



**Amrita Sai Institute of Science and Technology  
(An Autonomous Institution)**

Approved by AICTE, New Delhi; Permanently Affiliated to JNTUK, Kakinada  
ISO 9001:2015 Certified Institution, Accredited by NAAC with 'A' grade  
Recognized by UGC under 2(f) and 12(B) of 1956 Act  
Amrita Sai Nagar, Paritala, Krishna District, Andhra Pradesh-521180  
[www.amritasai.org.in](http://www.amritasai.org.in), 08678277777



**Admin Manual**

**August 2023**

**Sponsored by  
Amrita Sai Educational Improvement Trust**

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## INTRODUCTION

The guidelines published in this document are for the Governance of Amrita Sai Institute of Science and Technology (Autonomous) sponsored by Amrita Sai Educational Improvement Trust. The document is a fusion product based on

- a. The Guidelines given by University Grants Commission, New Delhi, India for autonomous Institutions.
- b. Byelaws of Amrita Sai Educational Improvement Trust.
- c. JNTUK, Kakinada rules and regulation for affiliated Institutions.
- d. Previous documents viz., Administrative manual of the Institution.
- e. Existing Best Practices in the institution.

It has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilisation of manpower, infrastructure and facilities available in the institute and thereby enhance the quality of education. The guidelines will lead to transparency and accountability in the administration. The expected benefits due to implementation of good governance through the guidelines presented in the document may include:

- To strengthen the existing good practices.
- To implement transparency at all levels of governance and administration.
- To follow integrity in appointments at all levels.
- To strengthen the Industry-Institute interaction.
- To establish fair and transparent processes in internal control.
- To comply with rules and regulations.
- To establish strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit.
- To involve all the stake holders at various levels as deemed fit with regard to guidelines of statutory bodies.
- To maintain registry of interests of members of governing body.
- To achieve optimum utilization of infrastructure, resources for better output.
- To establish processes in risk management.
- To meet the requirements of accreditations.
- To enhance the quality of teaching-learning process.

- To set up centres of excellence in Research & Development and enhancement of quality of research and consultancy.
- To set up and strengthen student support programs, training for enhancing quality in placements and higher education.
- To place improved systems for feedback, self appraisal of faculty and staff.
- To create bench marking with other institutes of repute.
- To accomplish appraisal of Head of the Institution.

## **Section 1: Preamble**

This document provides information on organization of the institute along with its organizational structure, functions, and responsibilities of all four statutory bodies namely Board of Governors (BoG), Academic Council, BOS and Finance Committee as per the UGC guidelines for autonomous Institutions. In addition, it outlines the responsibilities of various functionaries in the academics and administration including non-statutory committees formed for the smooth and effective functioning of the Institution.

### ***Title, application, and the authorities to interpret, clarify, modify and to amend***

- a) The regulations stated herein below shall be called the Amrita Sai Institute of Science and Technology (Autonomous) “**ASIST Admin Manual**”.
- b) These regulations shall be in force from the academic year by the date of ratification by the Governing Body of the Institution.
- c) In the event of any doubt about the interpretation of these regulations, the matter shall be referred to the Governing Body and its decision shall be final.
- d) The Governing Body shall have the authority to modify, amend and repeal any of the provisions of these regulations.

### ***Definitions: In This Document, unless There is anything repugnant to the Subject or context***

- i. “**Institution**” means “Amrita Sai Institute of Science and Technology (autonomous), Amrita Sai Nagar, Kanchikacherla Mdl , Krishna Dist”.
- ii. “**Student**” means a candidate who has taken admission into B.Tech/M.Tech/M.B.A/MCA/DIPLOMA course of this Institution as per the guidelines stipulated from time to time by the Government of Andhra Pradesh for admissions into various courses of study and the affiliating university, i.e JNTUK. Kakinada.
- iii. “**Government**” means the Government of Andhra Pradesh.
- iv. “**Board of Governors**” means the member of Governing Body constituted as per the guidelines of UGC.

- v. **“Academic Council”** means the Academic council constituted as per the guidelines of UGC.
- vi. **“Board of Studies”** means Board of Studies constituted in each department as per the guidelines of UGC
- vii. **“Finance Committee”** means the committee constituted as per the guidelines of UGC to look into financial aspects of the institution
- viii. **“Chairman”** means chairman of the Board of Governors of Amrita Sai Institute of Science and Technology (Autonomous)
- ix. **“Secretary & Correspondent”** means the Secretary & Correspondent of Amrita Sai Institute of Science and technology, Andhra Pradesh.
- x. **“CEO”** means the CEO of Amrita Sai Institute of Science and technology, Andhra Pradesh.
- xi. **“Principal”** means the Head of the institution
- xii. **“Controller of Examinations ”** means the Controller of Examinations of the Institution
- xiii. **“Head of the Department”** means the Head of an Academic Department of the Institution.
- xiv. **“Faculty member”** means the teacher (Assistant/Associate/Professor) working on regular or adhoc basis in any of the Academic Departments of the Institution.

## **Section 2: ABOUT THE INSTITUTION**

Established in the year 2007 by Amrita Sai Educational Improvement Trust under the stewardship of inspired group of eminent intellectual educationalists and industrialists, Amrita Sai Institute of Science and Technology represents a rich tradition of excellence in technology based education in a stimulating environment. From a modest beginning with just four undergraduate programs, viz., B.Tech degree programs in Computer Science and Engineering, Electrical and Electronics Engineering, Electronics & Communication Engineering, Information Technology it has now grown into a mighty centre of learning with excellent infrastructure, offering Five undergraduate programs, viz., B.Tech degree programs in Computer Science and Engineering, Electrical and Electronics Engineering, Electronics & Communication Engineering, Civil Engineering, and Mechanical Engineering, in addition to a 3-year postgraduate program in Computer Applications (MCA), and a 2-Year Postgraduate Programmes in M.Tech(CSE), ECE(M.Tech VLSI&ES,DECS ), EEE(M.Tech Power Electronics) and Civil(Structural Engineering) and MBA in addition to this Institution is running Polytechnic (2<sup>nd</sup> shift) courses namely EEE and Mechanical.

The Institution has been recognized under the sections of 2(f) and 12(B) of the UGC 1956 Act. It is approved by AICTE, New Delhi and permanently affiliated to Jawaharlal Nehru Technological University, Kakinada, Andhra Pradesh. The Institution was conferred

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autonomous status by the UGC and by JNTUK, Kakinada for a period of ten years from A.Y. 2018-19 to A.Y. 2028-29.

The Centre for Training and Placement at Amrita Sai Institute of Science and Technology provides personal and Career Guidance related support to its students. The educational experience at the Institution is enlivened and enriched by an array of extra-curricular activities to fulfil the cultural and emotional needs of students.

The all round development of a student is achieved by exposing him/her to the outside world in a systematic and well planned manner. Just not marks and ranks, but also ethics and morals are incorporated into psyche of a student at the Institution in a cautious way. This unification of tradition and technology makes the Institution an ultimate adobe of learning.

## **2.1 VISION, MISSION, QUALITY POLICY AND POLICY**

### **STATEMENT THE VISION**

Contribute significantly to Technology and Management for transforming the lives of individuals and society through continuous Innovation in Technical Education, Research and Entrepreneurship

### **THE MISION**

To enrich the students to play key role in Technology and Management globally through best in class innovative methodologies developing critical thinking and problem solving, Research and Entrepreneurship

### **QUALITY POLICY:**

Education without quality is like a flower without fragrance. It is our earnest resolve to strive towards imparting high standards of teaching, training and developing human resources.

### **POLICY STATEMENT:**

We are committed to developing and advancing the Institution as an institution of higher learning by offering quality education through excellent infrastructure, quality teaching learning process and congenial ambience. The innate talents of students are nurtured through overall development by providing a number of curricular, co-curricular and extracurricular activities. We are also committed to implementing effective and transparent appraisal system.

A good exposure to the students will be offered through enhanced industry-institution interaction, MOUs, expert lecturers, entrepreneurship, research and consultancy.

The Institution provides conducive work environment to the faculty and staff by offering best facilities and salaries as per the UGC guidelines for knowledge update, qualification improvement, etc.



