every department and the support technology, equipment, staff and the methods followed in teaching and learning process can be made clear through Website for the benefit of stake holders and the public.

Information regarding the placement interviews conducted and the students selected for placements in various companies can be reflected in the website

Academic progress made and the outstanding achievements of the students in the examinations can be posted in the website

Details regarding the Training and placement activities of the college along with the students who have secured placements also can be included in the Website along with the photos.

### **Committee responsibilities:**

The Professor and Faculty incharges of the committee have to gather every possible information regarding the activities taken up by each and every department along with photos and brief write up of the events and activities and post them in the website on a regular basis.

To prepare a write up enlightening the activity/event organised and upload them along with the photos for providing clear idea about the events and activities.

To post about the various departments, batches, intake details, branches run, the details of faculty members and the infrastructural facilities provided are also to be included for the idea of the public, students and parents.

Position on the labs, equipment, the activities of Training and placement cell and the details of students who could be placed in the campus interviews conducted within the college campus.

Student's participation in Industrial training, workshops, seminars, symposiums and other several activities are also to be included in the website along with the photos. Their achievements in winning the competitions in such activities can also be depicted along with photos.

Pictures of various cultural, sports and other events conducted are also to be included in the website.

The academic achievements by the institute, students, faculty members are also to be kept available in the website for the idea of the students/parents and the public in general.

Recognition, rewards, awards etc the institute could achieve also to be included in the Website.

### **Constitution of the Committee**



1.	Convener	Professor incharge - Website
2.	Co-Convener	Web developer
3.	Members	Faculty incharges of all departments

### **Tenure/Duration of the committee:**

- Two years

### **Frequency of meetings:**

3<sup>rd</sup> Saturday of every month or as per the demand of the situation

### **STAFF GRIEVANCE REDRESSAL CELL**

College is committed to provide a congenial, fair and harmonious learning and working environment in the institution for the staff. Grievance redressal Cell was set up at college for providing Mechanisms for receiving, processing and addressing dissatisfaction expressed, complaints received and other formal requests made by the staff in line with the institutional provisions promised and perceived. Grievance Redressal Cell facilitates resolving grievances in a fair and impartial manner involving the respective Department (which deals with the substantive function connected with the grievance), maintaining necessary confidentiality as the case may be. Any staff member with a genuine grievance may approach Grievance Redressal Cell by submitting his/her grievance in writing.

The function of the cell is to look into the grievance and judge the same on its merits. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the GRC in person. In case the person is unwilling to appear in person, written grievances can be dropped in the box of the Grievance Cell, provided for the purpose.

### **Objectives:**

To ensure a fair, impartial and in a consistent manner of redressal of various grievances encountered by the staff.

To uphold the dignity of the college by promoting cordial Student-Student relationship, Student-faculty relationship, and relationship among the members of the staff.

To develop a prompt and accountable attitude among the staff, thereby maintaining a congenial atmosphere in the college campus.

To ensure that grievances are resolved in a complete confidential manner.

To ensure that the views of aggrieved and respondent are respected and that neither party to a grievance is discriminated or victimized.

To ensure that the stakeholders respect the rights and dignity of one another

### **Responsibilities of the committee**

To receive the grievance/complaint from the aggrieved staff member

To study the grievance thoroughly and to ascertain the facts from the HOD/ concerned second party

To conduct a primary enquiry into the charges made to establish prima face of the charges

To send a charge sheet to the respondent for giving him an opportunity to submit his version

To call for an enquiry into the facts by issuing notice to both the parties to appear before the committee to find out the veracity of the charges made.

To provide equal opportunity to both the parties to explain their own versions during the enquiry.

Upon arriving at a conclusion and coming to a conscious opinion, findings of the enquiry to be prepared by the convener with the consent of other members

To submit the findings to head of the institution for his action

### **Standard operating procedure (sop)**

It is a right way to air a grievance rather than to keep it bottled up. Protection of human rights is essential for all round development of an individual's personality and to realize the primary needs of the staff to get proper justice on his grievance; keeping these in

view, a grievance Redressal cell is constituted. The cell is intended to find solutions for problems like sexual harassment, every kind of physical or mental harassment, complaints regarding class room teaching, class room management, non-completion (incompletion) of syllabus, improper teaching methods, staff grievance etc., as and when they arise. The grievance Redressal cell convenes meetings periodically and takes steps to redress the grievances received.

