Ravindra College of Engineering for Women

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu
Near Venkayapalle, Pasupula Village, Nandikotkur Road, Kurnool - 518452

MANAGEMENT NORMS FOR STAFF

21/10/14

PRINCIPAL
RAVINDRA COLLEGE OF
ENGINEERING FOR WOMEN
Pasupula(V), Nandikotkur Road,
Near Venkayapalli, KURNOOL-518002

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VISION

To Prepare Professionally Competent Women Technocrats In the Field of Engineering with Innovative and Ethical Culture.

MISSION

To be a Pioneer Among Peer Engineering Institutes in Interdisciplinary Research Education and to Motivate them to Strive for Overall Upliftment of Mankind Along with Promoting Industry and Institute Interaction.

QUALITY POLICY

Ravindra College of Engineering for Women, Kurnool is committed to become a centre of excellence with quality infrastructure imparting value based education on par with Inter-national Standards by adopting modern training methodologies and fulfilling the expec-tations of all the stakeholders.

- ❖ Training the Students to meet the challenges in the Society and Industry.
- ❖ Enhancing the competence of faculty and encouraging R & D Work.
- ❖ Providing well designed infrastructure and good learning environment.
- ❖ Inculcating high ethical and moral values among the students.

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FOREWORD

Sri. G Pullaiah
Secretary

Sri. G V M Mohan Kumar
Chairman

The management executes the Vision and Mission by following the quality policy along with the involvement and support of all the stakeholders.

This handbook is being brought out to ensure transparency and guide the staff to carry out responsibilities with ease and efficiency. The policies, procedures, rules and other elements of the institute have been provided with all the necessary provisions to comply with. The various benefits given to the faculty to take up research work reflect the intrest of the management to promote research activities in the campus. The management also expects its faculty to excel in various R&D activities

The Governing Body is committed to review and update the norms as per the necessary requirements. The institution will employ the normal communication process to update the employees regarding any change in the prescribed norms.

The institution shall continue to impart advanced technical knowledge to the student community through highest level of commitment from the staff members.

PREFACE

Dr. K. E. Sreenivasa Murthy
Principal

The institution feels proud regarding the contributions made by the Teaching & Non-Teaching staff in imparting holistic education to the students. Good amount of effort is being made by the management to continuously upgrade the skills of the faculty and staff members. It is indeed pleasure to note that the faculty have also been making notable contributions in the field of research and are actively engaged in research and development activities. This handbook indeed provides opportunity to the faculty to familiarize themselves with the benefits being offered to them and to excel and increase their knowledge

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Pre-amble

I. **Pre-amble**

1. The service Rules shall be called as **"Ravindra College of Engineering for Women (RCEW) Service Rules"** and shall supersede all the existing service rules.

2. They shall be deemed to have come into effect and shall apply to all the employees of the College as per the date of their joining.

3. These service rules have been framed in conformity with the Human Resources Policy RCEW. While they are meant to protect the interests of the organization; at the same time they will also act as a measure of welfare and guide the staff members in their day to day interaction and maintaining cordial relationship with the organization. RCEW strongly believes that the individual's growth indirectly helps in the organizational growth also. RCEW strives to achieve the aim of retaining the employees with the organization for longer periods, so that they contribute to the Growth of the organization and Grow with the organization.

Definitions of Important Words

Definitions

1. **'College'** means Ravindra College of Engineering for Women (RCEW).

2. **'Management'** means The Management Committee of the College constituted as per AICTE Norms.

3. **'Governing Body'** means the Governing Body of the College" constituted as per AICTE Norms.

4. **'Chairman'** means the Chairman of the Managing Committee / The Governing Body of the College.

5. **'Secretary** ' means "The Secretary of the College".

6. **'University'** means Jawaharlal Nehru Technological University, Ananthapuramu.

7. **'Principal'** means "The Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever may be his/her designation, otherwise".

8. **'Employee'** means a person who is employed by the College including Principal but excluding those who are engaged on part time basis or on daily wages".

9. **'Vacation'** means any recess in the middle or at the end of an Academic Year, which is for a minimum period of 10 days and beyond.

10. **'Vacation Staff means'** Employees who are allowed to avail vacation. All other employees are deemed to be 'Non-Vacation Staff'.

11. **'Competent Authority'** — Chairman/Secretary in the case of Principal and Principal in the case of other employees

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12. **'Duty'** — an employee (He/She) is said to be on duty for the purpose of service benefits:-

(i) When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing training prescribed for the post.

(ii) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the Competent Authority.

(iii) When the employee is attending Conferences, Seminars, Summer Schools, Workshops, Refresher Courses, Orientation Courses, Winter Schools, Quality Improvement Programs etc., duly permitted by Competent Authority, and

(iv) When the employee is attending to the work assigned by the Competent Authority in the interest of the College/Management.

13. **'Leave'** means Leave granted by Competent Authority to an employee to which he/she is eligible.

14. **'Pay'** means Basic Pay in the time scale or Basic Pay with Special Pay/Allowances as applicable.

15. **'Year'** means Calendar year/Financial Year/Academic Year as the case may be.

16. **'Teaching Staff'** Comprises of the following categories:-

(a) Principal (b) Dean (c) Professor(s)

(d) Associate Professor(s) (e) Assistant Professor(s)

(f) Any other category of post declared as such by the Management

17. **'Technical Staff'** Comprises of the following categories:-

a. Programmers, Assistant Programmers, Computer Operators, System Administrators, Assistant System Administrators.

b. Technicians and Laboratory Assistants

18. **'Non-Teaching Academic Staff'** means those staff who are categorized as follows:-

a) **Librarian, Assistant Librarian,**

b) **Office Staff**

(i) Administrative Officer (ii) Superintendent (iii) Senior Assistant

(iv) Junior Assistant (v) P.A to Principal (vi) Typist

(vii) Record Assistant (viii) Attender, Male (ix) Vehicle Drivers

c) **Contingent Staff**

(i) Watchman/Security/NMR Attenders (ii) Gardener/ Mali (iii) Sweepers .

(iv) Scavengers (v) Plumber (vi) Electrician

(vii) Carpenter

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Designations In Respect Of Teachers

1. There shall be only three designations in respect of teaching staff in the college namely Assistant Professors, Associate Professors, and Professors.
2. There shall not be any change in the designations of Library personnel and Physical Director ie College Librarian, Assistant librarian.

Details of Qualifications required at the entry level for various posts.

Qualifications and Experience Required At The Entry Level For Various Posts In GPCET

1. ASSISTANT PROFESSOR

As per latest norms of AICTE, New Delhi the minimum qualification required for appointment of Asst. Prof/Lecturers for various UG & PG programs is as under

(a) ENGINEERING AND TECHNOLOGY

M.Tech. in relevant branch with First class or equivalent either in B.E. / B.Tech or M.E. /M.Tech.

(b) MANAGEMENT

First Class or Equivalent in Master Degree in Business Administration or Equivalent and Two years teaching in the relevant subject experience is desirable.

(c) H & S

First Class or Equivalent in Masters Degree in the Subject .

2. ASSOCIATE PROFESSOR – FOR ENGINEERING AND TECHNOLOGY AS WELL AS MANGEMENT

a) Qualification as above i.e as applicable for the Post of Assistant Professor, and Ph D or equivalent in the appropriate discipline.

b) Post Ph D publications and guiding Ph D students is highly desirable.

c) Minimum of 5 years of experience in Teaching / Research/ Industry of which 2 years post Ph D experience is desirable

3. PROFESSOR

1. Qualifications as above i.e. as applicable for the post of Associate professor
2. Post Ph D publications and guiding Ph D students is highly desirable.
3. Minimum of 10 years Teaching / Research / Industrial experience of which at least 5 years should be at the level of Associate professor

OR

Minimum of 13 years of experience in teaching and /or Research and /or industry.

4. In case of research experience; good academic record and books / research paper publications / IPR / Patents record shall be required as deemed fit by the expert members of the selection committee.

