

6.2.2.

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

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Service Manual

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram-535005, Andhra Pradesh

Accredited by NAAC with 'A' Grade & Listed u/s 2(f) & 12(B) of UGC

(Approved by AICTE, New Delhi and Permanently Affiliated by JNTUK-Kakinada)

NBA Accredited UG Courses: B.Tech(MEC), B.Tech(CIV), B.Tech(EEE), B.Tech(ECE), B.Tech(CSE), B.Tech(IT),
B.Tech(MEC) & B.Tech(CHE) and PG Course: MBA

SERVICE MANUAL



MAHARAJ VIJAYARAM GAJAPATHI RAJ COLLEGE OF ENGINEERING

Chintalavalasa, Vizianagaram- 535 005.

**Permanently affiliated to JNTUK, Kakinada and approved by AICTE, New Delhi,
accredited by NBA, NAAC 'A' Certified, Listed u/s 2(f) & 12(B) of UGC Act 1956,**

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OPERATION MANUAL – A VISION DOCUMENT

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

It is under this global and national context that M V G R tries to gear up the process of Learning, Teaching and Assessing strictly adhering to the four pillars of learning as designed by UNESCO Paris Convention (1998) as one motto— Learning to Know, Learning to Do, Learning to Live Together, and Learning to Be. M V GR is committed for quantitative and qualitative growth of higher education built around the principle of equity and social justice. It is also committed to maintain its identity and keep up the cultural values and at the same time efforts are on to lift it to the status of a **University with Potential for Excellence.**

Based on extent of providing quality education and research output among the engineering colleges in the country in the area of Engineering, Science and Technology, MVGR is quick in its vision and Mission to attain the best among the many in next couple of years. The above mentioned can be achieved only by enhancing the quality of Learning, Teaching, Assessing and Research.

Learning, Teaching and Assessing are integral parts of the process imparting education and they are to be interwoven and failure in any segment will be

reflected in other segments too. If one attempts to improve the system, it is to be attempted in its totality. A reform here and a reform there will not serve the purpose. There is no substitute for a holistic approach to educational reforms, if the desired results are to be made.

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

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

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

1. Teachers training

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

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

2. Need for making the pedagogy student centered

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

3. Exposure to Industry

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

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

M V G R proudly presents the Operation Manual which is not a set of rules and regulations to be followed, but it is more a vision document prepared and presented by a distinguished team of academics and administrative teams. The experiences gathered over a period of more than 15 years in M V G R were instrumental in preparing this document. The necessity for a written document was appreciated in the Committee and hence an Operation Manual Committee was appointed. The committee had several levels of discussions with Academics, Head of the Departments, Teaching staff etc., The contributions of the Administrative Team are very specially appreciated. The committee owes a lot to Deans, Heads of the departments, faculty and staff of the Institution for their contributions and hard work put in. Finally I thank each and every one concerned in bringing out this vision related Manual and proudly present it before the academic community.

Principal

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PART – I

GOVERNANCE

1. Introduction:

Maharaj Vijayaram Gajapathi Raj (MVGR) College of Engineering was established in the Year 1997 by Maharaj Alak Narayan Society for Arts and Sciences (MANSAS) to impart quality technical education in North Coastal Andhra Pradesh. The society MANSAS was established in 1958 by the erstwhile Raja Saheb of Vizianagaram, (Late) Dr.P.V.G.Raju. It offers KG to PG level education in Arts, Sciences, Engineering and Management across 12 Institutes. MVGR College of Engineering is one of those 12 Institutes and is located in lush green, serene and pollution free environment spread around 60 acres of land in Chintalavalasa village situated in the outskirts of Vizianagaram, a fort city in the North Coastal region of Andhra Pradesh.

2. Vision of the Institute:

MVGR College of Engineering strives to become a center par excellence for technical education where aspiring students can be transformed into skilled and well-rounded professionals with strong understanding of fundamentals, a flair for responsible innovation in engineering practical solutions applying the fundamentals, and confidence and poise to meet the challenges in their chosen professional spheres.

3. Mission of the Institute:

The Management believes imparting quality education in an atmosphere that motivates learning as a social obligation which we owe to the students, their parents/guardians and society and hence the effort is to leave no stone unturned in providing the same with all sincerity. Towards that end, the Management believes special focus has to be on the following areas:

- Have on-board staff with high quality experience and continuously updating themselves with latest research developments and sharing that knowledge with students.
- Having a well stream-lined teaching learning process that is continuously assessed for effectiveness and fine-tuned for improvement.

- Having state-of-the-art lab and general infrastructure that gives students the necessary tools and means to enhance their knowledge and understanding.
- Having a centralized placement department focused on improving placement opportunities for our students directly on campus and coordinating the training programs for students to complement the curriculum and enhance their career opportunities.
- Having advanced research facilities and more importantly, the atmosphere to encourage students to pursue self-learning on advanced topics and conduct research.

4. Strategy:

To translate the vision into action and accomplish the mission, MVGR should strive to

- Formulate various programs for providing quality education.
- Provide an environment most conducive to learning and create an intellectual atmosphere in the campus.
- Offer techniques for converting learning in to education and applications.
- Develop the personality of students to become responsible members of the Society filled with conviction, competence and commitment.
- Stimulate in them a spirit of inquiry to give knowledge and skills that can enrich their lives in future.
- Conduct courses relevant to the latest technology and needs of the local community.