The Grievances can be broadly categorized as under, to include the following complaints:

- a. Academic
- b. Non-Academic
- c. Performance or Assessment related
- d. Grievance related to Victimization
- e. Grievance related to Attendance
- f. Grievance related to payment of salary
- g. Grievance related teaching – learning process
- h. Harassment by colleague or other members of staff.
- i. Staff complaints regarding various issues related to their service etc.

#### **Constitution of the Committee**

1.	Chairman	Principal
2.	Members	1.+2 Senior Staff members from different Departments. 2.HR 3.Administrative Officer

#### **Tenure/Duration of the committee:**

- Two years

#### **Frequency of meetings:**

As and when necessary or as per the demand of the situation

#### **NATIONAL SERVICE SCHEME (NSS)**

This National Service Scheme (NSS) is brought in to existence on September 24, 1969, by the then Union Minister for Education Dr. V.K.R.V. Rao, which was launched in 37 Universities covering all states. Chief Ministers of all states were requested to extend their cooperation and help in the promotion of this scheme, which is aimed at extending service to the society in general and the poor and illiterate people living in the slums and small villages. Mahatma Gandhi has prophesied the youth to voluntarily extend their services to uplift the downtrodden and masses of our Nation. This program was started in the Centenary year of Gandhiji. Students, teachers, guardians, persons in authority of the Government, universities and colleges/schools have realised the need and significance of NSS. Faculty and students could able to appreciate the problems of people living in villages and reeling under poverty related issues.

Our Management has been attaching high priority and importance to extend services to the society in general and the illiterate/ignorant poor and needy people living in slums and remote villages. With this high objective a NSS cell is constituted with the involvement of members of faculty and Students as its members. Our NSS unit has been making considerable contribution in the service of the people for bringing awareness in them on various health related problems, in developing skills and advancement in their chosen evocations/professions, organising blood donation camps, general medicine, distributions of books, clothes, rice, monetary help etc for the people living in the surrounding villages. Organised clean and green, swatch Bharat programs also in the nearby villages.

Management has been encouraging through every possible manner either it be financially or through other facilities. Our NSS unit has organised several camps to taken various service oriented activities. They have even organised various rallies to educate the public on several important issues with which the public is suffering.

### **Objectives**

To cultivate the habit of serving the society in the students through their voluntary contribution in several ways and means.

To educate the illiterate and ignorant people living in slums and remote villages who are ignorant of scientific, medical, technical and other developments.

Organising medical camps, blood donation camps, medical camps, awareness programs on various aspects of day to day living of the people.

To donate medicines, books, clothes, other necessities to meet the requirements of the poor and needy.

To bring awareness in the villagers on the latest technical advancements in taking up their chosen vocations and professions for benefit them both quantitatively and qualitatively.

To organise camps to educate the villagers in keeping their surroundings clean for preventing spreading of contagious diseases like malaria, typhoid etc

To help the villagers during the calamities and natural disorders etc.

### **Responsibilities**

As the responsible citizens of the society/country it is our duty to help the people living in slums and villages.

To improve the living standards of the people living in below poverty line and in areas without cleanliness and devoid of proper health conditions

To educate the people on how to improve their locality, improve cleanliness, practising swatch Bharat, following clean and green program

Inculcating the habit of following healthy habits, stopping alcohol consumption, preventing them from the habit of smoking, consuming gutka and other tobacco products, drinking cheap liquor etc.

Organising medical camps for extending medical facilities and distribution of medicines.

Organising blood donation camps.

Organising rallies to educate on various aspect like AIDS, Eco friendly practises, Road safety, use of helmet etc

Helping the people living in old age homes, orphanages by donating food, clothe, extending financial help etc

### **Constitution of the committee**

1.	Convener	Professor Incharge – NSS cell
3.	Members	Faculty Incharge from each department One student from each department

### **Tenure/Duration of the committee:**

- one year

### **Frequency of meetings:**

4<sup>th</sup> Saturday of every month during course period and as and when necessary or as per the demand of the situation

### **SC / ST CELL**

We being the leading Engineering college in the District, have been open and objective in employing Faculty and other non-teaching staff having required credentials (Qualifications, experience, right approach and involvement) for imparting the best possible education coupled with values to the students. As such the onus, while recruiting staff, is on the qualifications, experience and teaching and learning capabilities. The same approach is in vogue while permitting admission to the students i.e. providing admissions to the meritorious students.

