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**AVANTHI INSTITUTE OF
ENGINEERING & TECHNOLOGY**

(Approved by AICTE, Recognised by Govt. of Telangana & Affiliated to JNTU, Hyderabad)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.

NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL
B++ GRADE

6.2.2. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup appointment and service rules, procedures, etc.

Principal
Avanthi Institute of Engineering & Technology
Gunthapally (V), Abdullapur Met (M), R.R. Dist.

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Principal

OPERATION MANUAL – A VISION DOCUMENT

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

Learning, Teaching and Assessing are integral parts of the process imparting education and they are to be interwoven and failure in any segment will be reflected in other segments too. If one attempts to improve the system, it is to be attempted in its totality. A reform here and a reform there will not serve the purpose. There is no substitute for a holistic approach to educational reforms, if the desired results are to be made.

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

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

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

1. Teachers training

In the context of the proliferation of professional colleges in the self-financing sector, acute shortage of faculty is felt which in turn affects the quality of teaching, learning and assessing. These fresh graduates do not receive any formal training before facing the students. Consequently, they are not aware of even the fundamentals of pedagogy and depend on the obsolete examination system to prove their worth. They set question papers without having the objectives in mind.

The differentiating human factors in cognitive, affective, and psychomotor skills of the students are ignored, and they venture out to test them in areas where they were tested as students—memory and ability to work out standard problems with no relevance to reality. In this process objectives of the examination are forgotten



2. Need for making the pedagogy student centered

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

3. Exposure to Industry

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

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



VISION

To develop highly skilled professionals with ethics & human values.

MISSION

To provide a positive and professional learning environment where all students are inspired to strive for excellence in order to achieve their potential as dignified and competent engineers, technology innovators, managers and leaders in global society through a cohesive network for the parents, students, college staff and industry.

The College ensures that its vision and mission statement clearly defines the institution's distinctive characteristics in the following manner:

- i) Avanthi was set up with a mission to impart such knowledge as may be necessary for the all round development of the character of students thereby making them capable of being better employed and at par with the highly competitive job markets.
- ii) The institution follows a three-fold system with academic, co-curricular and extra-curricular programs.
- iii) The academic design is based on enhancing and empowering the knowledge base of the students. The focus is on the recent trends in technology.
- iv) The college visualizes at facilitating young adult learners with opportunities to kindle their ethics and leadership potential thereby sensitizing learners towards inclusive social concerns, human rights, gender and environmental issues.
- v) The College has drawn a clear perspective plan for future development and to maintain competitive edge in quality and system.

ADMINISTRATION

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

Avanthi Institute of Engineering & Technology has well defined organization structure with greater employee participation in various academic and administrative roles and responsibilities.

1. 1 Roles and Responsibilities

The Roles and Responsibilities of the Administration team is givenbelow:

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

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

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

1.2 Committees :

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

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



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

Detailed functions and responsibilities for various committees are given below:

2. Academic Council Structure and Functions:

2.1 Structure:

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

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

The construction of the Academic Council is as follows :

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

2.2 Functions:

The Academic Council

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

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

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

2.3 Standing Committee of the Academic Council

Constitution:

- Principal - Chairman
- Vice-Principal(Academic) - Member
- Asst. Principal(Academic) - Member
- Heads of the Departments - Members

Functions:

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

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

3. Board of Studies Structure and Functions:

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

Jawaharlal Nehru Technological University-Hyderabad , the affiliating University.
In view of the present proposal, separate Board of Studies (BoS) is to be constituted for each discipline.