5. Institutional Management :

The MVGR College of Engineering is being managed by Maharaj Alak Narayan Society of Arts and Science (MANSAS), a registered educational society. Engineering College has a separate Governing Body with 13 members , the Principal as its Member-Secretary. It has representatives of the University, Industry, AICTE as well as Andhra Pradesh Council for Higher Education (APSCHE) on its membership. The Governing Body meets twice in an year to review the activities and the progress of the college and offers suggestions for improvement and future courses of action.

The day-to- day administration is carried out by the Heads of the Departments concerned under the leadership and the guidance of the

Principal. The Principal is supported by the two Vice-Principals, two Asst. Principals and six Deans in his day to day activities.

MVGR College of Engineering has well defined organization structure with greater employee participation in various academic and administrative roles and responsibilities. Budgetary allocations under various heads of expenditure for given Academic Year are arrived at a thorough process of transparent and effective participation of departments. Departments periodically under the convenorship of Head of the Department, develop growth and action plan through faculty participative process.

6. Governing Body :

The Governing Body of the Institution carries responsibility for ensuring effective management of the Institution and for planning its future development. The Governing Body looks after the affairs of the Institution and demonstrates the primary objectives of teaching and research. It includes considering and approving the strategic plan for the Institution, setting the academic aims and objectives of the Institution, and identifying the financial, physical and staffing strategies. The members of the body are eminent personalities such as educationalists, philanthropists and industrialists etc.

Constitution of Governing Body:

Number	Category	Nature
5members	Management	Trust or management as per the constitution or by-laws, with the chairman or president/director
2members	Teachers of the college	Nominated by the Principal based on seniority
1member	Educationist or Industrialist	Nominated by the management
1member	UGC nominee	Nominated by the UGC
1member	AICTE nominee	Nominated by the AICTE
1member	State government nominee	Academician not below the rank of professor or state government Official of Directorate of Higher Education/State Council.
1member	University nominee	Nominated by the university
1member	Principal of college	Ex-officio

Term: Two years, Except for the UGC nominee whose term will be of full six years.

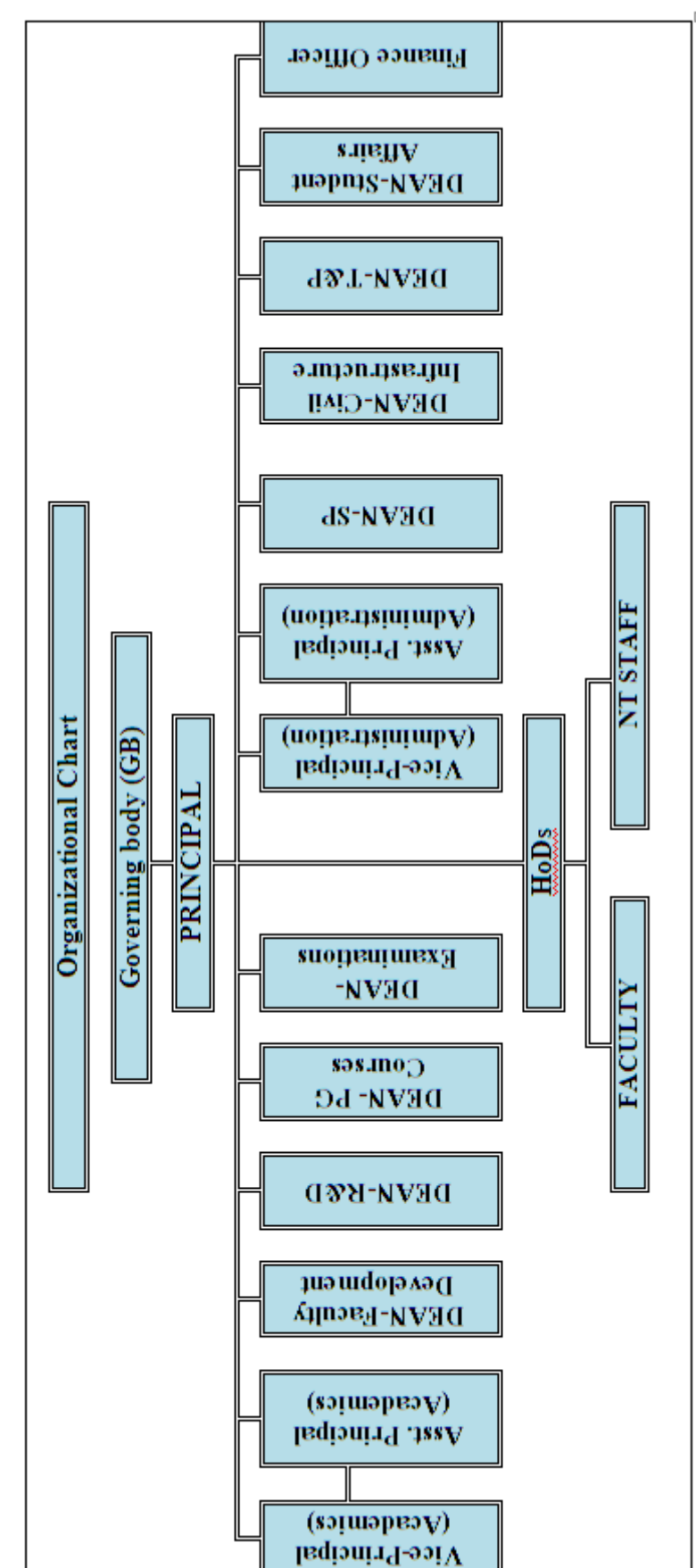
The Governing Body, the policy making entity of the Institute meets periodically to discuss and review performances and budgetary compliances. The Governing Body also reviews various proposals for introduction of new programs/ variation of intake/ policies for further development and faculty recruitments in addition to placements, infrastructure, academic performances of the Institute.