We attach importance to provide equal importance to the SC / ST Students and staff members and would make all-out effort to treat them and provide opportunities to them on par with other members of staff/students. We encourage them in all areas of working/education and in providing all possible avenues to develop in their career in the college. Management also is keen in resolving all the problems and inconveniences of the SC/ST employees/students of the college, keeping the same in view the college has

constituted a SC / ST cell in the college, with a specific objective of taking care of the interests of the SC / ST Students/staff.

### **Objectives:**

- To provide all encouragement to bring the SC/ST students and staff at par with main stream student /staff.
- To create a platform from where the SC/ST students can raise their issues and problems regarding Academic and Non Academic matters.
- Where ever possible to provide special facilities to the SC/ST students/staff.

### **Responsibilities:**

1. Committee often meets or conducts meetings to enable the SC/ST students and staff to raise their issues or problems. Committee discusses the same in the meeting and resolve the same amicably to the satisfaction of the aggrieved within the frame work of the rules and regulations laid down in the college.
2. Committee advises and creates awareness in the SC/ST category students about the various Government and Non-Government schemes, scholarships, concessions etc and provide necessary assistance to avail such facilities.
3. Provide counselling to the SC/ST students feeling low or developing inferiority complex relating to interacting with the other students or the faculty members.

### **Constitution of the committee**

1.	Coordinator	One senior faculty member
3.	Members	One staff member from SC community One staff member from ST community

### **Tenure/Duration of the committee:**

- one year

### **Frequency of meetings:**

4<sup>th</sup> Saturday of every month during course period and as and when necessary or as per the demand of the situation

Meetings are held periodically for discussing the issues and challenges, developmental aspect of the Institute. Thus, the institute encourages teachers, students, parents, corporate resource persons, employers, alumni, staff, class coordinators and class representatives to share their ideas, opinions, suggestions through proper channels i.e through parent-teacher meet, alumni meet, class teachers meetings, student feedback system, and through other various committee meetings. The inputs received from various stakeholders of the institute are reviewed and those which are in line with our institute's Vision and Mission Statements will be considered for the decision making.

### CANTEEN COMMITTEE

The College has a well established canteen in the campus. It forms the junction of the students from different streams/courses. It makes all edible items available to the students and faculty members as per their requirement. The environment in the canteen is clean & hygienic. The rates charged for various items of food are checked and approved by the college administration. Canteen is open on working days from 9.00am to 6.30pm.

A canteen committee is responsible for monitoring the operations of the canteen and implementing and reviewing the canteen policy. They may also be responsible for specific decisions as specified in the canteen policy, such as employing staff, authorizing major purchases or authorizing changes in the menu. A canteen committee is a proven way to give the canteen enough autonomy to operate as a business while maintaining strong connections with the institute.

**Objectives:** The main objective of the project on canteen management system is to manage the details of Canteen, Students, Item, Stock. The purpose of the project is to build an



application program to reduce the manual work for managing the Canteen, Students, Customer, Item. It tracks all the details about the Item, Stock, Sales.

**Roles & Responsibilities:** The chairperson and treasurer of the canteen committee will liaise directly with canteen staff and volunteers on matters relating to the day-to-day management of the canteen and report matters of importance to the canteen committee.

1. Implement the canteen policy and initiate annual review of this policy.
2. Plan, organise, control and evaluate the needs of the canteen.
3. May employ and dismiss staff according to legislation.
4. Provide job descriptions, work agreements and performance reviews for paid staff.
5. Ensure a healthy and safe work environment.
6. Ensure the legal requirements of the canteen are maintained (eg tax, superannuation, long service leave and insurances).
7. Make sure all financial records are in order and an audit is performed at the end of each year.
8. Present a monthly and yearly financial report to the sponsoring body.
9. Support, encourage and acknowledge the efforts of paid and voluntary staff.
10. Make decisions on the items to be sold in the canteen and approve the sale prices of new items.
11. Establish the required profit margin and appropriate control.
12. Produce a canteen menu and price list.
13. Develop new ideas and activities to link the classroom with nutrition education.
14. Monitor, and if required, upgrade the condition of the canteen's facilities and major equipment.

#### **Constitution of the committee**

1.	Coordinator	One senior faculty member
3.	Members	Three staff member from different departments Two Non-Teaching staff

		Four students from different departments
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**Tenure/Duration of the committee:**

- One year

**Frequency of meetings:**

4<sup>th</sup> Saturday of every month during course period and as and when necessary or as per the demand of the situation.