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5. If the experience in the Industry is considered, the same shall be at Managerial level equivalent to Associate professor with a record of active participation in devising / designing / planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications /IPR / Patents etc. As deemed fit by the expert members of the Selection committee.

4. PRINCIPALS / DIRECTORS.

a. Qualifications as above ie as applicable for the Post of Professor, PostPh D publications and guiding Ph D students is highly desirable.

b. Minimum of 10 years of experience in teaching /Research/industry out of which at least 3 years shall be at the level of Professor.

OR

Minimum of 13 years in Teaching and / or Research and /or Industry.

c. In case of Research experience ;,good academic record and books / research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the Selection committee.

d. If the experience in industry is considered, the same shall be at the Managerial Level equivalent to professor , with a record of active participation at devising / designing, developing. Analyzing, planning, executing. Quality control, innovating, training, technical books/ research paper publications /IPR/ Patents etc as deemed fit by the expert members of the selection committee.

e. Flair for Management and Leadership is essential.

Recruitment Selection and appointment of Staff

RECRUITMENT / SELECTION OF TEACHING / NON TEACHING / ACADEMIC / TECHNICAL AND ADMINISTRATIVE STAFF.

Introduction:

In order to maintain full scale of staff as per the norms and also to have a mix of well qualified and experienced staff in the institution, keeping in view the guidelines issued by the Society, it has been decided to adopt the following policy for recruitment of staff both Teaching and other categories..

1. Staff Strength

a. The Strength of Teaching Staff shall be as per AICTE / UGC Norms.

b. Strength of the Non-Teaching Staff shall be as per Andhra Pradesh State Government/ University Norms.

2. GENERAL GUIDELINES

(i) The rules prescribed for selection of employees from time to time as notified by AICTE/University/Government of Andhra Pradesh shall be followed.

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(ii) A post shall be filled up either by direct recruitment through open advertisement or by promotion from amongst the qualified and eligible internal candidates, as directed by the Governing Body. The recruitment may be

(a.a) Bi-annual by a local selection committee.

(a.b) Continuous Process.

(a.c) Selection / Ratification by the University.

3.Qualifications and Experience, Teaching and Non- Teaching Staff

The qualifications, age, experience etc, shall be as per AICTE/ UGC Norms in respect of Teaching Staff

4.SELECTION OF ASSISTANT PROFESSORS .

The Selection Committee For The Post Of Assistant Professors Shall Have The Following Composition.

(i) Chairperson of the Governing Body of the college or his / her nominee from among the members of the Governing Body to be the Chairperson of the Selection committee.

(ii) The Principal / Director of the College.

(iii) Head of the Department of the concerned subject in the College.

(iv) Two Nominees of the Chancellor or Vice Chancellor or Acting Vice -Chancellor of the Affiliating University of whom one should be a subject expert.

(v) Two experts in the subject, not connected with the college to be nominated by the Chairperson of the Governing Body of the College out of a panel of five names recommended by the Vice-Chancellor or Acting Vice-Chancellor from the list of experts in the subject approved by the relevant statutory body of the University concerned.

(vi) An academician representing SC/ST/OBC/Minority/ Women/ Differently abled categories; if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice-.Chancellor, if any of the members of the above selection committee does not belong to these communities.

5. SELECTION OF ASSOCIATE PROFESSORS.

The Selection Committee For The Post Of Associate Professors In The College Shall Have The Following Composition.

1. The Chairperson of the Governing Body of the College or his / her nominee, from among the members of the Governing Body to be designated to be the Chairperson of the Selection Committee.
2. The Principal / Director of the college.
3. The head of the Department of the College from the concerned subject.
4. Two representatives of the University to be nominated by the Chancellor, Vice-Chancellor (VC) or Acting Vice-Chancellor. One of them will be the Dean of the College Development Council or equivalent position in the University and the other must be an expert in the concerned subject.

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4. Two representatives of the University to be nominated by the Chancellor, Vice-Chancellor (VC) or Acting Vice-Chancellor. One of them will be the Dean of the College Development Council or equivalent position in the University and the other must be an expert in the concerned subject.

5. Two experts in the concerned subject and not connected with the college to be nominated by the Chairperson of the Governing Body of the College out of a panel of Five names recommended by the VC from the list of experts in the subject approved by the relevant statutory body of the University concerned.

6. An Academician representing SC/ST/OBC/Minority/Women/ Differently –abled categories, if any of the candidates representing these categories is an applicant , to be nominated by the VC, if any of the members of the above selection committee does not belong to that category.

6. SELECTION OF PROFESSORS.

The composition of the Selection Committee for the post of Professor in RCEW shall be similar in composition as that for the Post of Associate professor set out in the above clause.

7. PRINCIPAL COLLEGE / DIRECTOR

The selection committee for the post of Principal / Director shall have the following composition.

1. Chairperson of the Governing Body of the college as the Chairperson.
2. Two members of the Governing Body of the College to be nominated by the Chairperson of whom one shall be an expert in academic administration.
3. One nominee of VC of the University, who shall be an expert in Higher Education.
4. Three experts consisting of the Principal / Director of a College, Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of Six experts approved by the relevant statutory body of the University concerned.
5. An Academician representing SC/ST/OBC/Minority/Women/ Differently-able categories, if any of the candidates representingthese categories is the applicant, to be nominated by the VC/Principal, if any of the members of the selection committee does not belong to that category.

8. Appointment

The management is the Competent Authority to appoint any employee. The Management or Principal on behalf of the Management shall issue the Appointment Orders.

The Management/Governing Body may in special circumstances appoint persons by invitation/deputation/contract basis year after year up to a maximum period of Five Years or up to the maximum age of Sixty Five Years.

a. All the staff recruited will be initially on Ad-hoc basis for first one year on a contract.

b. All the Teaching Staff will be exposed to the University selection Committee for ratification. Ratified staff will be appointed on permanent basis with AICTE Pay Scales.

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b. All the Teaching Staff will be exposed to the University selection Committee for ratification. Ratified staff will be appointed on permanent basis with AICTE Pay Scales.

c. Faculty who are not recommended for appointment by the University Selection Committee will continue to serve in the college on temporary basis and two more chances will be given to appear and get selected / Ratified by the University Selection Committee.

d. Faculty who are not recommended for appointment as Assistant Professors will be given an opportunity to opt for lower/non-teaching appointment.

e. Non-Teaching Staff will be appointed on permanent basis after assessing their performance after completion of one year and on the recommendation of the Head of the Department.

9. Probation

i. The initial appointment to posts in the College shall ordinarily be made on probation for a period of Two Years. Persons appointed to a higher post by Promotion/Selection shall be on probation for a period of One Year only in a continuous period of Two Years.

ii. The management/Governing Body upon the recommendation of the Principal for valid and sufficient reasons may extend the probation period of an employee for such period as may be found necessary or terminate his/her services after due notice.

iii. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him/her, even if the stated period of probation is completed.

iv. After confirmation, the appointee shall hold the office till the age of superannuation which shall ordinarily be Sixty Five Years in the case of Teaching Staff and Fifty Eight Years in respect of Non-teaching Staff unless otherwise found unsuitable to discharge his / her regular duties.

v. If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date of joining in the regular post.

vi. Any application of the employee seeking employment elsewhere shall not be forwarded during the probation period.

vii. The rules governing probation shall not apply to appointments made on Temporary/Contract/Contingent Basis.

viii. The service of any candidate appointed on Temporary/Contract Basis, can be terminated at any time without any notice and without assigning any reason thereof.

10. ORIENTATION OF STAFF

a. Every staff member appointed in the college shall be given a brief introduction about the college by the principal on the day of his/her joining and briefed about the HR policies of the college and the Group.

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b. The HOD of the respective department also shall brief the candidate / new incumbent and introduce her / him to all the staff members of the team.

c. The HOD will also ensure that all the registration/arrival and reporting formalities, including submission of joining report etc are completed by obtaining the assistance of the office team.

11. SENIORITY

In the case two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them as per the order of merit fixed by the selection committee or as per the time and date of joining.