7. College Sub-Committee of Governing Body:

The College Sub-Committee of Governing Body is constituted to plan, review and implement policies made by the college Governing Body and give strategic direction to the College. It also formulates the policy framework for Governing Body's consideration. The College Sub-Committee normally meets once in a month. Some of the governing body members along with Principal constitute College Sub-Committee. Budgetary proposals are reviewed by the Committee. Proposals for recruitment of staff, variation in intake, new courses and implementations of faculty development and Career Advancement are discussed for consideration.

8. Organisation Chart :

The organizational structure of the Institutional administration is shown below:



PART II ADMINISTRATION

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

MVGR College of Engineering has well defined organization structure with greater employee participation in various academic and administrative roles and responsibilities.

1. 1 Roles and Responsibilities

The Roles and Responsibilities of the Administration team is given below:

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

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

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

1.2 Committees :

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

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

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

Detailed functions and responsibilities for various committees are given below:

2. Academic Council Structure and Functions:

2.1 Structure:

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

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

The construction of the Academic Council is as follows :

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

2.2 Functions:

The Academic Council

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

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

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

2.3 Standing Committee of the Academic Council

Constitution:

- | | |
|-----------------------------|------------|
| • Principal | - Chairman |
| • Dean (Strategic Planning) | - Member |
| • Vice-Principal(Academic) | - Member |
| • Asst. Principal(Academic) | - Member |
| • Heads of the Departments | - Members |

Functions:

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

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

3. Board of Studies Structure and Functions:

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

Jawaharlal Nehru Technological University-Kakinada, the affiliating University.

In view of the present proposal, separate Board of Studies (BoS) is to be constituted for each discipline.

3.1 Structure:

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

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

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

3.2 Meeting

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

3.3 Functions

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

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

4. Finance Committee

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

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

Composition:

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

5. Admissions Committee:

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

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

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

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

6. Time Tables and Schedules Committee:

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

21.1 Operating Procedure

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

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

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

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

8. Examination Cell (EC):

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

7.1 Duties And Responsibilities:

The following are the primary responsibilities of the EC:

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

7.2 Operating Procedure:

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

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

8. IQAC (Internal Quality Assurance Cell):

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

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

- To be fully informed about the Quality Assurance standards and peer review processes with reference to NBA and NAAC in particular & ABET and Washington Accord in general.
- To serve as knowledgeable resource for other faculty members of their respective departments on the matters related to accreditation Quality Assurance process
- To conduct awareness meetings at regular intervals to faculty, NT staff and students of their respective department so as to make them fully

aware of the importance of Quality Assurance, Quality Assurance standards and peer review process and all such other related processes.

- The Committee shall meet as frequent as possible as per the requirement and record minutes of the same and submit a copy to the administration for approval
- To provide feedback and recommendations to the authority with regard to all issues related to Quality Assurance processes from time to time
- Any other duty as is assigned by the authority or any other activity that compliments the said objectives

9. Training & Placement Committee:

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

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

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

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

10. Research And Development Cell :

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

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

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

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

11. Entrepreneurship Development Cell:

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

- MVGR College of Engineering proposed to set up an ED cell within the campus. The proposal was successfully through the AICTE Norms, and has been approved (F.No: 8022/RID/EDC (71)/2008-09). Additionally, AICTE has extended funding of INR 7 lakhs to the campus for the activities of the newly established ED Cell for the duration of three years beginning from April, 2009 and going through to April 2012.
- In line with the objectives of the EDC, specifically, incubation—as recommended by AICTE, the college has set up separate infrastructural facilities including seminar hall, systems, library exclusively housing literature relevant to entrepreneurship. Further, a committee at the institution level consisting of members of the faculty with aptitude from all the departments was constituted to meet periodically, discuss and recommend activities that would help the budding students equip themselves with the information and the knowledge related to entrepreneurship.
- The Institution also constituted an Advisory board consisting of members drawn from District Industries Center, NABARD, MSME, APITCO Ltd., Lead Bank and Naval Science and Technological Laboratory, in addition to representatives from the institution. Since its inception, the cell effectively leveraged the services of various governmental and nongovernmental executives to contribute to EDC.

12. Library Committee:

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

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

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

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

13. Women Empowerment Cell:

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

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

Objectives :

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

Role and responsibilities of WEC:

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

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

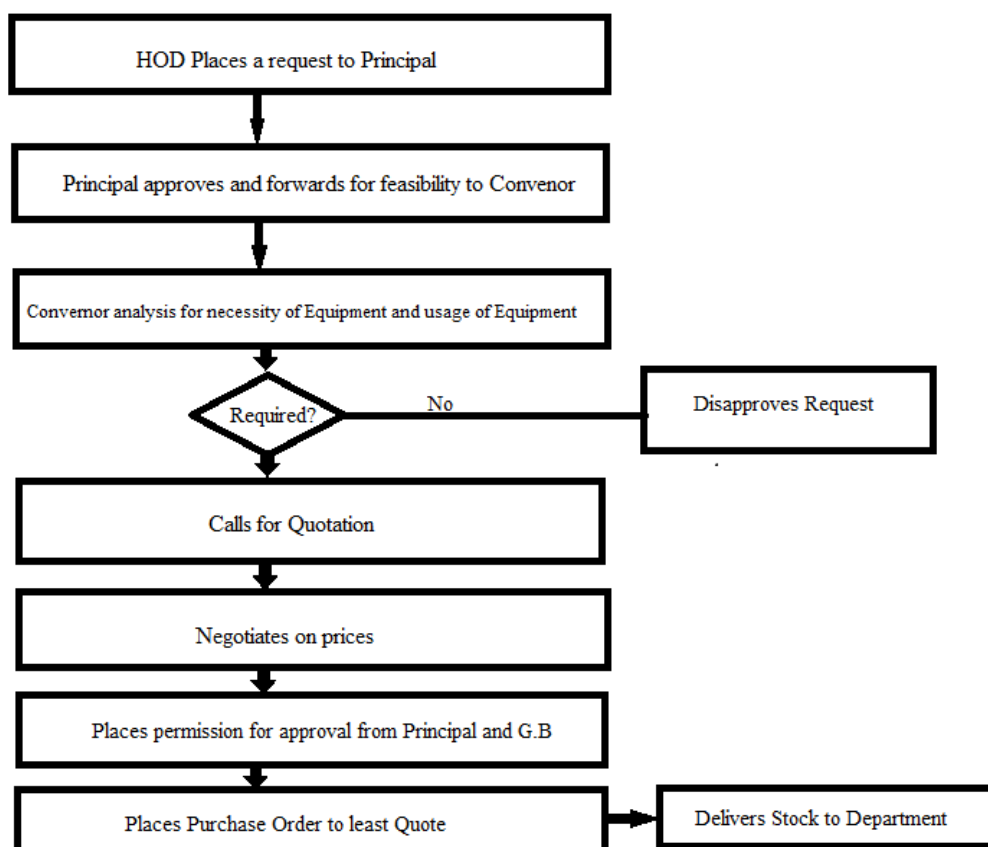
14. Purchase Committee:

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

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

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

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



15. Press & Media Committee:

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

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

- Preparing annual budget for various advertisement under various categories like : Functions, Promotions, relational, official etc.,
- Creating and proposing marketing plans for institutional promotion.
- Writing press releases for various activities.

- Arranging, interviews by news reporters, prior to and on the day of event.
- Shall provide feedback and recommendations to the authority on press and media activities from time to time.
- Any other activity that compliments the above said objectives

16. Website Maintenance Committee:

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

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

- To administer data acquisition process, renewal of information and maintenance of the institute's website: www.mvgrce.edu.in with regard to all activities related to
 - Domain
 - Hosting
- To administer regular updations to the site by securing necessary approval/authentication of the information from the concerned authority before hosting on to the website
- To ensure timely hosting of the approved information/ documents within different sections of the website.
- To fine tune the website in line with the requirements of external bodies like NBA, NAAC, AICTE, UGC, JNTUK, APSCHE etc... where ever & whenever necessary
- To analyze the content management system and take regular backups for efficient use of web space.
- To collect information & data reports from various academic departments & internal bodies like Library, NCC, NSS, Training & Placement, Sports,

Women Empowerment Cell etc..., at regular intervals for necessary and timely updations of the site.

- To update staff details at regular intervals and provide web mail login-id to the college domain.
- To make use of the student volunteers on requirement basis particularly on the student activities.
- To provide feedback and recommendations to the authority with regard to the website maintenance activities from time to time
- Any other duty as is assigned by the authority or any other activity that compliments the said objectives

17. Canteen Committee:

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

18. Transport Committee

To cater to the requirements of students and staff transport, the Institution operates about 25 buses and 5 light passenger vehicles. Senior faculty and Administrative Staff of the college are provided free transportation whereas the rest of the Teaching & Non-Teaching who are enrolled under the provision are extended subsidized facility.

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

A separate student committee consisting of members drawn from each bus representing gender equality, also formed and it periodically reviews and

discusses the service being provided. This team reports to Transport Committee any deficiencies in service for necessary attention and immediate redressal. These committees collectively arrives at charges payable on no loss no profit basis to the Institution.

19. Grievance Redressal Committee:

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

19.1 Grievance conveying procedure:

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

19.2 Grievance Redressal Procedure:

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

19.3 The basic functions of the GRC are:

1. It conducts a thorough enquiry on the complaints received from the aggrieved students and staff.
2. It submits the enquiry report to the Principal, with its recommendations on suitable penalty/punishment to be imposed.
- 3 The Principal, on receipt of the above report, gives an opportunity to the student(s) against whom the complaint was lodged to explain his/her case.

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

20. Anti-Ragging Committee:

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

S.No.	Designation	Position
1	Principal	Chairman
2	Vice-Principal(Admin)	Member – Convener
3	Sr. Civil Judge Vizianagaram	Member
4	Social Worker / District Legal Services Authority	Member
5	Circle Inspector- Bobbili (rural)	Member
6	Assoc. Prof	Member
7	Assoc. Prof.	Member
8	Assoc. Prof.	Member
9	Assoc. Prof	Member
10	Asst. Prof.	Member
11	Asst. Prof.	Member
12	Asst. Prof.	Member
13	Asst. Prof.	Member
14	Asst. Prof.	Member
15	Asst. Prof.	Member
16	Psychologist	Member
17	Physical Director	Member
18	Parent nominee	Member
19	Parent nominee	Member
20	Student nominee	Member
21	Student nominee	Member

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

21. Other Committees:

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

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

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

22. College Events:

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

AADHRITA
SURGE
SCOPRIRE
GREEN TECH
SCHEMCON
MILATI
SPACE

PART-III

QUALITY – ASSURANCE

1. Quality Policy

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

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

2. Quality Assurance:

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

2.1 Objective :

The primary aim of IQAC is :

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

2.2 Strategies:

IQAC shall evolve mechanisms and procedures for

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

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

2.3 Functions:

Some of the functions expected of the IQAC are:

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

3. Feed Back:

3.1 Staff:

Meetings are held periodically within each Department by the Head concerned with its faculty and the problems related to the academic and other activities of the Department are discussed and the proceedings are recorded. Principal convenes meetings with all the Heads of the Departments periodically every month to have an appraisal and review of the academic and other related activities in the Departments. The outcome of the proceedings of each Department is presented by the respective Heads in the meeting with Principal. Suggestions are invited, thoroughly discussed and appropriate resolutions are taken with the consensus of each Department for implementation. All the staff are also required to actively participate in bi-annual meetings with the Principal in the Chair. They are invited to voice freely their opinion and offer suggestions for any short-comings or lapses in the implementation of the resolutions taken. This helps in the smooth running of the college in the congenial environment.