**GRIEVANCE REDRESSAL DEPARTMENT LEVEL COMMITTEE**

Narayana Engineering college- Gudur has created a mechanism for redressal of students' grievances related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleague students or teachers etc. There are Grievance Redressal Committees at the Department, College / Institution and University levels to deal with the grievances of the students. The details of these committees are furnished below:

1. In case of Academy, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) is constituted at the level of departments composition shall be as follows :
2. Head of the Department - Convener
3. A Professor from Outside the department to be nominated by the Head of HEI
5. A faculty member well versed with grievance redressal mechanism to be nominated by the Head of the Department – Member
6. The Convener and members of the Committee shall have a term of one year.
7. The Quorum for the meeting shall be two, including Convener.
8. The DGRC shall follow the Principles of natural justice while deciding the grievances of the students.

9. The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.

### **Objectives**

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain harmonious educational atmosphere in the department.

A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the department with the following objectives:

1. Upholding the dignity of the department by ensuring strife free atmosphere in the department through promoting cordial Student-Student, Student-Staff and Staff-Staff relationships.
2. Encouraging the Students and Staff to express their grievances / problems freely and frankly, without any fear of being victimized.
3. Advising Students and Staff of the department to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
4. Advising all the Students to refrain from inciting Students against other Students, teachers and department administration.
5. Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

### **Responsibilities:**

1. Responsible to communicate effectively with faculty and student involved in the complaint before, during, and after a decision is made

2. Conduct thorough information gathering, review of documentation, and interviews of involved individuals in order to make fair and appropriate recommendations for the resolution of a grievance
3. Maintain all information regarding grievances, including committee meeting minutes, evidence of resolution and all correspondence in accordance with all applicable laws and regulations, including the Family Educational Rights.

### **Constitution of the committee**

1.	Convener	Department HOD
3.	Members	Three staff member from department.

### **Tenure/Duration of the committee:**

- One year

### **Frequency of meetings:**

As and when necessary or as per the demand of the situation.

## **ALUMNI COMMITTEE**

Alumni Committee of Narayana Engineering college - Gudur functions to strengthen the bond between the institute and its alumni. Strong Alumni base is one of the formidable strengths for any elite institute. Thereby, committee acts as a platform where the existing students and the alumni can interact for a healthy, mutually beneficial relationship. The prime objective of our committee is to foster relations between the Alumni and the Institute and strengthen the bond between Alumni and current students.

The committee organizes various events such as Annual Alumni Meet, to keep the alumni in constant touch with the institute and also help them in networking amongst themselves. The committee also tracks and highlights the achievements and successes of alumni so as

to provide impetus to the institute and its students. Alumni Committee publishes a bi-annual newsletter - Aluminati - which contains articles, interviews, achievements of alumni. Moreover, the committee acts as facilitator and provides administrative help to the alumni. The committee is also striving to set-up and maintain a dedicated website for alumni activities.

### **Objectives**

1. To promote and foster mutually beneficial interaction between the Alumni and the present students of the Narayana Engineering college- Gudur and between the Alumni themselves.
2. To encourage the formation of Chapters as a means to increase participation of Alumni.
3. To enable the alumni to participate in activities that would contribute to the general development of the college.
4. To arrange and collect funds for the development of the college.
5. To encourage the Alumni to take an active and abiding interest in the work and progress of the Institute so as to contribute towards enhancement of the social utility of their Alma Mater.
5. To organize and establish scholarship funds to help the needy and deserving students.
6. To Institute prizes and awards for outstanding project work, research papers or other professional activity by the students of the Institute; also to suitably recognize outstanding social and community service by the Alumni and the students.
7. To undertake to organize activities of a civic or charitable nature as also to increase public awareness of the role of technology in value addition in the economic and social development of the nation.
8. To invest and deal with the funds and moneys of the Association.
9. To take advantage of developing technologies like the internet in achieving the aims and objects of the Association.