## **GOAL OF THE INSTITUTION**

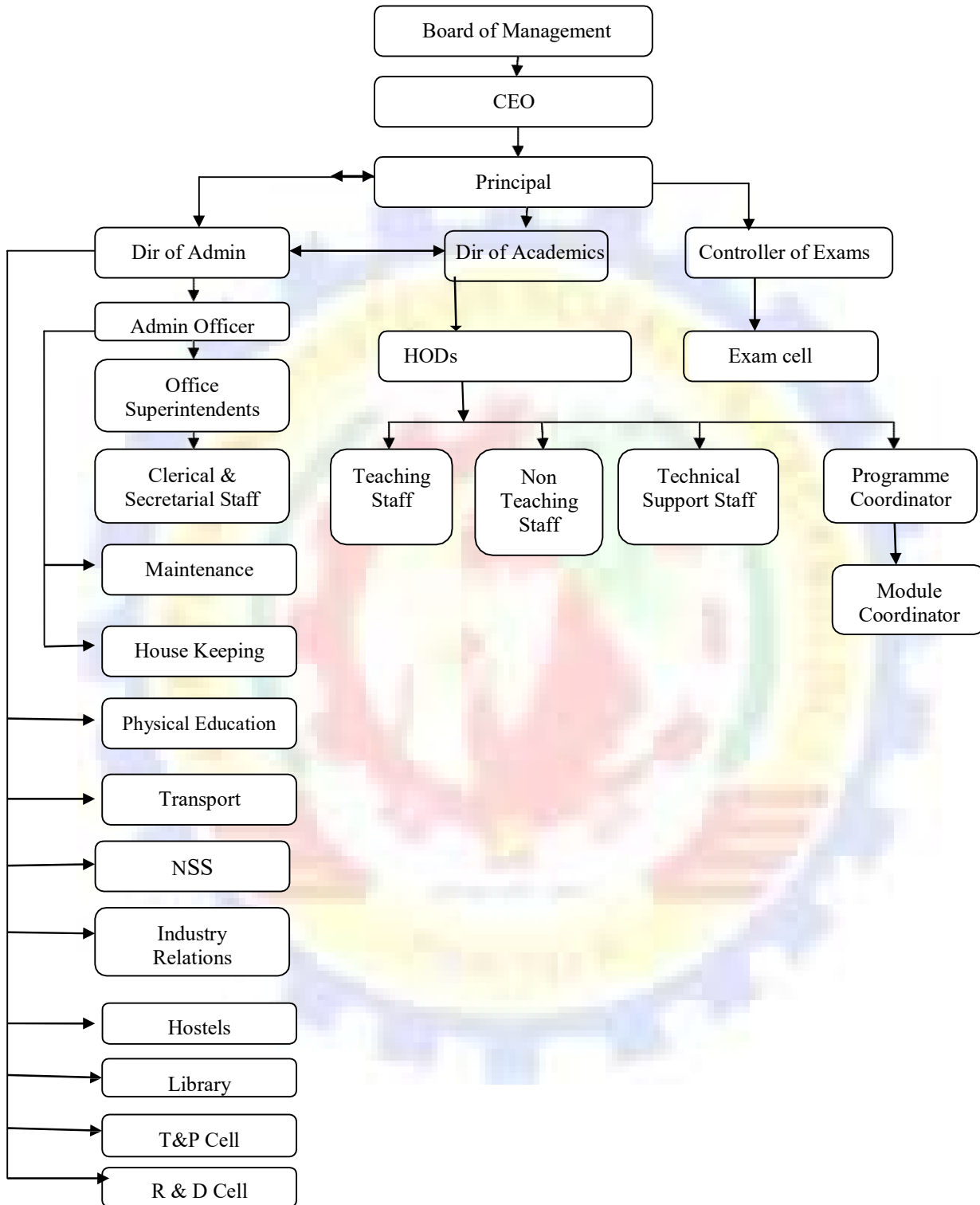
### **Short Term Goals:**

- ❖ Constant up gradation of syllabus to bridge gaps between learning outcomes and employability.
- ❖ Upgrading quality of faculty and staff through extensive training in content, pedagogy, management capacity building and qualification up gradation.
- ❖ Improving interaction with industry and alumni and involving them in a variety of institutional activities and growth.
- ❖ Special support to weak students, focusing on ensuring equity among all categories of students and introducing the concept of Finishing School.
- ❖ Inculcating team spirit and helping fellow students through Peer Learning Groups
- ❖ Improving employability of students through strong training and placement services.
- ❖ Encouraging innovation and self-employment through entrepreneurship development and creation of incubation cell.
- ❖ Keeping abreast of global academic culture through collaborative activities with institutions and universities.
- ❖ Encouraging multidisciplinary/interdisciplinary activities by introducing variety of multidisciplinary electives.
- ❖ Offering value-added courses beyond the curriculum during off hours for students and local community.
- ❖ Creating future faculty by introducing a system of teaching/research assistantships to PG students and encouraging them to pursue teaching.

### **Long Term Goals**

- ❖ Sponsored and collaborative research with industries, tailor-made training for working professionals, testing and calibration services.
  - ❖ Involving external experts to offer special courses to the students in the Institution.
  - ❖ Transforming faculty from primarily teaching to research, development and innovation.
  - ❖ Inviting industry to start value added programmes in the Institution.
  - ❖ Offering online and offline courses through video conferencing, electronic library, World Wide Web etc.
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### SECTION.3: GOVERNANCE OF THE INSTITUTION



## **Statutory bodies**

The following committees ensure proper governance at various levels including academic, financial and general administrative affairs. The following are the statutory bodies constituted as per the guidelines of UGC:

1. Board of Governors
2. Academic Council
3. Board of Studies
4. Finance Committee

The Board of Governors is the highest body that monitors the progress of the Institution and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education.

The Board of Governors of the Institution has been constituted as per the University Grants Commission (UGC), New Delhi, India, guidelines for autonomous Institutions.

The main objective of the Board of Governors is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.

### **A. THE PRIMARY ACCOUNTABILITIES**

***The Board of Governors of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.***

#### **A1. To approve the mission and strategic vision of the institution**

The prime duty of the BoG is to develop and implement the mission, vision, quality policy, and strategic plan of the institution. It has to review its short term and long term goals and, if necessary, make changes in the priority as time passes. It should suggest to the institute to achieve quality both in internal and external parameters like teaching-learning process, good academic and administrative practices, bench marking, risk management including financial, physical, staff so as to meet the interests of stakeholders viz students, parents, alumni, employers, local communities, government and others representing public interest.

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## **Board of Governors (BOG)**

The BoG should be supported by various other committees in aspects like revision of curriculum, operational planning of strategic issues to meet the vision and mission statements in true sense. The Institutional Development Committee ensures the implementation of the BOG suggestions.

The strategic plan may be reviewed once in four years.

### **A2. To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability**

The *Board of Governors* shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution.

- Submit to the AFRC/State Government the expenditure report for the fixation of the fees and other charges payable by the students who seek admission into the Institution, on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Follow proper procurement guidelines and ensure appropriate spending for the right cause.
- The associated risks shall also be reviewed from time to time and advise suitable remedial measures to have sustainability.

### **A3. To monitor institutional performance and quality assurance arrangements**

The *Board of Governors* shall advise the institute from time to time in respect of the following:

- Timely submission of documents for accreditation
- Ensuring that the statutory requirements are met in respect of accreditation for the purpose of maintaining quality of education.
- Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution
- Carrying out gap analysis and identifying the areas for improvement.

### **A4. To put in place suitable arrangements for monitoring the performance of managerial and administrative positions**

In order to maintain high ethical standards, transparency and openness are to be ensured in the working of the institution by the Board of Governors.

## **B. Openness and transparency in the operation of governing bodies**

Members of Board of Governors shall ensure that

- The Head of the institution implements the decisions of BOG in true spirit for the growth of the institution using the process of decentralisation
- The Head of the institution shall plan the future growth of the institution
- The required documentation is maintained to meet the statutory requirements
- That processes to evaluate the performance of Head of institution are established.

### **B1. To promote of transparency and openness at every level**

- All the minutes of meetings of various committees should be available for the important stake holders
- ~~Preparing annual reports showing the activities in an academic year and putting the report on the website.~~
- Conducting proceedings of governing bodies in as open a manner as possible (and permissible by statutes), including the review of those of the governing body and any reports on the outcomes of such reviews.
- Detailing student admission information to ensure public trust in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.
- Ensuring that vacancies are widely publicised both within and outside the institution.

### **B2. To maintain register of interests**

All members of BOG shall give a declaration of interests, if any in the working of the institute. The register of interests should be collected and made available to the stakeholders and keep them updated whenever necessary.

## **C. KEY ATTRIBUTES OF GOVERNING BODIES**

The BoG has been constituted in accordance with the guidelines of the UGC for autonomous Institutions. As per the guidelines, as and when required, independent members may be co-opted into the BOG to carry out primary responsibilities for duration of two years.

The Chair of the Governing Body is responsible for the leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders. The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the

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institution. The head of the institution is accountable to the governing body, and regularly reviews, having regard to the authority conferred by the instruments of governance.

### **C1. Composition of Board of Governors**

The Governing Body is constituted as per the Guidelines of the UGC.

<b>Number</b>	<b>Category</b>	<b>Nature</b>	<b>Period</b>
1 Chairman	Industrialist	Chairman	As per the resolutions and bylaws of ASIST
5 members	Management	Management	
2 members	Teachers of the Institution	Nominated by the Principal based on seniority.	2 years from the date of appointment
1 member	Educationist or Industrialist	Nominated by ASIST	2 years from the date of appointment
1 member	UGC nominee	Nominated by the UGC	6 (six) years from the date of nomination by the UGC
1 member	State Government Nominee	Nominated by the State Government, Academician not below the rank of professor or state government official of Directorate of Higher Education/State Council of Higher Education	As per State Government
1 member	University nominee	Nominated by the university	As per the University
1 member	AICTE nominee	Nominated by the AICTE	As per AICTE
1 member	Principal of Institution	Ex-officio	

#### **C 1.1 Role and Responsibilities of Chairman of BOG**

Some important roles and responsibilities of Chairman of the BOG are listed below for effective administration to satisfy the needs of the stake holders as well as the future growth of the institution.

- Provide inspiring leadership for transparent and effective administration
- Ensure effective, efficient and optimal use of resources towards the growth and

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- Develop processes and controls for financial resources with the help of finance committee.
- Motivate the members and other committees to function in unison to implement strategic plan of the institution.
- Help create appropriate risk management systems
- Encourage and ensure proper maintenance of register of interests and shall solve amicably, if any, conflicts of interests.
- Suggest to implement the best suitable practices in and around to enhance quality of teaching-learning process, employability of students, good support mechanism to students and staff.
- Allow the head of institution to work independently and effectively.
- Prepare appropriate appraisal systems including the Head of the institution.

#### **D. EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES**

- Ensure that the members are properly inducted for further development, as deemed necessary.
- Regular review process to be conducted and revise the regulations as deemed necessary.
- Item wise bench marking may be adopted for review process.

#### **E. REGULATORY COMPLIANCE**

Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as the AICTE and UGC, as well as regulations laid down by the State government and affiliating university (if any).

- Take all final decisions on matters of fundamental concern to the institution.
  - The regulatory compliance includes demonstrating compliance with the 'not-for-profit' purpose of education institutions.
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#### **Section 4: ACADEMIC COUNCIL**

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations, syllabi, etc. Academic Council shall propose ways and means to maintain quality norms. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university. The decisions of the Academic council are to be placed before the Board of Governors for final approval and changes, if any, by its member secretary.

##### **Section 4.1: Functions of Academic Council**

Without prejudice to the functions mentioned, the Academic Council will have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
  - (b) Implement the orders issued time to time by the State Government and the affiliating University in the admission of students to different programmes of study offered by the Institution.
  - (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
  - (d) Frame regulations consistent with University norms to conduct examinations and initiate measures for improving the quality of teaching, students' evaluation and advisory system in the Institution.
  - (e) Approve the list of successful candidates for the award of degree, diploma / certificate.
  - (f) Encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
  - (g) Recommend to the Board of Governors proposals for institution of new programmes of study.
-

- (h) Recommend to the Board of Governors the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (i) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (j) Perform such other functions as may be assigned by the Governing Body.

**Section 4.2: Term of Academic Council**

The term of the nominated members shall be two years.

**Section 4.3: Meetings of Academic Council**

The Principal shall convene a meeting of the Academic Council at least twice a year, once discuss proposals for the next academic session and again to monitor status of newly introduced courses.

**Section 4.4: Composition of Academic Council**

The composition of the Academic council shall be as per the guidelines formulated by the UGC for Autonomous Institutions.