Submission of Original Copies of Certificates

Submission Of Original Copies Of Certificates Of All The Qualifying Examinations Is A Pre-Requisite For Appointment In RCEW.

1. As such on the first day of reporting for duty in RCEW the staff member (s) will be required to submit the original copies of certificates all the qualifying examinations including experience / Service with the Previous employer if the member had indicated as such in the Bio-Data Sheet. These certificates will be required for check by various Inspecting agencies such as JNTUA, TASK Force of the State Govt, The NBA as well as by AICTE apart from Chairman of the Governing Body .

2. Staff member will not be permitted to submit either laminated copies or Color Xerox copies which will be considered as fake and the staff member will have to face the consequences for the act.

In the normal circumstances the staff will be required to submit the following certificates.

- Xth class pass certificate (BOSE)
- Intermediate (BOIE) / Diploma certificate.
- Bachelor Degree certificate (Original Degree)
- Post Graduate Degree Certificate. (In respect of fresh candidates the Provisional Certificate will be accepted only up to one year from the year of Passing and after this date the staff members will invariably be REQUIRED to submit the original degree certificate).
- M. Phil. / Ph. D.
- Experience certificate from the previous employer.
- Salary certificate from the previous employer.
- Relieving order issued by the previous employer.
- 3 Passport size Photographs
- Two sets each of the Pan Card and Aadhar Card .

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Release of / Payment of monthly Salaries

The Monthly salary of staff will be released / paid as below.

- Contingent Staff –Only in CASH duly signed by them on the salary statement.
- Teaching And Non-Teaching Academic As Well As Administrative and other Technical staff, by cheque crediting the salary amounts directly to the staff member's account in the Bank.
- For this purpose every staff member will be required to open a Savings bank account for Credit of salary by the bank in which the college bank account is maintained and not in any other bank as the salaries will be released through a combined cheque for all the staff of a particular college and the bankers will be advised to credit the amounts to the individual's account.
- Individual cheques will be issued only as a matter of exception for the first month in case the staff member has not been able to open the bank account and furnish the account number to the Admin office.
- Opening of Bank account will be the sole responsibility of the staff member by submitting all the requisite and mandatory documents to the bankers. However the Admin office will help the staff by furnishing a confirmation to the Bankers that he or she is employed with the college and the appointment formalities are in progress.

Pay and Allowances and grant of annual and other Increments.

Pay:

As per AICTE Scales as applicable from time to time shall be adapted to the posts classified as Teaching Staff. Andhra Pradesh State Government/University scales of pay as applicable from time to time shall be adapted to the posts classified as Non-Teaching Staff.

Allowances –

Dearness, House Rent and other Allowances as per A.P. State Government rates and rules as extended by Management are adopted from time to time to all regular employees of the College.

Sanction of Increments

- Increments shall be sanctioned by the Principal of RCEW on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed proforma. In the case of HOD also Principal is the Sanctioning Authority. In the case of Principal, Chairman/Secretary is the Sanctioning Authority. In the case of employee in the Office and other Supporting Staff, Principal is the Sanctioning Authority as recommended by the Manager/Admin Officer in the prescribed proforma.
- The Management shall have the Authority to withhold an Increment for a certain period not exceeding one Year as a disciplinary measure for sufficient and valid reasons and after the employee has been given a fair opportunity to defend himself/herself.

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Grant Of Advance Increments In Certain Cases

University/College Staff Selection Committee is the Competent Authority to recommend advance increment to the candidates selected based on their qualification / specialization and experience.

Promotions and Procedures for grant of Promotions.

1. PROMOTION POLICY

a. All promotions shall be considered on the basis of Merit basis.

b. The Principal shall appoint a committee for considering the candidates for Promotion, he as the chairman with two Professors and experts invited from the Industry / other institutions

c. The committee shall consider Promotions of Teaching staff to the next higher position on the basis of the guidelines issued by the AICTE Subject to the condition that there has not been any disciplinary action against the staff.

d. Under the normal circumstances seniority will be the basis for promotion to the next higher post /position, subject to however, that he /she had completed the required number of years in the present position as prescribed by AICTE and has the prescribed qualifications.

e. Those who are promoted will be fitted in to the appropriate Pay scale

f. All promotions shall be considered during the month of June every year.

LEAVE RULES FOR STAFF

General Norms to be followed for granting various leaves for faculty and Staff on various grounds (As approved in GB meeting)

- The rules shall be applied to all the teaching and Non teaching employees of the college
- A leave account shall be maintained for each employee in an appropriate form.
- Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the emergency of service demands.
- The sanctioning authority may recall any employees to duty before the expiry of his/her leave.
- Unauthorized absence from duty may be treated as misbehaviour inviting disciplinary action.
- An employee on leave shall not take up any service or accept any other employment.
- Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner.
- An employee who leaves his place of duty during vacation is liable to be recalled.
- The Principal shall be the authority competent to grant leave to all the employees, in case of the Principal the chairman/joint secretary/ vice chairman shall be the authority to sanction leave.

CASUAL LEAVE:

"Casual Leave is a concession to absent from duty for short period without such absence being treated as regular leave. The maximum number of days of Casual Leave that may be availed by an employee

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in a Calendar year is 12 or proportionate to the service put in by an employee during the year of his initial employment. Casual Leave may be granted combining with the public holidays or Sundays subject to the condition that the total period of absence does not exceed 8 days at a time. Casual Leave for half a day may be granted for the morning or afternoon session. Teachers can be granted casual leave for half day also.

SPECIAL CASUAL LEAVE:

An employee is eligible for special casual leave not exceeding 6 days for the purpose of undergoing Family Planning Operation. He/she is required to produce proof of having undergone the operation for regularizing the leave availed.

VACATION:

Every academic year only one spell of vacation (summer) will be given. A total number of 30 days will be given as vacation. In case they are retained one day leave will be considered for every 3 days of work. However the Non-Teaching will be given 15 days of vacation.

HALF PAY LEAVE:

- Every employee will be entitled to half-pay leave of 10 days for every completed year of service with facility to commute the leave to full pay and allowances on medical grounds.
- Employees appointed on adhoc/contract/contingent basis are not entitled to Half Pay Leave.

MATERNITY LEAVE:

All women employees who have completed the period of probation are entitled to Maternity Leave not exceeding 90 days with full pay. They are entitled to Maternity Leave only twice during their service.

STUDY LEAVE:

Based on the requirements of the individual departments and the recommendations of the Principal, Governing Body may grant study leave to one Teaching Staff member per year for higher studies.

Academic leave (OD)

Academic leave may be granted to a faculty for attending university related works like Examiner / spot/ Observer etc subjected to a maximum of 12 days per year.

Incentives to the Faculty

Guidelines for the award of cash Incentives for research Publications and Research Activities along with sharing of revenue for Consultancy services

RESEARCH PUBLICATIONS

The following are the guidelines for sanctioning of cash incentives to the faculty for publishing research papers in various National and International Journals and Conferences with effect from 03/07/2016.

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International Journals:

Any International Journal by title will be treated as International Journal in true sense, if it has a **minimum age of five years and has a policy of announcing the Impact factor**. This criterion will be relaxed if the Journal is published by reputed societies like IEEE, IEE, ASCE, ASME, Elsevier, Springer etc.

1. If the paper is published in IEEE or IEE or Elsevier or Wiley Interscience or ASCE or ASME (or any journal equivalent to these journals), then the cash incentive of Rs 5000/- will be sanctioned for publishing the paper in this type of journal.
2. If the International Journal is peer- reviewed, containing ISSN number, making basic comments of reviewers available to authors and also the journal is brought out in the form of hard copy, then the cash incentive of Rs 2500/- will be sanctioned for publishing the paper in this type of journal.
3. If the International Journal is peer- reviewed, containing ISSN number, not making the basic comments of reviewers available to authors and also the journal is brought out in the form of hard copy, then the cash incentive of Rs 1000/- will be sanctioned for publishing the paper in this type of journal.