**Responsibilities:**

1. Suggest to committee members to design web page for alumni cell.
2. Instruct the committee members to establishes alumni chapters.
3. To establish the network every year with alumni.
4. To organize the alumni meet every year in our college premises.
5. Adopt the Alumni Association core values of excellence, lifelong relationships, lifelong learning, Advocacy.
- 6 Participate faithfully and consistently in Alumni Council meetings and functions, regional alumni chapter Events and other Institute functions.
7. Support the coordinator and faculty for developing web page.
8. Support the coordinator and faculty for establish alumni chapters and to conduct various programs.
9. Support the coordinator and faculty for creating the network to establish alumni chapter.
10. Support the coordinator and faculty for conducting the alumni meeting and develop the good relationship for carrier guidance.
11. To support faculty members and make the students to attend the program for their growth and development.

**Constitution of the committee**

1.	Convener	One senior faculty member
3.	Members	One staff member from each department.

**Tenure/Duration of the committee:**

- Two years

**Frequency of meetings:**

The committee meeting will be conducted once in every three months.

## IQAC

To create quality, to maintain quality, to enhance quality in all spheres – that is the task of the IQAC or the Internal Quality Assurance Cell of the college. The IQAC is the central quality- monitoring body of the institution. It functions under the Chairmanship of the Principal and comprises senior faculty members, representative from the local community and a student representative. Its aim is to develop and maintain a system to promote academic and administrative excellence.

1. It defines the short-term and long-term objectives of the institution.
2. It creates a benchmark for quality-enhancement measures.
3. It devises a work plan to achieve objectives.
4. It monitors and coordinates the execution.

The IQAC functions with the belief that excellence and quality are not one-time goals but continuous processes. To this end, the IQAC meets on a regular basis. New programs, up gradation of infrastructure and increasing the effective functioning of all systems are some of the major concerns of the IQAC.

### Objectives

1. Develop mechanism for improvements in academic and administrative performance.
2. Promote quality culture in all facets of University's functioning.
3. To facilitate the integration of the various activities of the institution and institutionalize the best practices.
4. To provide a sound basis for decision making imbibing all the dimensions of service quality to improve institutional functioning.
5. To act as a change agent in the Institution.
6. To coordinate and improve internal communication to facilitate greater policy implementation and quality assurance towards its stakeholders.

**Responsibilities:**

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
2. The relevance and quality of academic and research programmes.
3. equitable access to and affordability of academic programmes for various sections of society.
4. Optimization and integration of modern methods of teaching and learning.
5. The credibility of evaluation procedures.
6. Ensuring the adequacy, maintenance and proper allocation of support structure and services.
7. Sharing of research findings and networking with other institutions in India and abroad.
8. To keep track of the departments that are accredited by the NBA and ensure that those departments maintain the standards of the NBA.
9. To complete the NBA-pre qualifier every year for the departments not accredited by the NBA and notify the principal and CDC when any department becomes eligible for accreditation.

**Constitution of the committee**

1.	Chairperson	Head of the Institution
2	Convener	One senior faculty member
3.	Members	1. A few senior administrative officers 2. 3 – 8 Teachers 3. 1 Member from the Management Studies 4. 1 or 2 Nominees from Employers / Industrialists / Stakeholders 5.1 Student

**Tenure/Duration of the committee:**

- Two years



**Frequency of meetings:**

The committee meeting will be conducted once in every three months.

**COLLEGE ACADEMIC COMMITTEE**

The Academic Committee is a vital link between the student body and the faculty. The significant function of this committee is to act as a medium of communication between the students and the faculty. The agenda of this committee is to keep the students aware of their academic standing and reducing blind-spots. It takes up the responsibility of imbibing best practices so that future student's community can have better system in place. It also arranges regular interaction between faculty and students. It also holds responsibility for conducting practices like academic award functions to honor students for their academic excellence.

**Objectives**

1. Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.
2. Facilitating Controller of Examinations for making arrangements for conducting examinations, as per the norms of JNTUA.
3. Recommending the Governing Body for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the college.
4. Facilitating supervision of the functioning of computing and IT infrastructure, central library and other learning resources of the college.
5. Facilitating promotion of research culture in the college through collaboration and corroboration among faculty.
6. Encouraging collaboration with other academic institutes and industry.
7. Creating a conducive environment for development of entrepreneurship.
8. Ensuring discipline among students.

9. Facilitating and supervising the co-curricular activities of the students.
10. Recommending the Management for encouraging students with awards, stipends, scholarships, medals and prizes and so on.
11. Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same.
12. Appointing committees from amongst the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.
13. Planning and executing the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary.

#### **Responsibilities:**

The Academic Council is the highest academic body of the college and is responsible for laying down, regulating, and maintaining the standards of teaching, research, and examinations in the college.