S. No	Category
1.	<b>The principal</b> (Chairman).
2.	<b>All the heads</b> of department in the Institution.
3.	<b>Four teachers</b> of the Institution representing different categories of teaching staff by rotation on the basis of seniority of service in the Institution.
4.	<b>Not less than four experts</b> from outside the Institution representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.
5.	<b>Three nominees</b> of the university
6.	<b>A faculty member</b> nominated by the Principal (member secretary).

## **Section 5: BOARD OF STUDIES**

The Board of Studies is the basic constituent of the academic system of the Institution. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system etc.

### **Section 5.1: Functions of BOS**

The Board of Studies of a department in the Institution shall:

- (a) Prepare syllabi for various courses keeping in view the objectives of the Institution, interest of the stakeholders and national requirement, for consideration and approval of the Academic Council
- (b) Suggest methodologies for innovative teaching and evaluation techniques
- (c) Suggest panel of names to the Academic Council for appointment of paper setters, evaluators, examiners etc.
- (d) Coordinate research, teaching, extension and other academic activities in the department/Institution.
- (e) Elaborate discussions starting of new courses, programmes etc

### **Section 5.2: Term of BOS**

The term of the nominated members shall be two years

### **Section 5.3: Meetings of BOS**

The principal of the Institution shall draw the schedule for meeting of the Board of Studies of different departments. The meeting may be scheduled as and when necessary, but at least once a year to finalise the syllabi of various programs and courses offered by the institution. .

### **Section 5.4: Composition of BOS**

Board of studies of every department shall be constitute as per the UGC guidelines

<b>S. No.</b>	<b>Category</b>
1	Head of the department concerned
2	The entire faculty of each specialisation
3	Two experts in the subject from outside the Institution to be nominated by the Academic Council.
4	One expert to be nominated by the vice-chancellor from a panel of six recommended by the Institution Principal.
5	One representative from industry/corporate sector/allied area

	relating to placement
6	One postgraduate meritorious alumnus to be nominated by the Principal.
7	The chairman, Board of Studies, may with the approval of the principal of the Institution, co-opt (a) Experts from outside the Institution whenever special courses of studies are to be formulated (b) Other members of staff of the same faculty

## **Section 6: FINANCE COMMITTEE**

The Finance Committee will advise the Board of Governors on financial matters. It shall prepare income and expenditure statements of the Institution in the prescribed format to submit to AFRC for fixation of tuition and others fees of the Institution. The Finance Committee will be an advisory body to the Board of Governors.

### **Section 6.1: Functions of Finance Committee**

Finance committee shall meet and appraise the BOG on the finance related matters and have following functions

- (a) Budget estimates relating to income from fees and other sources.
- (b) Budget estimates relating to the grant received/receivable from the UGC/AICTE, if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- (c) To seek all major and minor expenditure proposals from different committees, analyze them, establish the priorities and forward a tentative budget to Governing Body in time.
- (d) To plan proper utilization of resources and do careful funds management
- (e) To prepare a detailed plan of expenditure for day-to-day running of the Institution
- (f) Preparation of audited account reports for the above
- (g) To mobilize resources through donations from society, through funding agencies under various schemes, etc.
- (h) To sanction all the expenditure to procure major equipment as advised by the Governing Body
- (i) To sanction expenditures for constructing new buildings after getting approval from the Governing Body
- (j) To update the budgetary provisions by working out the budgetary implications of various plans of Planning & Institutional Development Committee.

- (k) Propose honorarium to the examination branch staff and shall get approved by the Governing Body.
- (l) Recommendation of appointment and salary of full time office staff in the examination cell on contractual basis.

**Section 6.2: Term of Finance Committee**

The term of the nominated members shall be two years.

**Section 6.3: Meetings of Finance Committee**

Finance committee shall meet at least twice in a financial year. The meetings can be organized in the month of April and September of every year. The meeting in the month of March shall be the budget meeting and in September in will be another budget meeting for review.

**Section 6.4: Composition of Finance Committee**

The following is the composition of the Finance Committee as per the guidelines of UGC.

S. No.	Category	Status
1	The principal	Chairman
2	Chief Finance Office of the Institution	Member
3	One person to be nominated by the Governing Body of the Institution for a period of two years	Member
4	One senior-most teacher of the Institution to be nominated in rotation by the principal for two years	Member
5	To be nominated, if required	Member
6	To be nominated, if required	Member

**Section 7: Functions of Head of the Institution**

The principal/Director is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the Institution. He shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council.

He is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Council.

### **Section 7.1: Functions of Principal/ Director**

- To conduct the meetings of the Board of Governors as per the stipulated guidelines
- To hold Academic Council meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the Institution.

The duties of the Principal may be suitably categorized as

#### **a) Academic Administration:**

- (i) *On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by JNTUK University, AICTE, UGC, State Government and the Governing Body of the Institution.*
- (ii) *Will be assisted by various Heads of the departments, Director (Academic), Controller of Examinations of the Institution, senior faculty members and various committees mentioned in the manual.*
- (iii) *In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the Institution.*
- (iv) *In matter of admissions, Coordinator, admissions will assist the principal*
- (v) *In matters related to academic work, he will be assisted by the Director (Academic), Chairman, Board of Studies and heads of the departments.*
- (vi) *An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavour, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.*



- (vii) Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in charges.*
- (viii) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.*
- (ix) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.*
- (x) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.*
- (xi) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the Institution.*
- (xii) In matters related to student attendance, drop outs, medical condonation, principal gets assistance from Director Academic.*
- (xiii) The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.*
- (xiv) Principal shall also ensure quality assurance and he should be assisted by Director, IQAC.*
- (xv) Shall monitor, evaluate research, development and consultancy activities. Director, R&D, should assist the principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.*
- (xvi) The principal should promote industry-institute interaction for better employability of the students.*
- (xvii) Shall promote internal revenue generation (IRG) activities with the help of staff and students.*
- (xviii) Arrange finishing School for the students with the active association of Director, Training and Placement.*
- (xix) Shall efforts to look after overall welfare of staff and students.*
- (xx) For effective functioning of the Institution he shall build close rapport between staff, students and management.*
- (xxi) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.*
- (xxii) Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UG, University, State Council of technical education, Department of Technical Education authorities.*
- (xxiii) Shall involve faculty members at different levels for various institutional activities.*

**b) General Administration**

On general administrative matters Principal shall be assisted by Director (Academic), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc

- (i) *Shall make proposal for appointment to all posts of cadres including contract, part- time, adhoc, and daily wage employees*
- (ii) *Shall make regularization of services, declaration of probation, and release of increments, including teaching staff and non teaching staff.*
- (iii) *Arrange performance appraisal of faculty and supporting staff.*
- (iv) *Shall have power to sanction CL, HPL, ML, SL,SCL upto the level of Heads of departments, except himself.*
- (v) *Empowered to initiate disciplinary proceedings ( with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the Institution.*
- (vi) *All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.*
- (vii) *Campus maintenance cell shall work under the instructions of Principal*

**c) Financial Administration**

- (i) *Principal is assisted by the Finance committee in financial administration.*
- (ii) *Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.*
- (iii) *Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body*
- (iv) *All contracts for and on behalf of the Institution (except himself and the Institution) when authorised by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the Institution shall be executed by the Principal.*
- (v) *Principal shall forward monthly salary bills of all the staff of the Institution to the finance committee for necessary action and also the members of the Governing Body and its sub committees.*
- (vi) *The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the Institution.*



- (vii) *Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.*
- (viii) *Shall countersign T.A bills*
- (ix) *Shall have power to sanction advances and final withdrawal of EPF of the staff*

### **Section 8: Finance Officer**

The chief finance officer of the Institution shall play a key role in preparing the budget of the Institution. Entire staff of the accounts section works under his control. His duties will be clearly mentioned in the administrative manual of the Institution. His functions also include

- (a) Budget estimates relating to income from fees and other sources. Annual estimation of both recurring and non-recurring expenditure such as salary of teaching, non-teaching, supporting and other staff, purchase of equipment, general maintenance etc and obtaining approval from the Governing Body.
  - (b) Responsible for formulation of procedures and guidelines for various financial transactions pertaining to the Institution.
  - (c) All the staff employed in the accounts section works under CFO/FO. CFO/FO shall monitor and supervises the activities of the staff under his/her control.
  - (d) Preparation of pay roll.
  - (e) Verification of records, receipts and payments, income and expenditure, quarterly budget control statements, statements related to cash and funds flow, and preparation of balance sheet.
  - (f) Budget estimates relating to the grant received/receivable from UGC, AICTE if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
  - (g) Maintenance of accounts pertaining to sponsored research projects
  - (h) Maintenance of accounts of consultancy funds received through consultancy services offered by the staff/Institution.
  - (i) Smooth and effective conduct of annual audit by internal auditors as well as statutory auditors and necessary follow-up action
  - (j) Any other work related to the accounts assigned by the Board of Governors, Academic Council and the Principal.
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## **Section 9: Responsibilities of Professors, Associate and Assistant Professors**

### **Professor**

- a) Teaching
- b) Development of Curriculum. Developing Learning Resource Material & Laboratory Development.
- c) Students Assessment & Evaluation including examination work of University.
- d) Participation in the Co-curricular & Extra-curricular Activities.
- e) Student Guidance & Counselling.
- f) Helping the student in personal, ethical, moral and overall character development.
- g) Continuing Education Activities.
- h) Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.
- i) Self development through upgrading qualification, experience & professional activities.
- j) Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction.
- k) Involving in the Academic and Administrative Management of the institution.
- l) Policy-Planning, Monitoring & Evaluation which are connected to the Department.
- m) Promotional activities both at Departmental and institutional level.
- n) Involving and Assisting the HOD in the Design and development of new programmes.
- o) Preparing project proposals for funding in areas of R & D Work.
- p) Laboratory Development, Modernisation, Expansion, etc.
- q) Monitoring and Evaluation of academic and research activities.
- r) Participation in policy planning at the Regional/National level for development of technical education.
- s) Assisting the HOD in Planning and implementing Staff Development activities.
- t) Maintain accountability, Conduct performance appraisal.
- u) Guiding Research
- v) Any other work assigned by the Principal/Management from time to time.