International Conferences:

Any International Conference by title will be treated as International Conference in true sense, if it is organized by reputed societies like IEEE, IEE, ASCE, ASME, Elsevier, Springer etc.

1. If the International Conference is organized by any reputed societies or any reputed institutes (like IITs, IISc, NITs, etc) then the cash incentive of Rs 2000/- will be sanctioned for publishing the paper in this type of conference.
2. If the International Conference is organized by any reputed organizations like Deemed universities or Private organizations then the cash incentive of Rs 1000/- will be sanctioned for publishing the paper in this type of conference.

National Journals:

Any National Journal by title will be treated as National Journal in true sense, if it has a **minimum age of five years and has a policy of announcing the Impact factor**. This criterion will be relaxed if the Journal is published by reputed societies like IE (I), IETE, CSI etc.

1. If the National Journal is peer- reviewed, containing ISSN number, making basic comments of reviewers available to authors and also the journal is brought out in the form of hard copy, then the cash incentive of Rs 1500/- will be sanctioned for publishing the paper in this type of journal.
2. If the National Journal is peer- reviewed, containing ISSN number, not making the basic comments of reviewers available to authors and also the journal is brought out in the form of hard copy, then the cash incentive of Rs 1000/- will be sanctioned for publishing the paper in this type of journal.

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National Conferences:

1. If the National Conference is organized by any reputed societies or any reputed institutes (like IITs, IISc, NITs, etc) then the cash incentive of Rs 1000/- will be sanctioned for publishing the paper in this type of conference.
2. If the National Conference is organized by any reputed organizations like Deemed universities or Private organizations then the cash incentive of Rs 500/- will be sanctioned for publishing the paper in this type of conference.

General Information:

- Any claim for monetary incentives for publishing a research paper must be accompanied by two hard copies of published paper along with the reviewers' comments if available.
- Any publication with more than three authors is not eligible for the grant of incentives.
- The faculty is informed to ensure that the paper contains the name of the college in the author's affiliation.

CONSULTANCY ACTIVITIES

The College has advocated the policy of the consultancy amount to be shared between the institute and the faculty, staff involved in the consultancy work. The faculty and staff involved in delivering the consultancy services will get 70% of the revenue and 30% will go to the institute for the physical resources. This policy is made to encourage the faculty participation in consultancy

DEPUTATION OF FACULTY TO TRAINING

Providing assistance for the faculty to attend seminar/Conference/Workshop

Conditions for Sanction of Financial Assistance

- The faculty member attending the conference should compulsorily present the paper and should be a regular employee of the college
- If there are more than one author for a paper, only one author will be eligible for financial assistance
- The faculty can avail the financial assistance twice in an academic year on successful production of vouchers regarding registration fee and travel tickets.
- Further the financial assistance to a Conference/Workshop is subject to review by Dean R & D in order to review the standard/Creditability of the Conference

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S.No	Details	National/International Conferences/Workshops/Seminars in India	National/International Conferences/Workshops/Seminars Abroad
1	Registration fee	Based on the recommendations of Dean R & D following the publication guidelines	Based on the recommendations of Dean R & D following the publication guidelines
2	Travel Allowance	Assistance to the extent of to & fro First Class/2 Tier AC or Rs 4,000/- whichever is lower	Assistance to the extent of 50% of actual fare by Economy class by Air India/ any other airline or Rs 20,000 whichever is lower
3	Daily Allowance	Rs 1500/-	US $ 40 per day for duration of Conference or Rs 10,000 whichever is lower
4	Local Allowance	Rs 100 per day subject to maximum of Rs 200/-	US $ 5 per day or Rs 500/- whichever is lower
5	The Maximum financial assistance limit will be Rs 50,000/- including Registration fee, Travelling Allowance and Daily Allowance		

Resignations by the Staff and Relieving.

Release, Discharge And Resignations By Staff –Procedure.

1. Resignation By Staff

a) Staff members who resign when the academic session is on (July-May) are required to give three months' notice. In case the college can make any alternative arrangements, these staff may be relieved any time during the notice period without any monetary loss. In case of college failing to make any alternate arrangements or services of such staff member are found to be essential they will be relieved at the end of academic session i.e. April/May. Generally, resignations are not entertained during the academic session. In case staff members who want to be relieved immediately or without three months' notice they will be required to forego an amount equivalent to one month's salary plus salary for summervacation (vacation availed at the end of last academic year) in case of all Teaching &Non-Teaching staff other than H&S staff and three months' salary in case of H&S staff which includes salary for summer vacation also.

b) Management may also advise all the surplus to requirement staff of a particular branch if a course has been closed or the Intake has been reduced, without any prejudice to their previous academic performance to submit their resignations and relieve them. However before doing so; all avenues will be

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explored by the management if the staff declared surplus to requirement could be accommodated in any other colleges under REGI. In case the management cannot accommodate; the staff will have no other option except to submit their resignation and be relieved.

2. Release And Relieving From Duties Of Staff By The Management

Staff members may be relieved of their appointment or discharged from the service on the following grounds:-

i. Performance: Based on the feedback from the students, Annual Performance Report &all-round performance in the Department / College, Staff may be relieved on One Month's notice from the institution / Management side.

ii. Discipline: Staff member involved in any sort of indiscipline activities may be discharged/released from the service after having carried out proper inquiry and based on the recommendations of the Disciplinary Committee , with due notice and in severe cases Prima facie he / she may be relieved immediately

iii. IRREGULARITY IN ATTENDANCE: In case any staff member is found to be irregular and on long absence without any intimation / permission and neglects the classes / duties, such staff member may be relieved / discharged form service subject to depositing amounts equivalent of One Month's salary plus salary for the period of Summer Vacation.

Conduct rules for all Categories of Staff

NORMS RELATED TO FACULTY

RULES/REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF TEACHING FACULTY

All the faculty shall follow the rules/responsibilities at all times. Non-compliance or Non-adherence to the rules/regulations will be treated as negligence of duties and suitable disciplinary action will be taken against such staff members

GENERAL RULES

- The Faculty need to come to the college on time and stay within the campus during the working hours of the College
- The faculty shall carry out the various responsibilities being assigned to him/her with respect to teaching/research/consultancy with honesty and in unbiased manner with total commitment
- The faculty members need to conduct themselves in a professional and cooperative manner and take necessary precautions to protect the equipment and facilities of the College
- Attend and participate actively in meetings called by the HOD, Dean and Principal and also take up additional duties and responsibilities prescribed by the Principal/Management apart from Academic and Examination duties

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❖ The faculty at the level of Professor/Associate Professor are expected to undertake Research/Consultancy activities in addition to teaching.

❖ The faculty need to wear a decent and formal dress and shall not engage in private tuitions outside the College

❖ The faculty shall complete the evaluation work of Internal Examinations and External Examinations (if appointed) on priority without prejudice to the normal functioning of the College

❖ An employee against whom Criminal Proceedings are initiated in a Court of law shall immediately inform the competent authority of the College regarding the details thereof.

❖ A faculty deputed/permitted for an assignment outside the college, needs to submit the proof of attendance after reporting back to the college

BEHAVIORAL

The faculty members need to exhibit high standard of ethical behaviour and need to conduct themselves in a very professional manner.

❖ No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College

❖ No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity

❖ The faculty shall not indulge in rude behaviour/comment against superiors, verbal attacks which are threatening, abusive in nature or go beyond fair and professional conduct.

❖ The faculty shall not involve in authorized activities leading to personal financial benefits

ACADEMIC

❖ The faculty shall conduct the class work as per the schedule assigned to them

❖ To maintain a record of course file and lesson plan for the courses handled by them.

❖ To make the students participate in various professional body activities and apply innovative ideas during class room teaching and practical sessions.

❖ The faculty shall share information, enable the students work on projects and make them reflect on learning done in internships thus improving the teaching and learning process.