3.1 Structure:

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

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

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

3.2 Meeting

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

3.3 Functions

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

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

4. Finance Committee

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

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

Composition:

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

5. Admissions Committee:

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

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

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

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

6. Time Tables and Schedules Committee:

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

21.1 Operating Procedure

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

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

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

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

8. Examination Cell (EC):

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

7.1 Duties And Responsibilities:

The following are the primary responsibilities of the EC:

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

7.2 Operating Procedure:

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

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

8. IQAC (Internal Quality Assurance Cell):

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

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

- To be fully informed about the Quality Assurance standards and peer review processes with reference to NBA and NAAC in particular
- To serve as knowledgeable resource for other faculty members of their respective departments on the matters related to accreditation Quality Assurance process
- To conduct awareness meetings at regular intervals to faculty,
- .
- The Committee shall meet as frequent as possible as per the requirement and record minutes of the same and submit a copy to the administration for approval
- To provide feedback and recommendations to the authority with regard to all issues related to Quality Assurance processes from time to time
- Any other duty as is assigned by the authority or any other activity that compliments

the said objectives

9. Training & Placement Committee:

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

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

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

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

10. Research And Development Cell :

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

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

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

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

11. Entrepreneurship Development Cell:

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

- In line with the objectives of the EDC, specifically, incubation—as recommended by AICTE, the college has set up separate infrastructural facilities including seminar hall, systems, library exclusively housing literature relevant to entrepreneurship. Further, a committee at the institution level consisting of members of the faculty with aptitude from all the departments was constituted to meet periodically, discuss and recommend activities that would help the budding students equip themselves with the information and the knowledge related to entrepreneurship.

12. Library Committee:

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

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

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

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

13. Women Empowerment Cell:

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

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

Objectives :

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

Role and responsibilities of WEC:

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

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

14. Purchase Committee:

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

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

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

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

15. Press & Media Committee:

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

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

- Preparing annual budget for various advertisement under various categories like : Functions, Promotions, relational, official etc.,
- Creating and proposing marketing plans for institutional promotion.
- Writing press releases for various activities.
- Arranging, interviews by news reporters, prior to and on the day of event.
- Shall provide feedback and recommendations to the authority on press and media activities from time to time.
- Any other activity that compliments the above said objectives

16. Website Maintenance Committee:

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

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

- To administer data acquisition process, renewal of information and maintenance of the institute's website with regard to all activities related to
 - Domain
 - Hosting
- To administer regular updations to the site by securing necessary approval/authentication of the information from the concerned authority before hosting on to the website

- To ensure timely hosting of the approved information/ documents within different sections of the website.
- To fine tune the website in line with the requirements of external bodies like NBA, NAAC, AICTE, UGC, JNTUH, TSCHE etc... where ever & whenever necessary
- To analyze the content management system and take regular backups for efficient use of web space.
- To collect information & data reports from various academic departments & internal bodies like Library, NSS, Training & Placement, Sports, Women Empowerment Cell etc..., at regular intervals for necessary and timely updations of the site.
- To update staff details at regular intervals and provide web mail login-id to the college domain.
- To make use of the student volunteers on requirement basis particularly on the student activities.
- To provide feedback and recommendations to the authority with regard to the website maintenance activities from time to time
- Any other duty as is assigned by the authority or any other activity that compliments the said objectives

17. Canteen Committee:

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

18. Transport Committee

To cater to the requirements of students and staff transport, the Institution operates about 15 buses and 5 light passenger vehicles. Senior faculty and Administrative Staff of the college are provided free transportation whereas the rest of

the Teaching & Non-Teaching who are enrolled under the provision are extended subsidized facility.

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

A separate student committee consisting of members drawn from each bus representing gender equality, also formed and it periodically reviews and Discusses the service being provided. This team reports to Transport Committee any deficiencies in service for necessary attention and immediate redressal. These committees collectively arrives at charges payable on no loss no profit basis to the Institution.

19. Grievance Redressal Committee:

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

19.1 Grievance conveying procedure:

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

19.2 Grievance Redressal Procedure:

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

19.3 The basic functions of the GRC are:

1. It conducts a thorough enquiry on the complaints received from the aggrieved



students and staff.