### **Associate Professor**

- a) Teaching including laboratory work.
- b) Evaluation including administering tests, invigilation during conduct of tests

- c) Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
- d) Leading consultancy projects and extension services. Curriculum development and developing resource materials.
- e) Research activities and research guidance.
- f) Assisting in conduct of and organising seminars/workshops/guest lecturers etc.
- g) Development of the Curriculum and Learning Resource materials.
- h) Guiding research
- i) Any other work assigned by HOD/Principal /Management from time to time.

**Assistant Professor**

- a) Teaching including laboratory instruction and academic activities such as acting as Class Review Committee member, invigilator, Lab In charge, Coordinator (Attendance), Assistance in conduct of seminars, symposia, guest lecturers.
- b) Students assessment and evaluation, aside from acting as paper setter
- c) Assisting in consultancy and R & D Activities.
- d) Developing resource material and laboratory development.
- e) Co-curricular and extracurricular activities / student welfare activities.
- f) Assisting in departmental administration.
- g) Involvement in departmental / institutional developmental activities.
- h) Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a proctor.
- i) Shall attend to the work allotted by HOD/ Principal / Management from time to time, helping in the cause of Academic development of the institute.

The functions, roles and responsibilities of other administrative functionaries, staff, librarian etc are clearly spelt out in the administrative manual of the Institution. The functions of various non-statutory committees are given separately along with their composition.

**Section10. HUMAN RESOURCES**

***FACULTY & STAFF***

The Institution will maintain a minimum staff, student ratio of 1:20 at all times for UG Courses and 1:12 for PG Courses. A minimum of one Professor with Ph.D. and three Associate Professors must be maintained at all times by every department. All the four

should preferably specialize in four different major areas of specialization. The balance of the staff should be Assistant Professors and of them should be postgraduates. The above policy is for a department with an intake of sixty students. The staff strength should be doubled for a department with an intake of 120 students. A minimum of one Professor and one Associate Professor is a must for PG courses and the rest can be Assistant professors. Institution is strictly maintained faculty cadre ratio is 1:2:6.

Each department should also take into account the strength of I year students on its rolls and calculate the requirement of faculty as per the statutory norms.

However, in the departments like CSE, ECE, EEE etc., where more number of courses are handled by other departmental/Discipline faculty this ratio is maintained to a level sufficient to handle all the activities prescribed in the policy document.

Faculty/Staff Personal data: When an employee joins the Institution, a personal file shall be opened containing:

1. His application and Appointment Orders, Joining report, agreements etc..
2. His Academic certificates, selection committee minutes, etc..

These will be maintained by the Institution.

### **10.1. Faculty:**

**10.1.A Numbers:** The faculty, students ratio to be maintained for UG program is 1:20 and for PG program is 1:12, Faculty ratio to be maintained is (Professor: Asso. Professor: Asst. Professor) = 1:2:6. However one Professor with Ph.D. in each department is a must for UG courses and for a double department 2 Professors with Ph.D. are a must. For PG program one Professor, one Asso. Professor and two Asst. Professors are a must. The total number of Faculty for individual subjects like Applied Sciences, Maths, Humanities and English will be taken as one identity for calculation of Professors, Asso. Professors and Asst. Professors.

### **10.1. B. Qualifications: Institution Policy:**

Institution is recruiting the faculty As per AICTE Norms.

### **Professors:**

Ph.D. with 10 years experience in teaching / Research / Industry or Candidates from industry/R&D with M.Tech, with professional work done equivalent to Ph.D., with 10 years experience and with good publications reputed national and international journals.

**Associate Professors:**

Ph.D record with good publications in reputed national and international journals

**Assistant Professors:** M.Tech/M.Sc/MBA/MCA/M.Phil.

**10.1. C. Recruitment Procedure:**

Selection for permanent posts is made by the selection committee constituted as per Norms of the statutory bodies and the university. Open advertisement will be given for positions in two leading newspapers, one in English and the other in Telugu. Temporary vacancies at any level may be filled through Institution selection on as time bound term appointment / on contract basis through the selection committee comprising of secretary & Correspondent, Principal, HOD, subject expert of concerned program by giving an open advertisement in two leading newspapers one English and the other Telugu. Internal promotions are made basing on their performance, feedback reports, results and contribution to the Department / Institution development.

**10.1. D. Work Load:**

The Institution shall run on all working days for 8 hours. Faculty should work for 48 Academic hours a week out of which 16 clock hours should be teaching hours. Two Tutorial / Lab hours is counted as one teaching hour.

**10.1. E. Attitudes and Commitments:**

Faculty should develop and implement innovative ideas in teaching and conducting laboratory work to improve upon the students learning process. This in turn projects the positive attitude of the teacher towards positive development of the Institution.

**F Faculty Development:**

Subject to the Institution service rules and regulations and guide lines issued by the board from time to time, the faculty development programs shall be initiated by the Institution. All sanctions require prior approval. However the general guide lines shall be:

**1. Q.I.P.**

- a. Permanent staff should be sent for short-term course/training and development programs every year during vacation / free time.
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- b. Permanent staff should be sent for workshop / seminar / symposium. Record of brochures, correspondence, material, application, copies of proceedings, certificates are to be filled.
- c. The Teaching staff should be sent for teacher training programs conducted by reputed organizations.
- d. Organized faculty orientation programs half yearly once.
- I. **Conference:** Staff members should be sponsored for attending relevant subject conferences and presentation of papers in each branch.

**II. Continuing Educations program :**

- i. Permanent teaching staff with good performance record of five years in Institution will be allowed to pursue Ph.D. without pay subject to adequacy of the staff position in the department.
  - ii. In the case of the candidates selected and undergoing PH.D. program in any I.I.T. and has put up 10 years service in the Institution they can be given half pay for a period of 3 years provided they submit a bond to work for five years in the institution after completion of their Ph.D. program. They will not be paid any salary if the faculty is in receipt of any type of scholarship.
  - iii. Candidates desirous of under-going part time Ph.D. program will be permitted.
  - iv. On Unsatisfactory – performance at any stage, Faculty on leave can be recalled by the Institution.
  - v. Permanent staff only will be considered for up-gradation of qualifications/skill etc.. All the service rules and regulations of the Institution shall be applicable to all such cases. Institution reserves the right to impose further restrictions from time to time.
  - vi. He/ She should give an assurance that after acquiring higher qualification or getting trained for any specialization, will serve the Institution for minimum period of two years in case of M.Tech and three years in case of Ph.D.
  - vii. He should have a proven record in the Institution in terms of Good class room teaching, research activity and exhibit such an up-gradation can be pursued by him/her successfully.
  - viii. Institution can sponsor candidates for any up-gradation program subject to the availability of faculty for conducting the normal activities of
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the Institution and the applicant can be sanctioned leave.

2. **Professional Societies:** Faculty will be encouraged to become members of the professional bodies like IE(I), IETE, IEEE, ISTE , etc depending upon their professional areas of interest. Every teacher should become a Member of his concerned societies..
  3. **Industrial Exposure to the Faculty:** encouraging faculty for participation of Industrial Training.
  4. **Professional Support:** All the record containing the particulars of various staff members sent for various programs like conferences, seminars, industrial training, higher education, Q.I.P. etc. should be consolidated with all the relevant papers and filed. The amount of expenditure involved in each case should be mentioned and a consolidated statement of expenditure should be made available.
  5. **In house Training:** In house training for all faculties shall be provided in two ways.
    - a. **Teachers Training Programs :** These will be conducted by senior faculty / external experts in the emerging areas, new subjects, modern/specialized equipment and their use, teaching workshops for improving the class room performance of the lecturers, etc.
    - b. **Personality Development:** Faculty shall attend these classes regularly and will be aimed towards improvement of communication skills, personality development and class room performance. The management can utilize the services of outside experts to impart training.
    - c. **Faculty Orientation Lectures:** All the Faculty by turn, shall deliver orientation lectures on a topic of their interest in the departmental faculty seminar hall once every week. It is mandatory that all the faculty members must attend the above.
    - d. **Inter Departmental Orientation Visits :** All the department faculty, once in semester, must visit other and related departments in order to acquaint themselves as to what facilities exist and can be used for working either common or interdisciplinary areas.
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## SUPPORTING STAFF

### 10.2. A. Numbers:

a	Each Department shall have the following staff.		
	1	Office Assistant	-
	2	Attenders	- Minimum 1 and depending on the need one more will be sanctioned
	3	Lab Technician / Programmer	- 1 for every lab
	4	For Computer Centers	- Where ever they are running extra hours i.e. from 7.30 A.M. to 7.30 P.M., two additional programmers will be given
	i)	for regular timings	- 4
	ii)	for extra timings	- 2
b.	Maintenance Staff		- 3 Computer Maintenance 4 Other Maintenance [Electrical, plumbing, Welding, fitting]
c.	Workshop {One for each trade}		- 9 [Electrical, tin smithy, Welding carpentry, Turning & Milling, Foundry, Fitting (2)]
d.	Principal's Office		- Administrative Officer, Cashier, Scholarships Clerk, Reprographics Assistant, Receptionist Office
e.	Library		- Librarian, Asst. Librarians. one Attenders.
f.	Physical Education		- Physical director, Two Sports Asst. (Maintenance and cleaning of courts on contracts)
g	Maintenance Department (as required)		
h	construction Dept. (As required)		-----

### 11 .2.B. Qualification and Skills:

1.	Lab Technicians	3 year Diploma with First Class
2.	Programmers	3 year Diploma with First Class or MCA or Diploma in Computer Application
3.	System analyst	B.Tech. with seven years experience in system Administration
4.	Various trades in workshop	ITI with 4 years experience
5.	Office Assistant	Degree with computer knowledge
6.	Administrative Officer	Degree with minimum 10 years administrative Experience.
7.	Institution Librarian	First class in Masters Degree in Library Science with 10 years of experience with good knowledge of running computerized library
8.	Asst. Librarian	M. Lib. Sc.
9.	Library Assistants	B. Lib. Sc.
10.	Physical Director	First class in Masters Degree in Physical Education with 10 years of experience Record of having represented the university National / University Championships

**C Recruitment Procedure:** An advertisement is to be issued in one local leading newspaper of Telugu. Written test and skill test should be conducted for the candidates called for interview. after that personal interview is conducted by the



Institution selection committee.

Constitution of Selection Committee:

- i. Principal
- ii. HOD
- iii. Subject Experts in the concerned subject
- iv. Senior Professor of the Department.