CLASSROOM MANAGEMENT

❖ The faculty shall prepare well in advance for the class and stay focussed for the entire duration of the class

❖ The faculty needs to be present at the class at least 5 minutes prior to the commencement of the class

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❖ The faculty needs to ensure that the attendance is marked within the first ten minutes of the class. A student coming late to the class after ten minutes can only avail the benefit of lecture but not the attendance.

❖ The faculty shall allot the first 5 minutes of the class in reminding the concepts discussed in the previous class in order to enable the student get connected with the subject

❖ The faculty shall encourage the students to ask doubts in the class in order to improve two way communication.

❖ The faculty shall involve in audio visual learning wherever possible and make power point presentations along with conventional black board teaching depending on necessity.

❖ The faculty shall provide real time examples for the students in order to make them understand better.

COUNSELOR/MENTOR

❖ The faculty appointed as mentor for a particular batch of students shall advise/counsel the students on all academic issues and act as friend, philosopher and guide.

❖ The mentor shall keep the parents duly informed about the wards progress in academics and general behaviour all the time

❖ The mentor shall bring to the notice of HOD the issue of irregular students who are having less attendance, more number of backlogs so as to counsel them and put them on right track.

❖ The mentor shall be in constant touch with the students and guide them through their difficulties in academics and other problem related areas

ROLES AND RESPONSIBILITIES OF OFFICIALS IN VARIOUS ACADEMIC POSITIONS

PRINCIPAL

❖ The Principal shall be the leader for the entire academic administration and create a congenial environment for learning. He shall ensure that quality education is imparted to the students and work towards the achievement of goals of the institution.

❖ The Principal being the Head of the Institution shall act as a bridge between the staff, students and the Management and shall report to the Management on all matters

❖ Being the Member Secretary he/she shall propose all proposals relating to administrative/academic and finance related issues and seek approval along with ensuring its proper implementation

❖ The Principal shall also act as a facilitator between the external agencies and the institution along with facilitating the stakeholders to provide necessary inputs for the overall growth of the institute.

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❖ The Principal shall ensure that proper address to the grievances of the students, staff and faculty members is done along with proper administrative and evaluation process.

❖ He/She shall conduct regular meetings among various committees/bodies in order to ensure proper working of the institution

❖ To prepare all the reports and records required by various agencies like AICTE, UGC, MHRD, JNTUA, NAAC, NBA and ensure that they are submitted properly in time.

❖ The Principal shall take necessary actions in order to ensure that smooth and proper conduct of examinations is being carried out.

❖ The Principal shall prepare Strategic plan for the institute from time to time and ensure that it is implemented properly

DEAN

❖ The dean shall assist the principal in ensuring that the curriculum set by the affiliating university is being properly met

❖ Ensure that the proper implementation of Teaching Learning process is being carried out in an ordered manner.

❖ The dean shall counsel the faculty based on the feedback given by the students and ensure that the faculty improve their performance.

❖ The dean shall assist the Principal in facilitating JNTUA/NAAC/NBA inspection committees from time to time

❖ The dean shall also ensure that registration of the students for various courses in each semester is being carried out in an ordered manner

HEAD-CORPORATE AFFAIRS

❖The Head of corporate affairs shall ensure that the students acquire internships in good companies and shall act as a link between the corporate world and the students.

❖ He shall ensure that proper training is being provided to the students in order to make them industry-ready

❖ He shall facilitate and coordinate to ensure that the campus placements are being carried out in the campus of the college

❖ He shall maintain a proper record of the various industries offering internships and other opportunities to the students.

❖ He shall coordinate with the Dean and ensure that MOUs are being established with Industry for overall academic development

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Head-R&D

❖ Identify the thrust areas of National/International significance and guide the faculty to prepare proposals for external research funding

❖ Provide the necessary database regarding the R & D information to various departments

❖ Motivate and guide the students and faculty to publish papers in various International/National Journals and Conferences.

❖ Monitor the research activities of faculty and students on regular basis and provide necessary report for the sanction of incentives.

HEAD OF DEPARTMENT (HOD)

❖ The Head of department is expected to provide strong academic leadership and ensure that the department reaches the highest level of excellence in all its activities.

❖ The HOD needs to ensure that the educational progress and welfare of the students are being taken care of in the department.

❖ To design the academic work load of the department (theory classes, practical classes, project supervision etc) as per the norms indicated by the Principal

❖ To monitor the attendance of the students in classes and laboratories along with mentors and ensure that proper mentoring is done to the students with less attendance and good number of backlogs.

❖ The HOD needs to continuously encourage innovation, research and consultancy among the faculty of the department.

❖ Responsible for the conduct of various short term training programmes, guest lectures, workshops and conferences within the department.

❖ Provide in time the required information about the department to the College Office in order to comply with various agencies like JNTUA, NBA, NAAC, MHRD etc.

❖ Prepare the departmental budget as per the procedures and ensure that proper financial management is being done

❖ To have regular meetings with staff of the department to ensure that proper academic progress is being carried out

Provisions of Disciplinary action against Staff.

Disciplinary Action:

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

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b) As part of the disciplinary action, the following punishments 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:-

(i) Withholding of Increments/Promotion

(ii) Recovery from his salary whole or in part of any pecuniary loss caused to the College due to negligence of duty or breach of orders/rules.

(iii) Suspension

(iv) Removal from service

(v) Dismissal from service

c) If the competent authority feels it necessary to constitute an enquiry as part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members — HODs is from among senior faculty members.

d) An employee can appeal against any punishment imposed upon him/her by the competent authority to the management/ governing body as the case may be.

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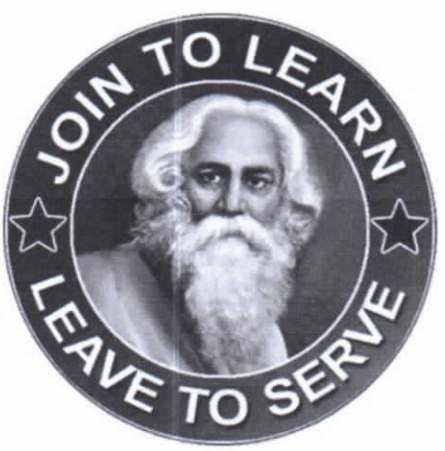
PERMANENTLY AFFILIATED TO JNTUA

Ravindra College of Engineering for Women

Kurnool, Andhra Pradesh.

Ravindra College of Engineering for Women

Kurnool, Andhra Pradesh.



GOOD GOVERNANCE DOCUMENT

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Ravindra College of Engineering for Women

Near Venkayapalle, Pasupula Village,Nandikotkur Road, Kurnool - 518452
Andhra Pradesh - India,
Ph:, +91 7799906646, +91 9246911869 .
Mail: principal@recw.ac.in

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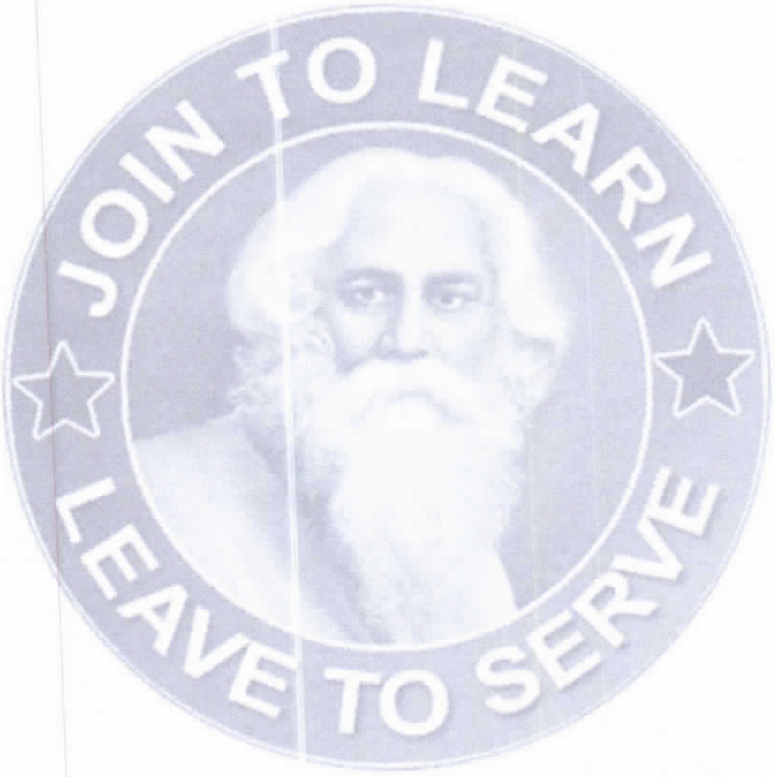

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FOREWORD

A Good Governance Document provides the guidelines to strengthen and support the Governing Body in order to oversee the activities of the institution and also to ensure an effective functioning as well as Good Governance at all levels to the satisfaction of stakeholders. The governance guidelines are aimed at effective utilization of man power, infrastructure, facilities of the institution and thus enhance the quality of education along with providing transparency and accountability in the academic and administrative process.