2. It submits the enquiry report to the Principal, with its recommendations on suitable penalty/punishment to be imposed.
- 3 The Principal, on receipt of the above report, gives an opportunity to the student(s) against whom the complaint was lodged to explain his/her case.

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

Anti-Ragging Committee:

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

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

20. Other Committees:

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

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

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

21. College Events:

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

QUALITY – ASSURANCE

1. Quality Policy

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

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

2. Quality Assurance:

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

2.1 Objective :

The primary aim of IQAC is :

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

2.2 Strategies:

IQAC shall evolve mechanisms and procedures for

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

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

2.3 Functions:

Some of the functions expected of the IQAC are:

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

3. Feed Back:

3.1 Staff:

Meetings are held periodically within each Department by the Head concerned with its faculty and the problems related to the academic and other activities of the Department are discussed and the proceedings are recorded. Principal convenes meetings with all the Heads of the Departments periodically every month to have an appraisal and review of the academic and other related activities in the Departments. The outcome of the proceedings of each Department is presented by the respective Heads in the meeting with Principal. Suggestions are invited, thoroughly discussed and appropriate resolutions are taken with the consensus of each Department for implementation.

All the staff are also required to actively participate in bi-annual meetings with the Principal in the Chair. They are invited to voice freely their opinion and offer suggestions for any short-comings or lapses in the implementation of the resolutions taken. This helps in the smooth running of the college in the congenial environment.

Students appraisal with respect to class work, teaching and other student-related problems are also discussed in these meetings for sorting them out.

Student counseling is regularly carried out through student counselors allocated for each student. Each teacher is assigned to a specific group of students for counseling.

3.2. Students:

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

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

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

3.3. Result Analysis and Review :

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

3.4. Feed back from Alumni :

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

3.5. Feed back from Employers :

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

HUMAN RESOURCES

1. GENERAL CONDITIONS:

1.1 General:

- (a) These rules shall be called AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY Service and Conduct Rules and shall come into force from the date decided by the Chairman of the Governing Body of the College. These rules supersede all rules previously in force.
- (b) The Chairman of the Governing Body of the College reserves to himself the right of modifying these rules from time to time.

2. RECRUITMENT POLICY:

2.1 Appointing Authority for teaching posts:

- (a) All appointments of the staff of the College except that of the Principal shall be made by the Selection Committee constituted by the Chairman of the Governing Body from time to time.
- (b) Selection Committee for the Institute

Teaching : In addition to members of Selection Committee constituted by Chairman of the Governing Body, the following are the members of Selection Committee for selection of Assistant Professor/Associate

Professor / Professor:-

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

(c) Selection Committee for Ratification of Teaching Posts:

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

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

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

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

2.2 .Medical Fitness:

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

2.3 Salary and Allowances:

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

2.4 Appointments:

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

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

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

2.6. Appointment on Contract:

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

2.7 .Termination of services:

- (a) After the probation if the employee is not confirmed, thereafter, he shall be deemed to have continued on a temporary basis and his services may then be terminated, on a month's notice or on payment of a month's salary in lieu thereof.
- (b) The appointing authority shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation, on one month's notice, or payment of salary in lieu thereof.
- (c) If in the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, due to which his retention in service is considered undesirable, by such appointing authority, his services may be terminated by three months notice or on payment of three months salary in lieu thereof.
- (d) The appointing authority shall have the powers to terminate the services of any member of the staff on grounds of retrenchment or based on un-viability by giving to the persons concerned with three months notice in writing or on payment of three months salary in lieu thereof.
- (e) A permanent employee of the College may discontinue his services by giving to the appointing authority three months notice in writing or on payment of three months salary in lieu thereof, if agreed to by the appointing authority, provided that the appointing authority may for sufficient reasons call upon the employee concerned to continue till the end of the academic session in which the notice is received.
- (f) The service of a temporary employee shall be liable to be terminated at any time by notice in writing given by either party. The period of such notice shall be one month unless otherwise agreed to by the parties. The other terms and conditions of such employees shall be such as may be specified by the appointing authority in the letter of appointment.