Role of HOD: the Head of each department will initially identify the requirement of supporting personnel and forward the list to the Administrative Office through the Principal. He will scrutinize applications of the candidates received and shortlist the same. He is responsible for conducting skill test. When the candidate report for the duty in his department he has the liberty to employ him in any of the labs or place of his choice and assign him the duties. He also recommends him for deputing for up-grading courses, workshops and industrial training.

**D. Attitudes and Involvement:** Individual files will be maintained for all the supporting staffs all supporting staff members will maintain a work diary to include all day- to-day work in the department. The extract of the diary will be scrutinized by the HOD. A report on the following parameters will be completed and filed respect of all the supporting staff.

1. Punctuality
2. Behaviour with students / staff
3. Upkeep of the equipment in the particular laboratory
4. Additional works assigned to him
5. Whether all the safety measures are followed or not
6. Contribution to lab development
7. Contribution to the development of Department/Institution
8. Skill level and urge to learn (confidential) (Semester)
9. Workload details

Supporting staff will be assessed in the following parameters

1.	Punctuality	-	10%
2.	behaviour with students / staff	-	10%
3.	Disposal of works assigned	-	25%
4.	Disposal of additional works assigned	-	15%
5.	Confidential report of HOD / Higher Authorities	-	25%
6.	Skill Level	-	15%

***Using of camera cell phones is prohibited on the campus.***

**E. Skill Up-gradation:** Subject to the Institution rules and regulations and guide lines issued by board these programs can be taken up with prior permission. General guide lines are given below.

1. Minimum period of one week internal training by the Senior Faculty per semester.
2. FDP Programs organized by senior faculty.
3. Work shop organized inter department level.

**11.2.F. Roles and responsibilities of the staff:**

- a. Laboratory Assistants :** the laboratory assistants are responsible for
- (i) Up keep of all equipment/experimental set ups for 100% in working condition
  - (ii) Maintaining the inventory of equipment and consumables
  - (iii) Stock verification and accountability to stock
  - (iv) Issue of consumables to students for experimenting
  - (v) Physical cleanliness of the Laboratory
  - (vi) Complying with the work assigned by Faculty in charge
  - (vii) Helping students while experimenting
  - (viii) Collection/Distribution of Laboratory records for faculty
  - (ix) Helping the Faculty in preparing the Lab requirements for Budget approval
  - (x) Reporting the breakages
  - (xi) Setting up and checking the health of each equipment before the session
  - (xii) Health of all furniture and fixtures
  - (xiii) For getting all the experimental setups, furniture, floor, removing cob webs, with the help of Contract Sweepers, Attenders.

**b. Data Entry Operators / Clerks / Steno cum Clerks**

Data Entry Operators / clerks are normally given a set of tasks to be attended by them. Hence they are responsible for

1. Maintaining registers/files including filling all necessary papers,
2. Drafting all communications in this regard, Photo copying
3. Interface with the Offices involved like exam section.
4. Interfacing with students and receive/make payments through cheques and cash.
5. Preparation of bills/vouchers for receiving/paying money in case of scholarships
6. In case of departmental clerks, entering the data for automation, helping the HOD in maintaining the records,
7. Handling Dak of the office both inward and outward and maintain Dak registers
8. Maintaining the Payments through registers of the department,
9. Maintaining Office stock of equipment/Consumables, Stock ledgers and audit,
10. Circulation/Display of notices in notice Boards,
11. Maintaining the Attendance registers, Office stationary, issues and receipts,
12. Over all control on office attenders and Local purchase if any,
13. Organizing for meetings, Taking dictations, typing, etc.
14. Any other work deemed fit in running the office.
15. Up keep and maintaining of the Computer System and interfacing with the System engineer for maintenance,
16. Maintenance of printers, stationary, ribbons, etc..
17. Preparation of Documents for meetings, Typing minutes etc..

**c. Attenders/Helpers**

- a. All activities like opening / locking the rooms, cleaning tables, file racks, Cup boards, furniture and fixtures, filling drinking water, etc.
  - b. Serving water, refreshments delivering dak/notices/circulars, carrying files, etc..
  - c. Carrying luggage, helping in shifting furniture etc;
  - d. Attenders shall also supply consumables, help in setting up equipment or any duty assigned by the Lab in charge/HOD
  - e. Attenders must rearrange stacks, stacking books in the respective places, Dusting Books and racks,
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- f. Attenders must clean all computer accessories, etc. Computer tables etc.. Helping systems maintenance engineer in carrying equipment etc..
- g. Opening class rooms, Laboratories, etc. Windows ten minutes before the scheduled time of class work,
- h. Closing class rooms and windows, after getting the floor, tables, black board etc. Cleaned by the contract sweepers after the class work is over,
- i. Report to the HOD – first in the morning when they arrive in the Institution 15 minutes before the class work scheduled time and then report to the place of work,
- j. Open all Faculty rooms and the windows, clean the faculty tables, arrange fresh drinking water, cleaning of computers in the office, faculty rooms, all other relevant work, etc..
- k. Report to the HOD – after completing all the tasks by 5.00 PM and attend to the work assigned by him for central / Institution works,
- l. Depart from the Institution with the permission of the HOD
- m. Supervising work and signing the work cards issued to the contract sweepers.
- n. His/or her work place is defined by the HOD from time to time.

**d. Library Assistants:**

They are responsible for

- I. Manage issues and return of books and enter the date in the computers,
  - II. Accession and updating the computer data,
  - III. Manage the Central Reprography Services, providing services, collecting payments, issue of receipts, depositing the collected amounts, maintaining the stock of spares like, toners, ribbons, stationary etc.. maintain consumable ledgers,
  - IV. Contact and interfacing with the maintenance/Service personnel,
  - V. Up keep of all equipment in the library as assigned by the Institution librarian,
  - VI. Stock verification and audit of books every year,
  - VII. Reporting all damages of books by Students, faculty/staff,
  - VIII. Issue and renewal of library cards, collecting fines,
  - IX. Managing all the computerized operations of the Library.
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## **11 HUMAN RESOURCES – STUDENTS:**

**A. Policy of admission** – Central / Institutional to be maintained by the Principal's office only

1. Capacity, Intake, Highest / Lowest Ranks admitted, Local / Outstation students, Hostel / Day Scholar.
2. Latest AICTE approval letters
3. State Govt. orders for establishment of Institution
4. Govt. orders – EAMCET Admissions
5. Govt. orders – Management quota.
6. University Affiliation Orders

### **B. Admission Criteria:**

As per A.P. State Govt. 70% of seats to be filled by the Convener EAMCET and the remaining 30% by Management on open merit and first come first served basis. All records to be with Principal's Office only.

1. Admission Register
2. Students Admitted through EAMCET:
  - a. Certified copy from the EAMCET Convener for 70% of the admissions.
  - b. Copy from the Administrative Office for the balance 30% of the admissions
  - c. Concerned G.O. copy for 70% & 30% admissions
  - d. Under policy of reservation & details of students admitted, OC / SC/ST/OBC.

### **C. Admission policy for lateral entry:**

To be kept with Principal's Office only.

1. G.O. on lateral entry
2. Certified copy of list of students given by the Convener

### **D. Academic Results:**

University results shall be analyzed subject wise and follow up action on subjects with high failure rates will be initiated for improving upon the following:

- a. Poor performance of the teacher
- b. Poor comprehension by students
- c. Paper setting too difficult or the subject is a difficult one.

Eligible students are to be identified and recommended for awards as per Institution

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policy.

All student performances are analyzed and computerized and slow learners are to be called and counselled.

#### **11.1. E. Performance in Competitive Examinations:**

A printed pro-forma containing information regarding GATE, GRE, TOEFL scores and e-mail addresses to be obtained from all final year students. A copy of hall ticket should be obtained and recorded. Separate records should be maintained for GATE, GRE & TOEFL and other competitive examinations.

**11.1.F. Admission to PG Courses:** List of students who have secured admission in P.G. Courses in India / Abroad with some kind of proof should always be obtained and efforts to obtain all the previous data should be initiated

Immediately passed out students	100%
Students passed out 1 year back	90%
Student passed out 2 years back	80%
Student passed out 3 years back	70% and so on t minimum of 50%

#### **11.1.G. Employment of graduating students during last year**

The details of the employment are to be given as per the following format.

Sl. No. Branch	No. of students	Number	Campus
	Passed / Graduated	Employed	Interviewed Jobs

Information regarding employment of graduated students should be obtained with proof. Targets are, for current year 100%, immediate preceding year 90%, next preceding year 80% and so on till to a minimum of 50%

#### **11.1.H. General Conduct of the students:**

Student's primary and sole objective shall be to pursue his / her program of studies, develop professionally, enhance their career, opportunities, participate in permitted extra and co curricular activities and emerge as well trained professional. Conduct rules apply to all students and they must observe at all times and at all places and does not get limited to Institution premises only. The following are treated as misconduct.

- ❖ All students must be conversant with the academic regulations of JNTU. Ignorance of rules and regulations cannot be accepted as a reason for condonation of punishments.
- ❖ Ragging in any form (mild or severe) will attract penal punishments as per Govt. orders in addition to suspension from the Institution for one year.
- ❖ Organizing or participating in any activity based on caste, religion and/or community will be viewed seriously. Students indulging in such activities will be

dismissed from the Institution. Those who contributed money for organizing such events shall be treated on par with those organizing such events.

- ❖ Organizing functions in the name of cinema stars, releasing advertisements or putting up banners in the name of cinema stars shall be considered as unethical practices. Students indulging in such activities will be dealt with severely.
- ❖ A fine of Rs. 20/- shall be imposed for dress code violation hereafter. The amount is to be paid in cash only. Until the fine is paid, the defaulters will not be allowed to attend classes. If a student violates the dress code for a second time, he will be suspended from the Institution for a period of one week.
- ❖ All students must wear Institution ID cards at all times while in the campus (including canteen and Institution buses). Defaulters will be fined Rs. 20/-. Fine amount is to be paid in cash only.
- ❖ Driving the vehicles in the campus is strictly prohibited.
- ❖ Students manhandling fellow students for any reason what so ever shall be suspended for one semester. Students are expected to report to the authorities of any provocative or offensive behavior.
- ❖ Causing damage to the furniture and equipment will be viewed seriously. The amount required for repair or replacement of damaged property shall be recovered from the concerned students.
- ❖ Copying in examination, falsifying or giving proxy attendance, writing examinations in proxy or any relevant matter deemed fit towards such shall be treated as gross misconduct and is punishable as per norms in vague.
- ❖ All students and faculty should use proper names only in addressing others. Use of any family names or nickname is prohibited in the campus.