The document provides detailed information on the institute along with the details of various committees formed in the institute to ensure smooth and effective functioning of the college.

It is hoped that the good governance document supports the stake holders to effectively contribute towards institutional development and growth.

Dr K.E.Sreenivasa Murthy
Principal

G V M Mohan Kumar
Chairman

21/10/14

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GOVERNING BODY

Sri G Pullaiah
Secretary, RCEW

Sri G V M Mohan Kumar
Chairman, RCEW

Sri G Gopinath
Joint Secretary, RCEW

Sri G Vamsidhar
Vice-Chairman, RCEW

Dr E.Keshava Reddy
Professor & HOD, Maths
JNTU Anantapur

Sri M.D.V.Jogaiah Sarma
Advocate, Kurnool

Sri Babu Venkatesh Prasad
Civil Engineer, Kurnool

Dr J.Mamatha
Spl Invitee

Dr B Jayarami Reddy
Principal,
YVUCE, Proddatur

Dr K.E.Sreenivasa Murthy
Principal, RCEW

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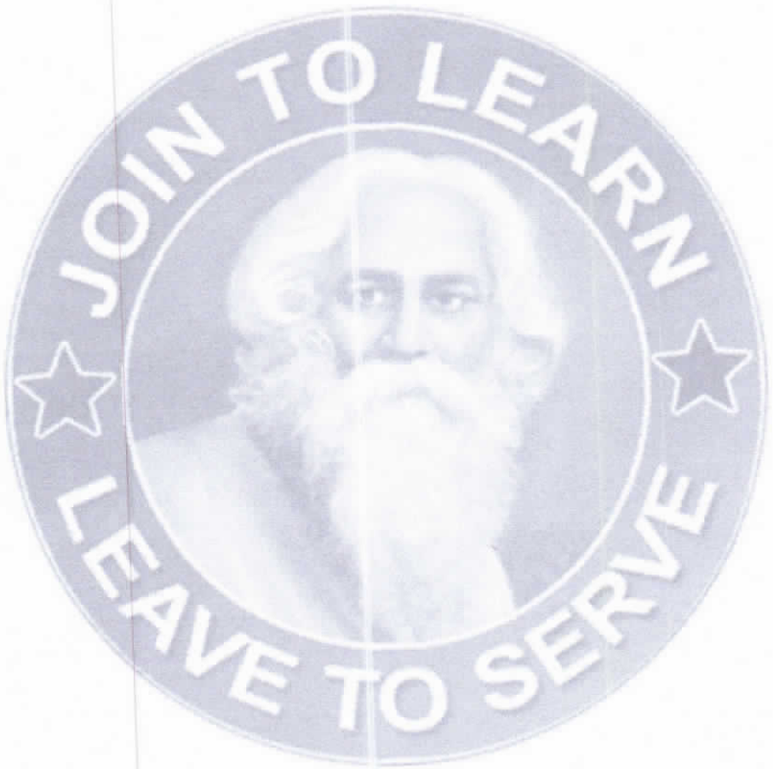

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HISTORY OF RCEW

Ravindra College of Engineering for Women is promoted by Sri Sai Krishna Educational Society and is the dream project of renowned educationalist Sri G.Pullaiah and his son Sri G.V.M Mohan Kumar. RCEW is located just a 4 kms from Kurnool town for it is ideal to be away from the hustle and bustle of the city. It covers a panoramic area of 5.51 acres providing provision for future generations and an ample opportunity for expansion.It has a wide area of greenery, a feast to the eyes and solace to the heart.

At the entrance of the college itself, a grand and an imposing statue of the Goddess Saraswathi is enshrined-a symbolic representation of the abode of knowledge and wisdom installing in the mind of the visitor that the girl students who enter the premises will leave the campus as personifications of knowledge, wisdom, enlightenment and sophistication.

Our society is moving toward a model of preparing all students for some kind of education and training after high school. That is what parents wish for their children, and encourage them to reach their desired goals. The benefits to the individual are clear-college graduates, have better living, have better career opportunities, engage in greater civic participation, and have a higher overall quality of life.

RCEW offers extraordinary scope. Students arrive with a remarkable diversity of interests as well as a wide variety of personal and professional goals or perhaps no clearly defined goals at all. They find fellow students and teachers with whom they can share their passions and discover new ones, while forging friendships that will last a lifetime. RCEW students are very well prepared for service to society and enjoy extraordinarily high rates of Social well being.

Salient Features

- Approved by All India Council of Technical Education (AICTE), New Delhi
- Recognized by UGC under 2(f) and 12(B)
- Permanent Affiliation status by affiliating University, J.N.T.U Anantapuramu.
- Committed and supportive management
- Qualified, Experienced and Dedicated Faculty
- Good Maintenance of Gender ratio among the Faculty
- Excellent Research and Development activities and good number of papers published by faculty
- Wi-Fi enabled campus
- Strong Alumni-Institute relationship

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The college has the distinction of attracting meritorious students. RCEW is the most preferred destination for the students belonging to Kurnool and its neighbouring regions. The academic performance of the students has also been good over the years and many of the students have completed their graduation in distinction or First Class. Good Number of students are also getting placed every year in reputed companies. The college has well-qualified, experienced and dedicated faculty who have rich amount of experience in teaching and research. The institute also has well ventilated classrooms with good furniture, computing facilities, good laboratories and is a Wi-fi Campus. The institute also has a strong alumni base, most of them occupying good positions in various reputed organisations. The College is also consistently ranked among the top colleges by surveys conducted by various media sources

Vision

To Prepare Professionally Competent Women Technocrats In the Field of Engineering with Innovative and Ethical Culture.

Mission

To be a Pioneer Among Peer Engineering Institutes in Interdisciplinary Research Education and to Motivate them to Strive for Overall Upliftment of Mankind Along with Promoting Industry and Institute Interaction.

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GOVERNANCE

Governing Body

The overall administration is overseen by the Governing Body (GB) of the College. The Governing Body has been framed on the rules and regulations of the affiliating University and consists of people from academics, industry and independent authorities. The Principal is indeed responsible for implementation of strategic plan and reporting to GB. The GB periodically reviews the implementation of the strategic plan keeping in line with the institute's vision and mission. The periodical report about the various activities of the college is presented in the GB meeting by the Principal.

The management is also committed and performs the leadership role for effective and efficient conduct of teaching and learning process in the college. The responsibilities of governance include choosing the top academic/ administrative functionaries and evaluating their performance, authorizing plans/commitments and evaluating the institute's performance.

The management has the responsibility for managing and enhancing the overall performance of the institution. The management also bears the responsibility of implementing the systems of governance. The role of governance is to set the right policy and ensure that things are being done in a right manner. On the other hand, the management implements those policies and procedures in the process of doing things properly. This practice of governance has been followed at RCEW in order to implement the things in a smooth manner.

Role of Principal and Relationship with the Management

The GB is headed by the chairman who is responsible for implementing its plans, policies and developmental needs for the benefit of its stakeholders. The Chairman is responsible for strategic leadership and good governance. The Principal being its Chief Academic and administrative Officer provides leadership for the academic, administration and ensures effective implementation of plans and policies of Governing Body for total institutional development.