Students appraisal with respect to class work, teaching and other student-related problems are also discussed in these meetings for sorting them out. Student counseling is regularly carried out through student counselors allocated for each student. Each teacher is assigned to a specific group of students for counseling.

3.2. Students:

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

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

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

3.3. Result Analysis and Review :

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

3.4. Feed back from Alumni :

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

3.5. Feed back from Employers :

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

PART-IV HUMAN RESOURCES

1. GENERAL CONDITIONS:

1. 1 General:

- (a) These rules shall be called MAHARAJ VIJAYARAM GAJAPATHI RAJ COLLEGE OF ENGINEERING, VIZIANAGARAM Service and Conduct Rules and shall come into force from the date decided by the Chairman of the Governing Body of the College. These rules supersede all rules previously in force.
- (b) Except as otherwise provided these rules shall apply to all categories of employees except part-time employees and employees borne on contingent establishment.
- (c) The Chairman of the Governing Body of the College reserves to himself the right of modifying these rules from time to time.

1. 2. Definition:

- (a) 'Institute' or 'College' means the MAHARAJ VIJAYARAM GAJAPATHI RAJ COLLEGE OF ENGINEERING, VIZIANAGARAM
- (b) 'Trust' means Maharaja Alak Narayana Society for Arts and Sciences, Vizianagaram,
- (c) 'Chairman' means the Chairman of Maharaja Alak Narayana Society for Arts and Sciences and Chairman of the Governing Body of the College
- (d) 'Chairman of the Governing Body' means the Chairman of the Governing Body of the College as constituted by the Chairman.
- (e) Principal means the Head of the Institute
- (f) 'Appointing Authority' means Chairman of the Governing Body
- (g) 'Permanent Post' means a post carrying a definite scale of pay sanctioned without limit of time and included in the cadre of sanctioned posts.

- (h) 'Permanent Employee' means a person confirmed in a permanent post to which no other person holds a lien.
- (i) 'Ratified Employee' means a person selected by selection committee duly constituted by Affiliated University and also ratified by Chairman of the Governing Body of the Institute.
- (j) 'Department' means section or division in which services are rendered both teaching and practical training, leading to award of a degree/ diploma in that faculty.

2. RECRUITMENT POLICY:

2.1 Appointing Authority for teaching posts:

- (a) The Chairman, MANSAS and the Chairman of the Governing Body is the Chairman of Teaching and Non-Teaching Selection Committee.
- (b) All appointments of the staff of the College except that of the Principal shall be made by the Selection Committee constituted by the Chairman of the Governing Body from time to time.
- (c) Selection Committee for the Institute

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

Professor / Professor :-

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

(d) Selection Committee for Ratification of Teaching Posts:

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

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

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

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

2.2 .Travelling Allowance to attend interview:

Candidates selected for interview for a post are normally not entitled to T.A. but in special cases they may be paid such travelling allowance as may be determined by the Chairman from time to time.

2.3 .Medical Fitness:

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

2.4 Salary and Allowances:

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

2.5 Appointments:

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

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

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

2.6. Appointment on Contract:

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

2.7 .Termination of services:

- (a) After the probation if the employee is not confirmed, thereafter, he shall be deemed to have continued on a temporary basis and his services may then be terminated, on a month's notice or on payment of a month's salary in lieu thereof.
- (b)The appointing authority shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation, on one month's notice, or payment of salary in lieu thereof.
- (c)If in the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, due to which his retention in service is considered undesirable, by such appointing authority, his services may be terminated by three months notice or on payment of three months salary in lieu thereof.
- (d)The appointing authority shall have the powers to terminate the services of any member of the staff on grounds of retrenchment or based on unviability by giving to the persons concerned with three months notice in writing or on payment of three months salary in lieu thereof.
- (e)A permanent employee of the College may discontinue his services by giving to the appointing authority three months notice in writing or on payment of three months salary in lieu thereof, if agreed to by the appointing authority, provided that the appointing authority may for

sufficient reasons call upon the employee concerned to continue till the end of the academic session in which the notice is received.

- (f) The service of a temporary employee shall be liable to be terminated at any time by notice in writing given by either party. The period of such notice shall be one month unless otherwise agreed to by the parties. The other terms and conditions of such employees shall be such as may be specified by the appointing authority in the letter of appointment.

3. SERVICE RULES:

3.1 .Travelling and Daily Allowances:

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

3.2 .Employees entitled to vacations:

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

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

4. PENALTIES:

The Principal may place a member of the staff appointed at the College under suspension under the following circumstances: -

(a)Where a disciplinary proceeding against him is contemplated or is pending, or

(b)Where a case against him in respect of any Criminal Offence is under investigation or trial in a Court of Law.

During the first year of suspension the member of the staff concerned shall be entitled to a subsistence allowance of an amount equal half the basic pay and any period subsequent thereto at such rates as may be decided by the appointing authority. In addition he may be granted any allowance of which he was in receipt on the date of suspension to such extent and subject to such conditions as the Principal may fix. During the period of suspension he will not be entitled to work anywhere else.