## **12. Sports & Games:**

The participation of the students in Sports & Games should be encouraged. Provision for indoor games will be made available for, chess, caroms, table tennis. The outdoor facilities for tennis, volleyball, ball badminton, basket ball, cricket, hockey, foot ball, hand ball, base ball, throw ball, Kabaddi, Kho-Kho, tennicoit, running track for all athletic events, shot put, discus throw, cross bars, rings, javelin, high jump and long jump should be made available:

P.D should take active part in maintaining all the courts and participation of students in maximum numbers be ensured. Games and Sports should be conducted regularly and record of the same should be maintained by the P.D.

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The responsibilities and duties of the personnel of physical education are:

**A. Physical Director:**

- i. Should supervise the work of coaches and sports attenders.
- ii. Report on departmental staff and maintenance of play fields should be submitted once in a month to the Principal.
- iii. Should maintain the correspondence of the department.
- iv. Checks the work dairy registers of Coaches and sports attenders.
- v. Maintains attendance register of the departmental staff.
- vi. Responsible for the conduct of sports and games regularly and maintenance of records in the institution.
- vii. Maintains the record of all inter-departmental, inter-collegiate and inter-university schedules and Institution day games and timetables.
- viii. Maintenance of records of all prize winners in inter-departmental, inter-collegiate and inter-university sports and games with a copy to each department and also enter these in the Institution web-site.
- ix. Ensures maximum participation of students in sports and games.
- x. Maintains a suggestion book in his department.

**B. Sports Attender:**

Departmental cleaning and keeping things in order.

Watering, cleaning and rolling of all courts as required.

Grass cutting, picking of stones around the courts and fields etc.

Issue of sports equipment 3:30 to 6:00 PM

All the university tournaments, events, schedules and Institution games timetable should be properly recorded in the Physical Education Department by the P.D.

The inter departmental sports competition should be conducted, the details of the events and the results recorded. Prizes should be awarded to the winners on the Institution Day function.

The record of all the prize winners in Inter Collegiate / Inter University / National / International Tournaments if any in all the events should be maintained by Physical Education department with a copy to all departments. These details to be read out in each classroom too and also posted in Institution website.

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## Motivational Incentives:

### Employees provident Fund (EPF)

The eligible members of the staff are enrolled under EPF scheme and the contribution as fixed by the GOI is deducted from their salary .This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time

### Incentives and Awards

Awards are instituted for the faculty as well as supporting staff members .In case of faculty members, variables consider are academic performance measured by student feedback , student pass percentage, student grades/marks obtained by the student ,no. of top ranks at university level secured by students in their respective subjects . These awards are in the form of cash, appreciation letter, commending letters, promotions, increments, interest free loans for computers etc. There is an institutional incentive for bright and meritorious student by way of fee waivers, merit scholarships, attendance awards, year and program me wise institution rankers and university rankers in any subject and/or year.

### Faculty and staff Development programmers' and services Initiatives:

As institutional development is a by product of developed faculty and student groups, the institution extends its efforts in this direction and offers incentives to faculty, some of which are listed below:

No	Nature of Conference	Category	Amount Rs.	No. of days of OD
1.	Publication of papers in National Level Conference	Faculty	Springer : 4000/- IEEE : 5000/- Scopus : 3000/- Registration Fee and OD	Maximum of Two Times in a year for 2 Days
2.	Publication of papers in International Conference	Faculty	Rs.1,500/-100 Registration Fee ,50% and OD	
3.	Publication of papers in National Journals	Faculty	Rs.1,000/-100 Registration Fee and OD	
4.	Publication of papers in International Journals	Faculty	UGC Approved : 500/- Thomson Reuters :2000/- Scopus Standard journals : 5000/- Scopus h-index: 8000/- Elsevier :8000/- Springer : 15000/- IEEE Explorer : 20,000/- IEEE Journals: 25000/-	

5.	Participation in FDP/TDPS/Workshops conducted by JNTUK/Premiere Universities/IITs/IIM(4 and 8 weeks only in summer vacation)	Faculty	Registration Fee and OD	Maximum of 8 Weeks Once in three years of service
6.	Text Book Authorship	Faculty	Maximum of Rs.10000/-	Not applicable
7.	Patents	Faculty	Published : 10,000/- Granted : 20,000/-	
8.	QIP and Career Development to graduate/post graduate technical staff members (B.Tech./M.Tech./Ph.D.)	Faculty	Maximum of Rs.15000/-	Need Based
9.	Loans and Advances, Transport Allowance , Medical Insurance and PF	All Staff members eligible	Interest Free Loans/Advances and Transport, Medical Insurance allowances at concessional Rates	Need Based
10.	Result Oriented Financial Incentives	All Eligible Faculty members	Rs.500/- Cash Award / Certificates of Appreciation	Only for Theory Subjects

#### 14. Leave Rules and Leave Policy:

##### GENERAL

Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.

An employee shall not take up any service or accept any employment, while on leave.

Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for CLs, intimation by telephone, SMS OR E-Mail is to be given to the Head of the department/institution, if prior sanction can not be obtained for justifying reasons.

Leave accounts of all staff members are maintained in the Office of the Principal.

Sanctioning Authority: Principal/Academic Director of the Institution is the competent authority to grant all kinds of leaves to all the employees.

Principal may delegate this power to heads/ in charges for administrative convenience. Secretary & Correspondent of the Institution is the competent authority to sanction leave of the principal.

All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules. The total number of leaves taken in an Academic year will be considered in the performance appraisal at the end of the year.

#### **CASUAL LEAVE(CL)**

All the regular employees of the Institution are entitled to 12 days of casual leave in a calendar year.

The total number of CL's used in one spell shall not exceed 03 days and the total period including prefixed(for Ratified faculty)(not ratified faculty will consider only one day), suffixed and intervening holidays shall not exceed 10 days.

The total number of CL's used shall not exceed 3 at the end of I quarter, 6 at the end of II quarter and 9 at the end of III quarter.

Unused CL's at the end of a calendar year are NOT carried forward to the next year.

Casual leave cannot be combined with any other type of leave

Casual leave for half a day may also be granted for fore-noon or after-noon.

#### **HALF-PAY LEAVE(HPL)**

All employees are entitled to 10 days of half pay leave on medical grounds (applicable for only ratified faculty).

HPL may be commuted on medical grounds subject to the following conditions:

Employees are eligible to commute HPL to a maximum extent of half of the HPL accrued.

When commuted leave is granted/used twice the amount of such leave shall be debited against the HPL accrued (due).

HPL for more than 2 days will be granted against production of medical certificate from a registered medical practitioner.

#### **SPECIAL LEAVES**

All regular faculty members are eligible for leave up to 8 days in a calendar year for performing university examination duties as observer / valuer / examiner

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All regular faculty members are eligible for leave up to 02 days In a calendar year for participation and /or presentation of paper in National / International seminars/ Conferences / Symposium /Workshops.

All the regular staff members of the Institution, who have put in not Less than one year of service in the Institution and who marry while In service in the Institution are eligible for 05 days' leave, including The day of marriage. This leave can be used with public holidays Prefixed and / or suffixed.

#### **COMPENSATORY CASUAL LEAVE (CCL)**

ALL the regular staff members who work on public holidays are eligible for one day's compensatory leave for each day of work. This Leave must be used within 3 months of the date of work / eligibility. Fractional CCL will not be granted. Remunerative work is excluded from the provision.

#### **STUDY LEAVE**

Study leave with/without pay may be granted to deserving Employees for pursuing higher studies at the discretion of the management. The terms of the leave will be worked out on case to case basis.

#### **MATERNITY LEAVE**

A regular eligible female employee is entitled to maternity leave up to six weeks with service. This leave is granted only once during the service at the Institution. The employee taking this leave has to give an undertaking (on Rs.100/- stamp paper) at the time of applying for the leave that she would work for a minimum period of 02 years after return from leave. Maternity leave not exceeding two weeks may be granted in case of miscarriage or confinement including induced abortion. Maternity leave applications must be accompanied by medical certificates.

#### **VACATION LEAVE**

All the regular faculty members (vacation staff) who have put is not less than two year Of service in the Institution and who undertake to continue in service for the next Academic year are eligible for up to four weeks vacation leave.

Where the period of service in the Institution is less than one year but 06 months or more, vacation leave may be granted on pro-rata basis. The faculty members whose service in the Institution is less than 12 months are not eligible for vacation leave.

For the purpose of computing the service period the cut off date would be the first day of vacation period notifies by the principal at the end of the academic year.

UN used vacation leaves are not carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions of the head of the institution, the unused vacation leave is converted as EL in the ratio of 07(VL):05(EL).

#### **EARNED LEAVE (EL)**

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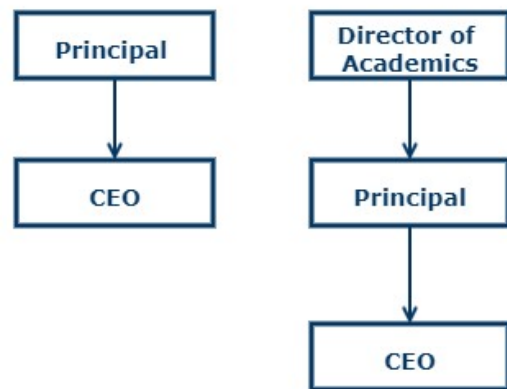
All the non teaching staff members (non vacation staff) are eligible for accrued earned leaves of 15 days in a calendar year @ 1.25 leaves per each completed month of service. Gardeners are eligible for 5 days Earned leave in a calendar year. The leaves will not be credited at the beginning of the year.

Un used EL's would be carried forward to the next calendar year.

EL's will not be granted on more than three occasions in a calendar year.

EL's will not be granted for less than 05 days.

In certain cases unused vacations leaves of vacation staff may be converted to EL's as provided or in, clause VIII above.