The Principal ensures that quality education is being imparted to the students and the institute caters to the holistic growth of the students. Further the Principal also performs the following roles and responsibilities.

- The Principal shall be the leader for the entire academic administration and create a congenial environment for learning. He shall ensure that quality education is imparted to the students and work towards the achievement of goals of the institution.
- The Principal being the Head of the Institution shall act as a bridge between the Staff, Students and the Management and shall report to the Management on all matters.

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GOVERNANCE

- Being the Member Secretary he/she shall propose all proposals relating to administrative/academic and finance related issues and seek approval along with ensuring its proper implementation.
- The Principal shall act as a facilitator between the external agencies and the institution along with facilitating the stakeholders to provide necessary inputs for the overall growth of the institute.
- The Principal ensure that proper address to the grievances of the students, staff and faculty members is done along with proper administrative and evaluation process.
- He/She shall conduct regular meetings among various committees/bodies in order to ensure proper working of the institution
- To prepare all the reports and records required by various agencies like AICTE, UGC, MHRD, JNTUA, NAAC, NBA and ensure that they are submitted properly in time.
- The Principal shall take necessary actions in order to ensure that smooth and proper conduct of examinations is being carried out.
- The Principal shall prepare Strategic plan for the institute from time to time and ensure that it is implemented properly.

Composition of Governing Body

1. Sri GVM Mohan Kumar, Chairman
2. Sri G.Pullaiah, Secretary & Correspondent
3. Sri G.Gopinath, Joint Secretary
4. Sri G.Vamshidhar, Vice Chairman
5. Dr E.Keshava Reddy, Professor and HOD, Maths Dept, JNTUA, Anantapur
6. Sri M.D.V.Jogaiah Sarma, Advocate
7. Sri Babu Venkatesh Prasad, Civil Engineer
8. Dr J.Mamatha, Spl Invitee
9. Dr B.Jayarami Reddy, Principal, YVUCE, Proddatur
10. Dr K.E.Sreenivasa Murthy, Principal, RCEW

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The Governing Body of RCEW comprises of members with strong academic background and administrative experience. This has indeed helped the institution to a great extent. The Governing Body has in place various committees to continuously monitor the academic and administrative activities of the institution. Following the basic principles of good governance, the institution has various academic and administrative committees in place to ensure smooth functioning and efficient governance. The prime objective of these committees is effective utilization of human resource, infrastructure and other facilities and to bring about transparency and accountability in the process of administration. The following are the various committees that are being framed for the smooth functioning of the institute

1. Internal Quality Assurance Cell

The constitution of the Committee shall be according to the Structure given below

S.No	Category	Status
1	Management	Honorary Convener
2	Principal	Working Convener
3	All the Head of the Institution	Members
4	Two Professors nominated by the Principal	Members
5	Four External members	Members

The main functions of the Committee can be listed as follows:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment, conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stake holders on quality-related institutional processes.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Development and maintenance of institutional database through College Management System for the purpose of maintaining /enhancing the institutional quality.

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- Development of Quality Culture in the institution.
- Prepare a consolidated report of all the status, in terms of losses, obsolete equipment, items recommended for writing-off, disposal of waste, general fitness of all equipment and so on.
- Co-ordinate in the auditing of each department's stock ledgers once in a year by the faculty from other departments and if necessary by the external auditors to get stock verification conduct.
- To continue the schemes of Remedial Coaching classes for the slow learners or non performers, and Bridge courses for students from other school back ground.
- Ensure research work papers are adequately documented and audit evidence is sufficient.
- Conduct periodic training workshops to promote awareness of internal controls and to discuss changes in policies that will impact the system.
- To give adequate counselling and guidance to students in their personal / academic / professional fronts through the Counselling and Guidance cell.
- To conduct meetings whenever required and discuss relevant issues.

2. Examination Committee

It is a committee framed to oversee the overall conduct of examinations in the college. The constitution of the Committee shall be according to the Structure given below

S.No	Category	Status
1	Principal	Convener
2	Controller of Examinations	Member
3	Additional Controller of Examinations-I	Member
4	Additional Controller of Examinations-II	Member
5	Additional Controller of Examinations-II	Member

The various functions of the Committee can be listed as follows:

- Liasioning with examination section of JNTUA regarding the conduct of examinations (UG), Spot Valuation.
- Identification of detained candidates and promoted candidates based on credits and attendance.
- Estimation of stationary requirements for conduction of examinations
- Monitoring and conduction of University and Internal Examinations.

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3. Training and Placement Committee

It is a committee framed to conduct the training of students and to conduct the campus drives of various companies in the institute. The constitution of the Committee shall be according to the Structure given below

S.No	Category	Status
1	Training and Placement Officer (TPO)	Convener
2	One Faculty from each department	Member

The functions of the Committee are as follows:

- To organize the various processes like written test, group discussion, technical interviews, H R interviews during the time of campus placement.
- To organize the various activities aimed at improving Institute – Industry – Interaction.
- To coordinate the soft skills training programs of the respective departments.
- To continuously monitor students' performance in aptitude and technical skills.

4. Library Committee

It is a committee framed to oversee the requirements and smooth functioning of the Library. The constitution of the Committee shall be according to the Structure given below

S.No	Category	Status
1	Principal	Convener
2	One Nominated Faculty by the Principal	Member
3	One Faculty from each department	Member
4	Librarian	Member
5	Students from each department	Member

The functions of the Committee are as follows:

- Guide all the necessary Library acquisitions.
- Monitor the students, usage of the library facilities and suggest measures to make the library services more user – friendly and easy accessible.
- Ensure proper maintenance of all library facilities.
- Discuss and place its views on any library related matter as required by the college management.

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5. NSS Unit Committee

The NSS Unit of committee ensures that the students actively participate in various social service activities. The constitution of the Committee shall be as follows:

S.No	Category	Status
1	NSS Programme Officer	Convener
2	Assistant NSS Programme Officer	Member
3	One Faculty from each department	Member
4	Students from each department	Member

The various functions of the Committee can be seen as follows:

- To spread the awareness regarding social service among the students and other members of the college community.
- To Motivate, recruit and select students for NSS work.
- To enlist cooperation and coordination of community agencies, government departments and non-governmental agencies.
- To select service projects on the basis of utility and feasibility.
- To prepare orientation programme for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme.

6. Alumni committee

The constitution of alumni committee which looks after the various activities related to alumni can be listed as follows:

S.No	Category	Status
1	Principal	Convener
2	Faculty appointed by Principal as Alumni In charge	Member
3	One Faculty from each department	Member
4	Students from each department	Member

The various functions of the alumni Committee can be seen as follows:

- To post updates regarding activities of college in social networks.
- Contact students to know about their designations, and their employers.
- To invite for giving motivating lectures to the students.
- To arrange guest lectures by the alumni to make the students understand the requirements of the corporate companies.
- To arrange industry institute based awareness programs by alumni.
- Gather the information of passed out students pursuing higher degrees.

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7. Anti ragging Committee

The constitution of Anti-ragging Committee can be seen as follows:

S.No	Category	Status
1	Principal	Convener
2	Heads of all departments	Member
3	One Professor appointed by Principal	Member
4	Physical Director of the Institute	Member
5	Students from various departments	Member

The various functions of anti-ragging committee are as follows:

- To check any sort of ragging in and outside the campus in any form.
- To report to the administration any activities that lead to ragging and to take necessary action on the culprits.
- To display banners indicating to stop ragging, educating senior students on the consequences of indulging in ragging and also help line numbers to enable the victims to contact the authorities quickly.
- To secure almost all areas in the college (i.e. canteen, parking places, different blocks, play grounds etc.) and ensure that at least one faculty member is present at a particular time at all locations to avoid ragging.
- To take precautions to avoid ragging activities at other locations like bus stops and give instructions to appoint student volunteers at various boarding points.
- To conduct anti-ragging campaigns in the form of Flexies, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.
- To conduct meetings whenever required and discuss relevant issues with the chairman of the committee.