The following penalties may for good and sufficient reasons and as here in after provided, be imposed on any member of the staff:-

(i.) Censure

(ii)Withholding of increments;

(iii)Recovery of the whole or part of the pecuniary loss caused to the Trust by negligence or breach of orders;

(iv)Reversion to a lower service, grade or post or to a lower time scale, or to a lower stage in a time scale

(v)Dismissal from service which shall ordinarily be a disqualification for future employment under the MANSAS.

No order imposing on any member of the staff any of the Penalties specified at (iv) to (vii) above, shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry was held and the member of the staff was given reasonable opportunity of showing cause of the action proposed to be taken against him.

No order imposing on any member of the staff of any of the penalties specified at (i) to (iii) above shall be passed by any authority subordinate to

that by which he was appointed and unless the member of the staff concerned is given an opportunity to make a representation to the appointing authority.

Notwithstanding the above provision it shall not be necessary to follow the procedure mentioned above in the following cases: -

- (a) Where an employee is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on criminal charge in a Court of Law.
- (b) Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person any opportunity or showing cause

If any question arises whether it is reasonably practicable to give to any person an opportunity of showing cause under clause (b) above, the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank, as the case may be, shall be final.

A member of the staff aggrieved by any order imposing penalty passed by the Principal against him shall be entitled to prefer an appeal to the next higher authority against the order and the decision of the appellate authority regarding the appeal shall be final.

A member of the staff aggrieved by any order imposing any penalty passed by the Principal against him shall be entitled to prefer an appeal to the Chairman of the Governing Body and there shall be no further appeal from the decision of the the Chairman of the Governing Body. No appeal shall be entertained unless, it is submitted within a period of three months from the date on which the appellant received a copy of the order appealed against, provided the appellate authority may in its entertaining the appeal after the

expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time. If charges against a member of the College staff, who has been dismissed, removed or suspended on certain charges, are not proved or his appeal is accepted by competent authority, he may be granted pay and allowance by the authority suspending him or by the appellate authority for the period of his absence from duty as under: -

- (a) Full pay to which he would have been entitled if he had not been dismissed, removed or suspended and by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal, removal or suspension, if he has been fully exonerated.
- (b) Such proportion of such pay and allowance as the appellate authority may prescribe, if not fully exonerated.

In a case falling under clause (a), the period of absence from duty will be treated as a period spent on duty. In case falling under (b) it will not be treated as period spent on duty unless the appellate authority so directs.

5. PROVIDENT FUND:

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

Interpretation:

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

6. CONDUCT RULES:

6.1.Application:

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

6.2.Definitions:

In this Schedule unless the context otherwise requires.

(a)“Competent authority” means: -

- (i) The ‘Chairman’ in the case of the Principal.
- (ii) The ‘Principal’ in the case of all other employees.

(b)“Members of the family” in relation to an employee includes: -

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

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

6.3.General:

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

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

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

6.4. Taking part in Politics and Election:

No employee shall take active part in politics in the campus of the College or exploit his official position for political ends or permit the use of College facilities for political purposes.

6.5. Criticism of the Institute:

No employee shall, in any print/digital/electronic broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.

- (i) Which has the effect of an adverse criticism of any policy or action of the College; or

- (ii) Which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution as organization or members of public; or
- (iii) Which exploits the name of the College or his position therein provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

6.6. Evidence before Committee or any Authority:

- (i) Save as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, Committee or authority.
- (ii) Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticize the policy or any action of the College or the Central Government or any State Government.
- (iii) Nothing in this paragraph shall apply for: -
 - (a) Evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State Legislature; or
 - (b) Evidence given in any judicial inquiry; or
 - (c) Evidence given at any departmental inquiry ordered by the College authorities.

6.7. Unauthorized communication of information:

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

6.8. Private Trade or Employment:

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his official assignments. No member of the staff shall offer private tuition /services either for monetary or otherwise.

6.9. Investments, Lending and Borrowing:

- (i) No employee shall speculate in any business nor shall make or permit his wife or any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.
- (ii) No employee shall lend money at interest to any person nor shall borrow money from any person with whom he is likely to have official dealings.

6. 10. Insolvency, Habitual Indebtedness and Criminal Proceedings:

- (i) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a majority of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.
- (ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether he is guilty or not on criminal charge or otherwise for a period longer than 24 hours shall not join his duties in the College unless he has obtained written permission to that effect from the Principal of the College.

6.11.Moveable, Immoveable and Valuable property:

Every member of the staff shall, on first appointment in the College service and thereafter at such intervals as may be prescribed by general or special order of the competent authority submit return in such form as the College may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

6.12.Vindication of Acts and Character of Employees:

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

6.13.Representations:

- (a)Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.
- (b)No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

6.14. Punishment, Appeals etc:

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules and preference of appeals against any such action taken against him.

7. LEAVE RULES:

7.1. Introduction:

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

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

7.2 General Principles Regarding Grant of Leave:

7.2.1Applicability:

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

7.2.2 Right to leave:

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

- ii. To change the nature of leave, the maximum period permitted shall not exceed two weeks.
- iii. Mere application of the leave, without proper granting of leave shall be treated as absence without leave.

7.2.3 Authority empowered to sanction Leave:

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

viii. Leave applications for Academic leave (more than three days), Earned Leaves (more than 7 days), Medical Leave, Study Leave, Hospital Leave shall be forwarded through the respective HODs and the Vice-Principal to the Principal.