**Fig.1:** Leave Approval Process for Principal/Director

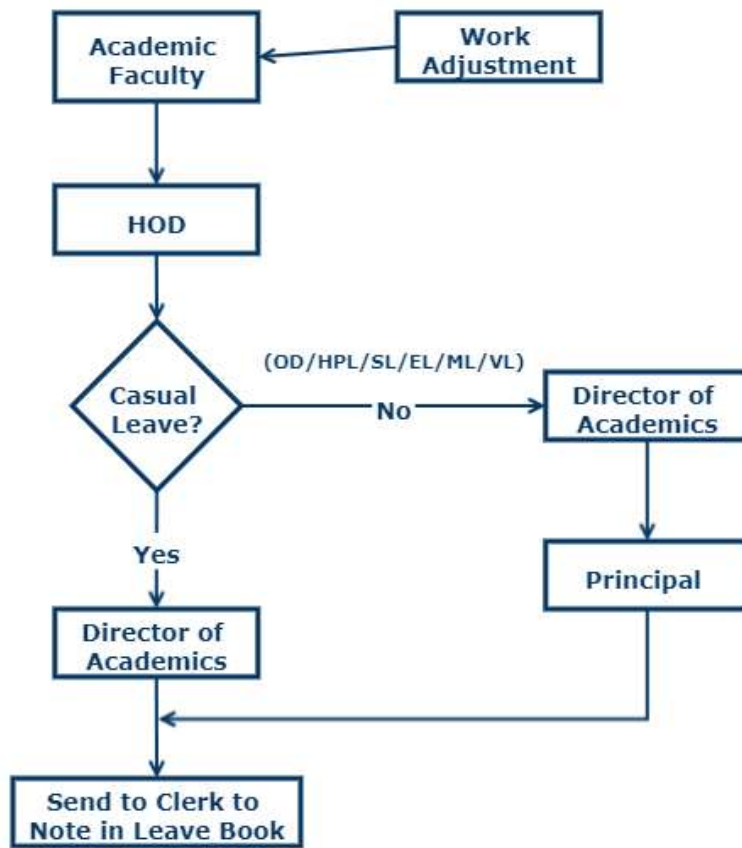


Fig.2: Leave Approval Process for Teaching Staff

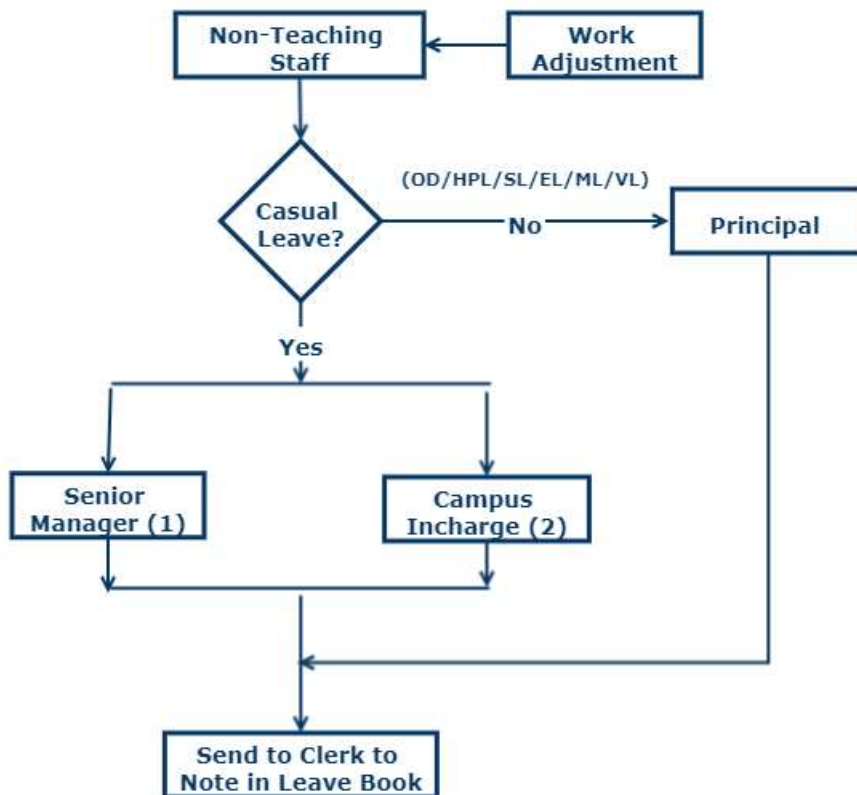


Fig.3: Leave Approval Process for Non-Teaching Staff



## 15. Code of Conduct and Discipline:

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

### DO's:

- maintain absolute integrity and devotion to duty
  - Attend the Institution regularly and punctually
  - Engage classes both theory and practical ;punctually and effectively
  - Correct the assignments and lab records systematically
  - Be meticulous in submitting the question papers and marks of the internal tests
  - Conduct guest /expert lectures with academic /industry professionals.
  - Valuation of internal and external examinations
  - Attend internal and external invigilation and observer duties
  - Attend guest lecturers FDPs, workshops seminars , industrial visits and tours
  - Downloading e-material from digital library, authorized online Journals and legitimate sites
  - Preparing soft/hard copy of course files, delivery sheets and web materials
  - Monitoring and Counseling of student academic performance and Mentoring
  - Be honest, impartial in dealings and courteous with others
  - Abide by the rules and regulations of the institution
  - Promote decency, decorum, dignity and discipline among staff and students.
  - Institute devices and mechanisms to improve academic standards.
  - Acquire and develop professional/interpersonal competence to enhance skills of students
  - Building team work, team efficiency and reinforcement of skills/knowledge in students
  - Administrative compliance
  - Authoring/Coauthoring of text books with other Institution professionals
  - Publication of papers in Seminars/Conferences/Conventions/Journals/Magazines Publication and attending FDPs/Workshops/Conferences/Symposiums/Conventions
-

Chairing Sessions and Delivering Keynote Address in any FDP/WS/Seminar/Conference

Professional, rational and intellectual behavior like an academician.

**Don'ts**

Gross negligence of duties and responsibilities

Propagation of religious, communal, anti-social, terrorist activities in the campus

Discriminate by caste, creed, religion, language, domicile, social and cultural background

Encouraging any form of 'malpractice/unfair practices' in connection with exams

Leaving the campus without proper prior permission of the Head of the Institution.

Absconding from the institution

Undertake private assignments whether remunerative or not

Enter into any monetary transactions with any stakeholder of the institution

Cause damage to institution or stakeholders property in any form

Encourage or involve in immoral practices with stakeholders

Organize, attend, involve in any duty outside the Institution without proper approval

Passing comments on religious, regional, personal, social and cultural sentiments

Taking Membership of a political party or taking part in politics

Any act which is detrimental to the interest of the institution

**Disciplinary action:**

All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after reasonable opportunity has been provided to the employee to defend himself/herself.

Complaints of misconduct by a staff member are investigated by a disciplinary committee or adhoc committee constituted for the purpose by the Principal.

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An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Principal is empowered to suspend an employee if it is in the interest of the Institution and report his action to the management, and the University as the case may be.

As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.

Censure (disapproval)

Withholding increments/promotion

Recovery from his salary whole or part of any pecuniary loss caused to the Institution due to negligence of duty or breach of orders/rules.

Suspension

Removal from service

#### **Grievance Cell:**

Grievance cells are constituted at department level by the HOD concern and at institution level by the Principal to looking into the grievance of the staff members and redress them.

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*“In every community there is work to be done. In every nation, there are wounds to heal. In every heart there is the power to do it.” – Marianne Williamson*

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#### **16. Administrative Procedures:**

##### **Personal Records:**

The basic information of staff will be collected and maintained by PA-Head of the institution in separate staff personal files. Some of the documents which will be in the personal file may include: Resume with covering letter along with two photographs applying for position in the institution; call letter if any; appointment letter; all original certificates along with photo copies in proof of age, qualification, experience and last pay drawn; feedback appraisal, incentives, promotions and

increments given; and any appreciation, commending letters issued by head of the institution.

#### **Custody and Maintenance of Attendance Registers:**

Attendance record is maintained in a manner that it remains authenticated and unquestionable. Every staff member has to give attendance two times in a day (i.e., First time 9.00AM on arrival and Second time at 4.00 PM on departure). The custody of attendance Register will be with the Head of the Institution/Director; any deviations call for Permission of Head of the institution. Primarily ,the attendance registers Will be with Head of the Departments up to 9.30 AM everyday and Then they will be submitted to the head of the institution/Director and the same Will be drawn again by HODs at 4.00 PM to make it convenient for the Employees to sign

#### **Punctuality:**

The institution is very serious in enforcing punctuality through its Heads of the Departments who scrutinize the attendance registers. Surprise checks are also made by the Head of the Institution .A special Limited provision is made available to all the staff members of all Departments to avail themselves of early going and late coming Permissions which will be granted at the discretion of Head of the institution.

#### **Feedback and Suggestion Scheme**

The institute encourages both open and close participation and Involvement of the all the employees, students and parents, academicians, Industrialists, professional experts, alumni ,employers of alumni and Stakeholders in finding innovative ideas in the process of achieving its Purpose, vision mission ,objectives, goals and quality policy. Any Employee or student can voluntarily give his/her suggestions orally Or in writing in a closed envelope without mentioning his identity And put the same in suggestion box available in administrative office. However, the institution has a provision to collect suggestions and Feedback twice in a semester from students and once in a year from all the staff members. All these suggestion and feedback will be Examined to consolidate an submit a report to the head of the institution which in turn will be submitted to the secretary/CEO for implementing some of the constructive feedback and suggestion in the interest of the institutional development . The student feedback will be collected by In-charge of QC (Quality

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control) department and staff member's feedback will be collected by HODs concerned

### **17. Procurement process**

The Procurement policy is to ensure Transparency, fairness and fraud prevention, Equal opportunity, Economy and Efficiency through Effective means.

- a. The Procurement processes as per the of Identification of requirements, Developing specifications, Identifying suppliers/service providers, Inviting bids/proposals, Evaluating and awarding contracts, Contract management, Receipt and Certification of goods/services.
- b. Goods can be procured under the following three ways in the Institution;
  - i. Direct Contract –All Proprietary items
  - ii. Shopping – Items worth less than Rs. 10 Lakhs (inclusive of all taxes) by way of calling minimum 3 Quotations.
  - iii. National Competitive Bidding-Items worth Rs.10 Lakhs and more
- c. All procurements will be fully processed and monitored through Procurement Management Support System (PMSS) and any procurement outside it will have no recognition.
- d. Important Aspects of Shopping are:
  - a. No need for advertisement in newspapers, however the advertisement can be displayed in the institution website.
  - b. Minimum three Quotations to be received
  - c. Not less than 2 weeks' time for bid submission
  - d. There should not be any negotiations either for price or terms & conditions of the tender submitted with suppliers
  - e. Bidders are required to submit tender valid for the period specified in the tender documents & Generally 30 to 40 days for shopping.
  - f. Earnest Money/Bid security is not required.
  - g. The Procurement Authorities entrusted with evaluation of Tender shall ascertain whether the tenders meet the eligibility requirements specified, Tenders have been properly signed are valid for the period specified in the tender document and substantially responsive(commmercially and technically) to the tender documents and are otherwise generally in order.
  - h. If the bidder meets the above stipulation indicated in the bid documents, it is determined as substantially responsive and is considered further for evaluation.