8. Sports Committee

This Committee has been formed to ensure that various sports and games are being conducted for the students and staff of the college. The constitution of Sports Committee can be seen as follows:

S.No	Category	Status
1	Physical Director of the Institute	Convener
2	Faculty from each department	Member
3	Students from each department	Member

The various functions of the Committee can be listed as follows:

- To organize any interdepartmental games / sports competitions.

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- To utilize sports and games facilities available in the college take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields.
- Selection of teams to represent the college in inter-collegiate tournaments.

9. Grievance Redressal Committee

This Committee has been formed to ensure that the various grievances related to the students can be sorted out. The constitution of Grievance Redressal Committee can be seen as follows:

S.No	Category	Status
1	Principal	Convener
2	Faculty from each department	Member
3	Students from each department	Member

The duties and responsibilities of Grievance Redressal cell can be listed as below

- Ensure that Suggestion/ Compliant Box is being provided at principal's office for students to lodge their complaints/ suggestions.
- To find the facts of the grievances and offer possible solutions to the students.
- To review the suggestions/complaints raised by the students during periodical counselling.

10. Women's Grievance Committee

This Committee has been formed to ensure that the grievances faced by women at working environment are being sorted out. The constitution of the committee is as follows:

S.No	Category	Status
1	One Senior Lady faculty appointed by the Principal	Convener
2	Lady Faculty from each department	Member
3	NGO Nominee	Member

The duties and responsibilities of Women's Grievance cell can be listed as below

- To deal with the issues of Gender based violence
- To conduct various gender sensitization programmes
- To look after Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students

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11. Transport Committee

This Committee looks after the transportation of the students to and from the College. The constitution of the Committee can be as follows:

S.No	Category	Status
1	Faculty appointed by the Principal	Convener
2	Faculty from each department	Member
3	Students from each department	Member

The various functions of the committee can be listed as follows:

- To monitor the bus timings for the students both at morning session & evening session.
- To regularly check the condition of the buses with respect to safety measures and take up any repairs immediately.
- To display the list of students who are availing the bus facility.
- To finalize the bus routes so as to enable the students board the bus at specific points.

12. Research and Development Committee

This committee overlooks the entire work of research and development taken up by the college. The constitution of the committee can be seen as follows:

S.No	Category	Status
1	Principal	Convener
2	Heads of all departments	Member
3	Two Professors nominated by the Principal	Member
4	Students from each department	Member

The various functions of the Committee can be listed as follows:

- To identify the potential areas of research in various disciplines of engineering and form the faculty into various clusters based on their specialization.
- To prepare and submit proposals to government agencies like AICTE, UGC, DST, IE(I) etc for obtaining funded projects.
- To encourage multi-disciplinary research internally within the institute and externally with other organizations.
- Encourage the staff to attend/publish papers in various National and International conferences of their specialised areas.
- To coordinate the research activities among the various departments of the college.
- Encourage the faculty to attend various research oriented Faculty development programmes.

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- ❖ Encourage and motivate the staff to apply for Ph.D at various Universities.
- ❖ To encourage the staff to publish their research works in reputed journals that have good impact factor and are Scopus indexed.
- ❖ To plan for resource mobilization through industry interaction, consultancy and Extramural funding.
- ❖ Scrutinize the student's project proposals and send them to various agencies for financial support and recommend the suitable projects.

13. Career Guidance Committee

This committee has been formed to assist the students and guide them towards their career and further studies. The constitution of the Committee is as follows:

S.No	Category	Status
1	Principal	Convener
2	Faculty from each department	Member

The various functions of the Committee can be listed as follows:

- ❖ To provide the necessary information about various competitive examinations to the students.
- ❖ To organize the coaching classes to various competitive exams such as GATE, TOEFL, IES and IELTS etc.
- ❖ To ensure that the students possess the required study material of reputed coaching centres for competitive examinations.
- ❖ To provide information about various careers available in the competitive world.
- ❖ To organize various career development seminars and workshops.
- ❖ To invite experts from various companies to interact with students.
- ❖ To train the students in soft skills and personality development which are essential for employment and successful career.

14. Entrepreneurship Development Committee

This committee has been framed to motivate the students to take up entrepreneurship as a career option and the constitution of the committee is as follows:

S.No	Category	Status
1	Faculty Nominated by the Principal	Convener
2	Faculty from each department	Member
3	Students from each department	Member

The various functions of the Committee can be listed as follows:

- ❖ To conduct various entrepreneurship programmes like Training programmes, Seminars, awareness camps in order to promote entrepreneurship among the students.

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- To create awareness on entrepreneurship among the students.
- To motivate and develop entrepreneurship abilities among the students.
- To create awareness regarding the sources of help and support available to potential entrepreneurs.

15. Department Academic Committee

This board has been framed to suggest and guide the departments in implementing the curriculum of the students in synchronization with the departmental and institute's Vision and Mission. The constitution of the Board can be as follows:

S.No	Category	Status
1	Head of the Department	Convener
2	Two people from Academia	Member
3	Two people from Industry	Member
4	Alumni Representative	Member
5	Two Internal Faculty of the department appointed by the Head of Department	Member

The various functions of the Academic Committee can be seen as follows:

- Guide and suggest the department in framing the Vision, Mission, Programme Educational Objectives and Program Specific Outcomes
- Review of attainment of Program Outcomes and Programme Specific Outcomes and suggest any improvements.
- Provide Guidance regarding the taking up of projects by the students/faculty thus leading to improvement of research and consultancy
- Provide necessary suggestions to the department which lead to overall improvement of the department.

16. Electrical Inspectorate Committee

This Committee has been formed to study and monitor the power consumption at college level at various hours and suggest remedial measures to reduce the power consumption. The constitution of the Committee can be as follows:

S.No	Category	Status
1	Faculty Nominated by the Principal	Convener
2	Electrical Technician	Member
3	Electrician	Member

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The various functions of the Committee are as follows:

- ❖To ensure that the campus has uninterrupted power supply and the generator is brought into use as soon as there is power failure
- ❖To carry out regular electrical inspections as indicated by Andhra Pradesh State Electricity Board
- ❖To perform periodical and regular servicing of generator and bring to the notice of Principal in case of any discrepancy.

17. Cultural Committee

This Committee has been framed to oversee the various cultural activities of the students and to ensure that the students participate in the cultural events actively. The constitution of the Committee is as follows:

S.No	Category	Status
1	Faculty Nominated by the Principal	Convener
2	Faculty from each department	Member
3	Students from each department	Member

The various functions of the Committee can be as listed below:

- ❖ To encourage the students participate in various cultural activities organized by the College.
- ❖ To conduct various events like Orientation day, Independence day, IGNITE etc which involves student participation at the highest level.

18. SC/ST Complaints Committee

This committee has been framed to look into the prevention of atrocities on SC/ST students and staff. The constitution of the committee is as follows.

S.No	Category	Status
1	Faculty Nominated by the Principal	Convener
2	Faculty from each department	Member
3	Students from each department	Member

The various functions of the Committee can be as listed below:

- ❖To look into the holistic development of SC/ST students.
- ❖To look into the complaints regarding atrocities on SC/ST students and staff at any point of time.

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19. College Academic Committee

This committee has been framed to look into the various academic aspects relating to the students. The constitution of the committee is as follows.

S.No	Category	Status
1	Principal	Convener
2	Heads of all departments	Member
3	Two Professors Nominated by Principal	Member
4	Two Students identified by the Principal	Member

The various functions of the Committee can be as listed below:

- Initiate the various steps to be taken for the improvement of academic performance of students.
- To finalize the list of students to be detained for want of attendance at the end of each semester.
- To finalize the list of students to be condoned for want of attendance at the end of each semester.
- Analyze the results of each semester and plan appropriate steps to be taken to improve the results.

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GOOD GOVERNANCE

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