1. Review and approves academic calendar, value added courses and report submitted by IQAC.
2. Review the academic activities of the college.
3. Review and formulate the perspective plan of the college.
4. Review the value added courses for students.
5. Review the faculty development programs.
6. Promote innovation in teaching, sustaining the quality of education and quality improvements initiatives (NAAC & NBA).
7. Ensure that the academic program is consistent with the institute's mission and is in line with industry requirements.
8. Helps inculcate a culture of research in the student community

**Constitution of the committee**

1.	Chairperson	Head of the Institution
3.	Members	All Head of the Departments & Examination Incharge

**Tenure/Duration of the committee:**

- One year

**Frequency of meetings:**

1<sup>st</sup> Saturday of every month or as per the demand of the situation

**EXAMS GRIEVANCE COMMITTEE**

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Cell.

**Objectives**

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

1. Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.

2. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
3. Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
4. Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
5. Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
6. Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
7. Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

#### **Responsibilities:**

1. The Exams Grievance Cell shall process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
2. The Exams Grievance Cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by AICTE.
3. To conduct meeting whenever required and discuss relevant issues, in consultation with the Principal seeking his approval.

#### **Constitution of the committee**

1.	Convener	Head of Institute (or) Chief superintendent
2	Co- Convener	Examination Incharge

3.	Members	One faculty from each department
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**Tenure/Duration of the committee:**

- Two years

**Frequency of meetings:**

4<sup>th</sup> Saturday of every month or as per the demand of the situation

**ATTENDANCE COMMITTEE**

Attendance monitoring committee aims to institute discipline among students in terms of punctuality and every day and attendance. This implies that students come to college on time and should not be able to leave the campus without permission from their class counsellors. In every lecture, attendance is taken and the student signs on attendance sheet. This data are computerized afterwards. Every week cumulative presence and absence of all the students of all courses is calculated. Students having less than 75% attendance in any week are informed and advised to improve their record.

**Objectives**

To monitor students attendance subject wise.

To ensure all the students are having minimum attendance to write University exam.

To arrange for extra classes in few problems oriented subjects if the absenteeism is of genuine medical reasons.

To mentor and orientate students regularly about the importance of attendance.☞

**Responsibilities:****Specific Responsibilities of Coordinators:**

1. Generate attendance sheet Update attendance sheet(Remove cancelled ID Numbers)
2. Enter data into computer.

3. Generate weekly, monthly absentee report – Give the report to respective class counselors and display on notice board.
4. Advise the Director regarding examination form withdrawal of students with authentic documents.

#### **Specific responsibilities of class counselors**

1. Counsel highly irregular students, inform and involve their parents also.
2. Issue monthly letters to parents by registered post.
3. To ensure attendance is taken for every session.

#### **Constitution of the committee**

1.	Convener	Professor Incharge
3.	Members	Attendance Incharge from each department

#### **Tenure/Duration of the committee:**

- Two years

#### **Frequency of meetings:**

Twice in every month during the semester.

### **PROFESSIONAL CHAPTER'S COMMITTEE**

The vision of Professional Society is to develop students academic, professional and personality development skills through various programs, activities arranged by the association. To monitor and control effective conduct of such program ensuring regular attendance, active participation and involvement of students.

#### **Objectives**

1. Improving standard of Engineering Education and counseling the students in the emerging new opportunities
2. Encouraging and motivating the outside Class room studies /Workshops/ projects/ Seminars

3. To plan, organize Technical Programs, Special Lectures, Workshops, Seminars Symposia, exhibitions for the benefit of students.
4. To provide common platform for students to exchange of ideas in technical topics of interest and to facilitate technical visits, project works, employment, contact with industries and academic institutions.
5. Encourage team spirit and self-reliance among student members

### **Responsibilities:**

1. Improving standard of Engineering Education and counseling the students in the emerging new opportunities
2. Encouraging and motivating the outside Class room studies /Workshops/ projects/ Seminars
3. To plan, organize Technical Programs, Special Lectures, Workshops, Seminars Symposia, exhibitions for the benefit of students.
4. To provide common platform for students to exchange of ideas in technical topics of interest and to facilitate technical visits, project works, employment, contact with industries and academic institutions.
5. Encourage team spirit and self-reliance among student members
6. The Committee shall endeavor to start student chapters of the various professional societies in the institution.
7. Arrange for enrolment of student membership.
8. Conduct chapter meetings from time to time.