- i. Payment terms should be 90% payment after delivery to the consignee and the balance 10% after receiving the goods or in accordance with the practices applicable to the specific goods and works.



## 17.1 GUIDELINES TO BE ADOPTED FOR INITIATING PROCUREMENT PROCESS

**The entire procurement process is divided into four stages, which are as detailed below:**

**Stage1:** Proposal by the concerned faculty/group of faculty (PROPOSER/S)

**Stage2:** Departmental Procurement Committee (DPC)

**Stage3:** Central Procurement Committee (DPC) **Stage4:**  
Post Procurement Process (PPP)

### **Stage1: PROPOSAL BY THE CONCERNED FACULTY/GROUP OF FACULTY**

The request for any procurement of equipment/item shall be initiated by an individual faculty or group of faculty members within a department or cluster; hereinafter called as the PROPOSER(S).

It is the primary responsibility of the PROPOSER/PROPOSERS to follow the guidelines of the Institution while preparing a proposal. The PROPOSER/PROPOSERS shall initiate the process by submitting the duly filled-in Procurement Format-1(PF-1) to the concerned HOD. In case, the proposers are faculty members of a cluster, then the Procurement Format-1 shall be submitted to the Chairperson of the cluster. If the proposers are from multi-disciplines then it shall be submitted to the Principal.

A proposal submitted without following the above guidelines shall be liable for reversion by the appropriate authorities (HOD/DPC/CPC), for resubmission of the proposal.

### **Stage 2: DEPARTMENTAL PROCUREMENT COMMITTEE (DPC)**

#### **☐ Composition of the committee:**

1.	Concerned HOD	Chairperson
2.	Two faculty members*	Member
3.	Procurement Manager	Member
4.	Department Procurement Coordinator	Member-Convener
5.	PROPOSER(S)	Invitee(s)

\*The two faculty members may be drawn from the same department or from cluster or any other department in the Institution (deciding factor would be the knowledge & experience of the faculty in the matter). If need be the DPC can opt for one or two external experts.

Note: **Three members constitute the quorum.**

- a) Responsibility:** The DPC shall evaluate & ensure that the proposal conform the guidelines of the Institution. The DPC may accept/reject the proposal by recording its



observation. The proposal will be forwarded to the Principal by the concerned HOD, only if it is recommended by the DPC. The decision of the DPC is critical & final.

- b) Functions:** After receiving the proposal (stage-1), the HOD will place it before the DPC. The DPC shall evaluate & ensure that the proposal made conforms to the guidelines of the Institution. The DPC has the power to accept/reject a proposal in the event of non-conformation to the guidelines specified. The DPC shall record its observation (Minutes of the Meeting) and return the proposal seeking resubmission. The proposal will be forwarded to the Chairperson of the DPC, if and only if the proposal is recommended by the DPC.

Based on the recommendations of the DPC, quotations will be called by the office through PMSS (Procurement Management Support System).

Upon receipt of the quotations by the office & the same shall be opened in the presence of the subcommittee of the Central Procurement Committee (CPC) constituted for the purpose. [The details of CPC are mentioned at stage-3]

The Subcommittee of CPC is as follows:

1.	Officer-Procurement	Chairman
2.	Department Procurement Coordinator	Member
3.	Procurement Manager	Member-Convener
4.	Proposer(s)	Invitee

After opening the quotations, the Procurement Manager shall prepare the comparative statement through PMSS as per the guidelines. The comparative statement (generated by the PMSS) shall be verified collectively by the Proposer & Departmental Coordinator. They shall jointly certify that it matches with the technical specifications proposed. Anomalies if any shall be recorded for further suitable action by the CPC. After this, the matter will be referred to the CPC for its consideration.

### **Stage 3: CENTRAL PROCUREMENT COMMITTEE (CPC)**

- a) Composition of the committee:**

1.	(a) Principal	Chairman
	(b) DOA	Associate Chairman
2.	Concerned HOD or his/her nominee	Member
3.	Officer-Procurement	Member
4.	Officer-Finance	Member
5.	Manager	Member
6.	PROPOSER	Invitee
7.	Procurement Manager,	Convener

Note: **The CPC may be headed either by the Chairman or Associate Chairman (to be decided by the Chairman of CPC). Three members shall constitute the quorum.**

- b) **Responsibility:** The CPC shall ensure that the proposal has been made in accordance with guidelines of the Institution. The CPC shall verify that all the committees have accorded necessary recommendation.
- c) **Function:** The CPC will review the proposal for its correctness in all respects. The CPC has to make its final recommendation for the approval of the proposal [Procurement Format PF-3] by the PRINCIPAL. After approval, the Office shall generate the Purchase Order (PO) through PMSS. The PO duly signed by the Principal shall be sent to the concerned vendor and a copy to the concerned HOD. It is the responsibility of the HOD to follow up the matter since it is time bound.

#### **Stage4: POST PROCUREMENT PROCESS (PPP)**

It is the responsibility of the concerned HOD for the follow-up action pertaining to the supply of goods by the vendor. It is also the responsibility of the HOD to arrange for the post procurement process. The HOD

- Shall receive the goods/items from the Vendor as per the PO & record the date & time of receipt of the goods on the delivery challan.
- Shall certify that all the goods/items received are as per the PO
- Shall record & inform any deviations in the supply immediately to office for further action
- Shall ensure proper commissioning/installation;
- Shall label the goods/items/equipment
- Shall make appropriate entries in the Stock ledger & specify in the ledger that these items are procured.

A detailed report consisting all the above shall be submitted to the Office for further action. The Procurement Manager shall make a visit to department for physical inspection of the items, document, ledger, labelling and etc., and submit a report to the CPC.

After all the above actions, and shall make necessary entries and recommend for passing bills for payment to the Principal [Procurement Format PF-4]. The office shall maintain the acknowledgement for the payments made in the respective files for a scrutiny of the entire process by the internal auditors.

PF-1

**INITIATION FOR PROCUREMENT OF EQUIPMENT/GOODS/ITEMS**

**[FOR SHOPPING/PROPRIETARY ITEMS]**

1.	Name of Proposer(s)	
2.	Department	
3.	Email Id	
4.	Mobile Number	
5.	Category of the Proposer	SC/ST/OBC/GENERAL
6.	Name of the Equipment proposed	
7.	Item reference (Item Number)	
8.	Are the goods proposed are proprietary in nature	YES/NO
9.	If the goods are Proprietary, attach a copy Certificate of Proprietary	Attached/Not Attached/ Not Applicable
10.	If the goods are Proprietary, attach a copy Certificate of authorization to the Vendor	Attached/Not Attached /Not Applicable
11.	Whether the Market Survey is done (Provide the addresses of vendors and their contact numbers.)	
12.	Whether the demo of the equipment is seen	YES/NO
13.	Approximate Cost in Indian Rupees (Exclusive of taxes)	Rs.
14.	Furnish detailed generic specification of the equipment proposed	
15.	List of earlier customers and their contact numbers, if any	
16.	Whether the proposer(s)/any faculty/technical staff are familiar with operation of similar type of equipment(s); has hands on experience. If yes, please provided details	
17.	Whether training is required to operate the equipment for the proposer or any other faculty/staff in the department. If, Yes please provide the details: Number of persons to be trained, duration, etc.,	
18.	Whether the space for installation of equipment is identified	YES/NO
19.	Whether there is any need for further civil/electrical works needed for the installation of the equipment	Required/Not required
20.	Signature of the applicant & date	
21.	Date of receipt of the initiation form (Signature of HOD with Seal)	

**PF-2**

**RECOMMENDATIONS OF DPC FOR  
PROCUREMENT OF EQUIPMENT/GOODS/ITEMS  
[FOR SHOPPING/PROPRIETARY ITEMS]**

1	Name of the Equipment proposed	
2	Item reference (Item Number)	
3	If the goods are proprietary in nature, whether the Certificate of Proprietary/vendor authorization are attached.	YES/NOT APPLICABLE
4	Date of Meeting of the DPC	
5	The Market Survey done is from the authentic sources	YES/NO
6	The specification generated is generic without ambiguity	YES/NO
7	Demonstration Report for the equipment is responsive	YES/NO
8	Whether Generic configuration has been verified that will in substantive responsiveness from vendors?	YES/NO
9	Addresses and contact numbers of the finalized list of vendors from whom the quotations be called for is attached.(Minimum 5 vendors, after addition/deletion of the list from PF-1)	YES/NO
10	Whether the Vendors considered are equals?	YES/NO
11	A copy of the finalized generic specification of the equipment is attached and certified.	YES/NO
12	Whether all the documents have been signed by the proposer/s?	YES/NO

The DPC hereby certify that the proposal of procurement is in accordance with the guidelines of the DPC hereby recommend for further processing the procurement.

**PF-3**

**RECOMMENDATIONS OF CPC FOR  
PROCUREMENT OF EQUIPMENT/GOODS/ITEMS  
[FOR SHOPPING/PROPRIETARY ITEMS]**

1.	Name of the Equipment proposed	
2.	Item reference (Item Number)	
3.	Whether the generic specification have been accepted by PMS for at least three vendors	YES/NO
4.	Whether the vendors identified at PF-3 have received and acknowledged the enquiry?	YES/NO
5.	Number of vendors submitted the quotes	
6.	Whether any of the vendor/s have not responded with quote or sent regret letter?	
7.	Whether all the quotations/documents received have been properly signed?	
8.	Whether minimum of three comparable quotations have been received?	YES/NO
9.	Whether the Proposer & Department Coordinator have confirmed that specification quoted matches with those of	YES/NO
10.	Whether the Comparative Statement generated by PMSS has been duly signed?	YES/NO
11.	Whether L-1 is clearly identified	YES/NO
12.	Name and address of lowest bidder	
13.	Date of Meeting of the CPC	
14.	Observations of the CPC, if any	

The CPC hereby certify that the entire process is in accordance with the guidelines of the CPC hereby recommends for payment process.

**ORDERS OF THE PRINCIPAL:**

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