7.2.4 Commencement and termination of leave:

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

7.2.5 Combination of leave:

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

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

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

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

7.2.7 Conversion of one kind of leave into another kind:

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

7.2.8 Rejoining of duty on return from Leave on medical grounds:

- i. An employee who has been granted leave on medical grounds is required to produce a medical certificate of fitness before resuming duty.
- ii. Leave sanctioning authority may secure second medical opinion, if considered necessary.

7.2.9 Rejoining of duty before the expiry of leave:

Except with the permission of the authority, which granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

7.2.10 Maximum period of absence from duty:

- i. No member of the Service shall be granted leave of any kind for a continuous period exceeding five years.
- ii. Unless the Chairman of the Governing Body, in view of the special circumstances of the case, determines otherwise, a member in the service who remains absent from duty for a continuous period exceeding five years other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service.

7.2.11 General:

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and in satisfactory reasons.
- ii. Absence from duty after the expiry of leave entails disciplinary action.

- iii. Absence without leave will constitute an interruption in service
- iv. A staff on leave should not take up any service or employment elsewhere without obtaining the prior sanction of the competent authority.
- v. At any time not more than 30% of the staff in a department be granted leave.

7.3 Kinds of Leave:

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

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

7.3.1 Casual Leave (CL):

- i. Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subject to a maximum of 15 days in a calendar year.
- ii. CL can be combined with Special Casual Leave/Vacation but not with any other kind of leave.
- iii. Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or sufficed, shall not be counted as Casual Leave.

- iv. CL should not be granted for more than 3 days at any time, except under special circumstances.
- v. CL can be taken for half a day also.
- vi. Staff appointed and joined duty during the middle of the year may avail of CL on pro rata basis.
- vii. CL is credited in advance at the rate of 7 1/2 days on the 1st January and 1st July every year.

7.3.2. Special Casual Leave (SCL):

The Special CL can be granted up to a maximum of 7 days in a calendar year.

- i Special Casual Leave, not counting towards ordinary Casual Leave, maybe granted to a member of the staff when he/she is:
Summoned to serve as Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his/her private interests are not at issue.
- ii. SCL may be granted for a particular special purpose which is to be approved by the Principal.
- iii. SCL shall be granted to the staff of the Institute when they are unable to attend office due to natural calamities/bandh etc. subject to the approval of the authorities.
- iv. Combination of Casual Leave or regular leave (ex. EL, HPL, etc.) with SCL is permissible but combination of both CL and regular leave with SCL is not permissible.

7.3.3 Academic Leave:

Academic leave may be granted when a staff member attends conferences/seminars/symposia/practical training etc. and a staff member is entitled to avail Academic Leave to the maximum of 15 days in a calendar year.

Priority need to be followed in forwarding a recommendation for participation is as follows:

1. In the order of seniority duly taking into account whether the faculty in the given academic year has already attended any seminar/work shops/ symposium--
2. Area of research/teaching
3. Retired faculty considered on requirement basis
4. Paper Presentations considered without any discretion.
5. Given faculty in a given academic year may get a second opportunity provided at least 50% of faculty covered in the discipline/department.
6. The above is only a general priority. In specific cases discretion may be used keeping in view of institution's interest.
7. Permission for participation may be refused to those who have attended a similar programme within an year.
8. At any given time not more than 2 faculty from a given department be deputed/permitted.
9. Eligibility criteria is minimum 2 years experience.
10. Faculty on probation at entry level however are not eligible for above leaves except for Refresher Courses/FDP in their respective disciplines.
11. Refresher courses for Non- teaching technical staff in their line of duty can be considered for academic leave.

7.3.4 On-Duty(O.D.) Leave:

On-Duty leave may be granted when a staff member is attending Examination related work like Spot-Valuation/ External Examinership up to 10 days in a calendar year.

7.3.5 On-Collge -Duty(O.C.D.) Leave:

On- College Duty leave may be granted when a staff member who is attending the Institution related work outside the college campus as assigned by the Principal.

7.3.6. Medical Leave (ML):

- i. The Medical Leave admissible to a member of the staff in respect of each completed year of service shall be 20 Half pay leaves /10 Full pay Leaves.
- ii. ML is credited in advance at the rate of 10 Half pay leaves /5 Full pay Leaves on the 1st January and 1st July every year.
- iii. For availing of ML Minimum one year service in the college is necessary.

Conditions:

- i. Leave on medical grounds is admissible for leave of three days or more.
- ii. Joining Duty after availing Medical Leave is admissible against submission of Fitness Certificate from the Medical Officer not below the rank of Civil Assistant Surgeon.

Procedure:

Medical Leave can be availed through either formal or informal intimation followed by leave application within 48 hours.

Points to be considered:

1. In case of perennial chronic diseases, the candidate should take his annual treatment only during vacations/public holidays without prejudice to his assigned duties.
2. If the candidate is unable to execute his assigned duties for one year on medical/other grounds, his services are liable for termination.

7.3.7 Earned Leave (EL):

- i. The EL admissible to a member of the staff shall be 15 days in a calendar year for Teaching staff and 30 days for Non-teaching staff. For availing of EL Minimum one year service in the college is necessary.
- ii. EL can be accumulated up to 240 days.
- iii. The maximum amount of Earned Leave that can be granted to a member of the staff during teaching days shall be not more than 15 days in a semester.
- vi. The maximum amount of Earned Leave that can be granted to a member of the staff shall be 60 days in a calendar year.

7.3.8 Maternity Leave:

- i. Maternity Leave may be granted to a female staff with less than two surviving children, for a period of up to 90days from the date of its commencement.
- ii. Maternity Leave shall not be debited to the leave account.
- iii. Maternity Leave may be combined with leave of any other kind except Casual Leave.