### **Constitution of the committee**

1.	Convener	Professor Incharge
3.	Members	Faculty Incharges from all departments One student from each department.

**Tenure/Duration of the committee:**

- One year

**Frequency of meetings:**

1st Saturday of every month during course work. The minutes of meetings will be recorded

**COUNCELLING CELL COMMITTEE**

The office of the counselling services aims at helping students reach their highest academic and personal potential. This may involve helping with personal, learning and career concerns and promoting success and wellness among them. The office provides a confidential atmosphere in which the students can explore any topic or situation and discuss any concerns they may have. The students are helped to work through their problems, to develop self-awareness and to overcome problems. The office offers free counselling to students on individual or group basis. The counselling cell also provides testing facilities which includes psychological testing and psychiatry.

The counselling cell has a peer help group fondly known as “Happy Folks” of NEC comprising students from all branches and years. They are the volunteers who work in order to create a cheerful atmosphere in the college by organising regular interactive activities and motivating sessions, always ready to work for the welfare of the students.

**Objectives**

1. To help the students in solving their personal, educational, social as well as psychological problems.
2. To create awareness about issues and problems related to mental health of student
3. To motivate faculty in counselling activities.
4. To provide a support system for the students to address the major academic related issues.
5. To initiate proactive measures to solve the issues of students concern.



6. To analyze the grievances of students and to take corrective action with the appropriate authorities for redressal.
7. To get suggestions regularly from the students for improvement.

### **ROLE & RESPONSIBILITIES**

1. Solve personal problems of student by conducting individual counselling session
2. Diagnose the learning difficulties of students and help them to overcome the same.
3. Conduct training program on counselling skills for faculty & staff.
4. Conduct seminars for students on mental health and addiction issues.
5. Inform the parents about psychological misbehaviour of the student.
6. Students are encouraged to meet the counselling committee regularly to address their suggestions and grievances.
  - The students can explain their problems to the counselling committee as and when required.
  - The counselling committee interacts with the students regarding their nature of problems.
  - If any grievance was found the same was recorded in the register and addressed.
7. They may also approach their respective mentors or any of their other teachers as is comfortable to them.
8. Students may also express their problems related to attendance, discipline to the committee.
9. The Students counselling committee will enquire the grievances and recommend the final course of action to be initiated at the institutional level for the redressal of the same
10. Any student may approach the committee members, if he/she has any grievance regarding academic and non-academic.

**Constitution of the committee**

1.	Convener	Professor Incharge
3.	Members	Faculty Incharges from all departments

**Tenure/Duration of the committee:**

- Two years

**Frequency of meetings:**

1st Saturday of every month during course work. The minutes of meetings will be recorded

**OBC CELL**

The OBC Cell in Narayana Engineering College- Gudur was established with the purpose to empower the OBC students. The college takes special interest in facilitating financial support to students from government agencies and other sources. The cell is always engaged to solve the various problems of OBC students.

**Objectives**

1. To educate, enlighten and empower the students and staff of OBC categories in the university to make use of the facilities extended by the Govt. and other agencies for their educational & occupational career.
2. To implement, monitor and evaluate continuously the reservation policy in university and plan measures for ensuring effective implementation of the policy and programmes of the Government of India and UGC.
3. To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non teaching positions in the universities and analyze the data showing the trends and changes towards fulfilling the required quota.

4. To organize the Continuing Education Programmes (CEPs) for students, researches, teachers and non-teaching staff of the university to update their knowledge and skills.

### **Role & Responsibilities**

1. To counsel and guide OBC students and help them to manage academic and personal issues of college life effectively.
2. To ensure provisions of an environment where all such students feel safe and secure.
3. To provide prompt counselling for any emotional emergencies arising on account of any event at the campus
4. To provide the mechanism to redress the grievance of OBC students, if any
5. To ensure protection and reservation as provided in the constitution of India.
6. To arrange for special opportunities to enhance the carrier growth
7. To aware the OBC students regarding various scholarships program of State/Central Government

### **Constitution of the committee**

1.	Chairperson	Senior Professor Incharge belongs to OBC Community
2	Convener	Senior Faculty Incharge belongs to OBC Community
3.	Members	Faculty Incharges belongs to OBC Community from all departments

### **Tenure/Duration of the committee:**

One year

### **Frequency of meetings:**

4 th Saturday of every month. The minutes of meetings will be recorded

## TRANSPORTATION COMMITTEE

Creation of the Committee This Committee is formed to ensure convenience in travelling for students and faculty. The transportation service operates on all working days, at fixed timings from various places predefined to be operated from.