3. SERVICE RULES:

3.1 .Travelling and Daily Allowances:

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

3.2 .Employees entitled to vacations:

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

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

4. PROVIDENT FUND:

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

Interpretation:

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

5. CONDUCT RULES:

6.1. Application:

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

6.2. Definitions:

In this Schedule unless the context otherwise requires.

(a)“Competent authority” means: -

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

(ii) The ‘Principal’ in the case of all other employees. (b)“Members of the family” in relation to an employee includes: -

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

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

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

6.3. General:

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

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

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

7. LEAVE RULES:

7.1. Introduction:

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

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

7.2 General Principles Regarding Grant of Leave:

7.2.1 Applicability:

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

7.2.2 Right to leave:

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

To change the nature of leave, the maximum period permitted shall not exceed two weeks.

- ii. Mere application of the leave, without proper granting of leave shall be treated as absence without leave.

7.2.3 Authority empowered to sanction Leave:

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

7.2.4 Commencement and termination of leave:

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

7.2.5 Combination of leave:

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

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

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



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

Conversion of one kind of leave into another kind:

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

7.3 Kinds of Leave:

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

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

8. STAFF WELFARE & INCENTIVES

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

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

8.2. Group Insurance:

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

8.3. Professional Body memberships:

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

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

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

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

ii) International Conference within India - Allowed twice in a calendaryear

TA/DA as per Rules.

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

8.5. Faculty Research & Publications (QIP Incentives):

- International Journals Cash Reward: Rs.8000/-
- Journals from US, Canada, Europe, Australia and Japan with at least 5 years standing with good Impact Ratio (IR) are considered as International.
- National Journals Cash Reward: Rs.4000/-
- Journals published from Indian Subcontinent and other than defined International Journals are considered National.
- International Conference (Paper Presentation) Cash Reward: Rs.2000/-
- National Conference (Paper Presentation)
- Conferences held in India Cash Reward: Rs.1000/-

9. FACULTY HAND BOOK

9.1. Faculty Responsibilities and Duties:

Teaching:

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

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

9.2.1 Student related:

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

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

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

9.2.2 Institution related:

1. Shall attend all such responsibilities like invigilation, timetable preparations, counseling reports, self-assessment, to obtain student feedbacks on the services provided from time to time and consolidate on various criteria/opinions so as to improve on overall performance
2. Shall maintain attendance registers, log sheets, evaluation and assessment of students for awarding of internal marks.
3. All records like attendance registers, logsheets, consolidated marks memos, evaluated scripts, and question papers should be submitted to the department after completion of semester /year.
4. Shall attend external duties as assigned by University authorities.
5. Setting up of the required laboratories, identifying the equipment, preparing the lab-manuals and periodical updation, management of the laboratories as assigned by the department.
6. Shall prepare and develop Course Contents, Notes Material, Laboratory Manuals, PowerPoint presentations.
7. Engaging in activities to promote the advancement of department and Institute programs of study through curricular development promotion of students, research and scholarship, assessment, outcome evaluation, etc.;
8. Engage in activities to promote the overall advancement of the Campus and Institute such as involvement in educational programs, community service (Institutional engagement activities), and student activities.
9. Helping in the management of student affairs, including sports, cultural and club activities, management of hostels, and disciplinary functions.
10. Helping the College in the management of the various activities central to an academic campus including participation in Industrial Visits/Tours.
11. Participation in the meeting of the department and Institution.
12. Attendance at official Institute functions;

9.2.3 Professional Body:

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

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



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

9.3. WORK LOAD NORMS:

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

A. It is envisaged that a faculty member of the College will spend about

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

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



9.4. STUDENT EVALUATION:

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

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

Principal

Avanthi Institute of Engineering & Technology
Gunthapally (Vill), Abdullapur Met (Md), R.R. Dist.