### Objectives

1. To coordinate various bus routes regularly with the assistance of route-in-charges.
2. To supervise and manage the daily transport operations and provide required instructions to the route-in-charges.
3. To inspect the condition of the buses and report for necessary action on a continuous basis.
4. Selection Procedure The faculty and students gives their choice for acting as coordinators in the Committee. Based on the choices given, the Institute"s Executive Council will select the coordinators from each department and constitute the Committee.

### Responsibilities

The roles and responsibilities listed here are only indicative, but not exhaustive. The IQAC Team reserves rights to Edit/ Append / Delete any part or all of these roles and responsibilities from time to time and as required for compliance with the IQAC criteria

1. Co-ordinate the Educational Trips and field visits conducted by different Departments / Associations.
2. Provide transportation service to students, teachers and the Departments after proper assessment of the requisition and ensure optimum use of transportation facility.
3. Coordinate various routes regularly with the assistance of route-in-charges.
4. Supervise the daily transport operations and provide required instructions to the route-in-charges. Inspect the condition of the buses and report for necessary action on a continuous basis.

5. Periodically checking the validity and expiration of documents of the transportation services used by the Institute.
6. Allocation of service to a particular driver and in the event of the driver's absence a suitable alternative must be arranged immediately.
7. All the services must be kept in excellent running condition and cleanliness must be ensured. Ensure to place a mechanism for the check up of the vehicles at regular and frequent intervals.
8. Ensure that drivers stick to speed governors provided in the vehicles giving top most priority to safe driving.
9. Any breakdown of a bus enroute to college or return, drivers should immediately inform the Transport In charge. In the event of such occurrences, the students travelling in such vehicle must be adjusted by other transport means.
10. Ensure that the drivers should stick to the route allotted to them do not deviate. However, in exigencies, they can seek approval of Transport In charge duly informing him/her the situation faced by them.

#### **Constitution of the committee**

1.	Coordinator	Professor Incharge
3.	Members	3 Faculty Members travelling by busses 5 students travelling by buses

#### **Tenure/Duration of the committee:**

One year

#### **Frequency of meetings:**

4 th Saturday of every month. The minutes of meetings will be recorded

## INTELLECTUAL PROPERTY RIGHTS COMMITTEE

In contemporary times, research is translational and transforms into services or products. Intellectual Property Rights (IPRs) help in protecting as well as commercializing the inventions. The IPR Cell was established in the college with an aim to provide assistance to the students and alumni interested in the matters of IPR. The cell offers assistance by protecting student's interests about by making them aware about: the rights over their Intellectual Property, prior-art search report, patentability opinion, drafting patent specification, preparing filing documents, filing application and follow-up, prosecuting the filled application by responding office action such as FER, advisory services on various IPR, IP management. To this end the committee organizes various capacity building workshops and conferences on IPR and reviews IP policy of the college. IPR cell of college ensures speedy and accurate identification and protection of innovations arising out of the research work carried out by the students and alumni of the college. IPR cell will facilitate transfer of knowledge and technology from the college to industry and enhance the scope of their commercialization. Moreover, the cell also aims to offer assistance to grass-root innovators of the local area.

### Objectives

1. To create an awareness about IPR for faculties and students.
2. To impart training on future endeavors regarding patent filing processes.
3. To conduct workshops, seminars and training course on IPR.
4. To create an opportunity for Product development and Commercialization.

### Responsibilities:

IPR Cell will be responsible for the following deliverables:

1. Increasing IP awareness among faculty, staff & students within the institute.
2. Managing and protection of the institutional IP through patenting and other IP forms.

3. To encourage faculty staff and students towards object oriented research at institute level.
4. To fill gap between industry and academic institute in terms of IP utilization and commercialization.
5. Provision of legal counsel in terms of IP issues and policy matters to institute faculty and students who involved in research.
6. To pursue for MOU's with industries with knowledge sharing.

#### **Constitution of the committee**

1.	Convener	Principal
3.	Members	All department HOD's

#### **Tenure/Duration of the committee:**

One year

#### **Frequency of meetings:**

Once in a year or whenever required. The minutes of meetings will be recorded