- vi. Minimum 2 years service in the college with a commitment of at least 1 year service bond after the leave is required for availing the maternity leave. Else, only 15 paid leaves are admissible.
- vi. During maternity leave, leave salary equal to last pay drawn is admissible.

7.3.9 Hospital Leave:

- i. Hospital Leave may be granted to staff under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of his official duty. This concession will be available to such staff, the nature of whose duties exposes them to such illness or injury.
- ii. During the Hospital Leave, the staff may be granted leave salary, either an average or half average, as the authority granting it may consider as necessary.
- iii. The staff eligible for Hospital Leave will be entitled to such leave without any restriction on the quantum of leave and the leave can be granted for such period as is considered necessary by the authority competent to grant it.
- iv. Hospital Leave is not debited against the leave account and may be combined with any other leave, which may be admissible, provided that the total period of leave after such combination shall not exceed 12months.
- v. Leave salary for the first 120 days will be as last drawn pay and for the remaining period, it will be half-pay leave.

7.3.10 Study Leave(Full Time) :

- i. Study Leave is granted to staff with not less than five years of service in the college for a course leading to Ph.D. and for a Post-Doctoral

Research and not less than three years of service in the college for a course leading to P.G. and not less than three years of service in the college for the technical staff for a course leading to diploma.

- ii. The Course shall be certified to be of definite advantage to the Institute's interest and also for the current responsibilities.
- iii. The Principal shall approve the particular study program to grant leave.
- iv. The official on his/her return shall submit a full report on the work done during study leave meanwhile periodical review of the work should be submitted semester-wise for P.G. and year-wise for Ph.D./Post-Doctoral.
- v. Study leave is not admissible
 - a. For studies out of India if facilities for such studies existing in India;
 - b. To an employee due to retire within three years on return from the study leave;
- vi. Maximum period of study leave is 24 months in the case of P.G. Degree and 36 months in the case of Ph.D Degree.
- vii. Study leave shall not be debited to the leave account.
- viii. Faculty who wish to avail this Study Leave (Full- Time) has to execute Three years service bond in the case of Ph.D. and One Year/Two Year/Three Years service bond in case of P.G. for sponsored candidates only.
- ix. Requisite Bonds in the prescribed forms are required to be executed by the faculty before proceeding on study leave. The bond amount will be decided by the Chairman of the Governing Body.
- x. If the course falls short of the study leave, the faculty should resume duty on conclusion of the course; or the excess period maybe treated as ordinary leave with the prior approval of the leave sanctioning authorities.
- xi. Leave Salary for Ph.D/ Post Doctoral Research:

Basic salary during the period for Universities /NIT/IIT and 50 % of Basic pay in case of Deemed Universities/ Private Institutes etc. only for Ph.D/Post-Doctoral Research with other commitments being the same

xii. Leave Salary for P.G.:

1. Faculty pursuing PG course in his/her line of teaching can be given tuition fee support if he/she gives a commitment to serve the institution for at least two years.
2. Faculty pursuing PG course in his/her line of teaching can be given basic salary support if he/she gives a commitment to serve the institution for at least three years.

xiii. Non-teaching technical staff are eligible for study leave for up gradation of skills in their functional line like pursuing Diploma from ITI .

xiv. Leave Salary for Diploma:

1. Technical staff pursuing Diploma course in his/her functional line can be given tuition fee support if he/she gives a commitment to serve the institution for at least two years.
2. Technical staff pursuing Diploma course in his/her functional line can be given basic salary support if he/she gives a commitment to serve the institution for at least three years.

7.3.11 Study Leave(Part Time) :

- i. Study Leave is granted to staff with not less than five years of service for course leading to Ph. D. and not less than two years of service for course leading to M.Tech and not less than three years of service in the college for technical staff for course leading to Diploma.

- ii. Course should be certified to be of definite advantage to the Institute's interest.
- iii. The Principal should approve the particular study to grant leave.
- iv. The employee on his/her return should submit a full report on the work done during study leave meanwhile periodical review of the work should be submitted semester-wise for Diploma/P.G. and year-wise for Ph.D./Post-Doctoral.
- v. Study leave is not admissible to an employee due to retire within three years on return from the study leave;
- vi. Maximum period of study leave is 90days per year(Two years for M.Tech and Three years for Ph. D.) without prejudice to class work. However, they are not eligible for vacation.
- vii. Maximum period of study leave is 90days per year (Three years for Diploma) without prejudice to class work.
- viii. Availing of Study-leave(part-time) is based on periodical Review by the competent authority .
- ix. Sanction of leave beyond 30 days of leave in an academic year is subject to Guide's recommendation and College Academic Committee's clearance.
- x. Study leave shall not be debited to the leave account.
- xi. Employee who wish to avail this Study Leave (Part- Time) has to execute One year service bond in case of Ph.D. and M.Tech and Diploma
- xii. Requisite Bonds in the prescribed forms are required to be executed by the faculty before proceeding on study leave. The bond amount will be decided by the Chairman of the Governing Body .
- xiii. If the course falls short of the study leave, the employee should resume duty on conclusion of the course; or the excess period maybe treated as ordinary leave with the leave sanctioning authority's prior approval.

7.3.12 Extra-Ordinary Leave for faculty members:

Following Extra-Ordinary Leave Rules are proposed to be implemented in the College:-

If a staff member seeks leave of which he has no account but the authorities upon verification are convinced of the genuineness of the cause, the said requisition may be considered as extra-ordinary leave on loss of pay subject to a maximum period of two years.

Sanctioning authority:

For a Period of 3 months: Principal

upto 2 years : Chairman/ his nominee.

If the leave is to be taken for more than one month by any faculty member then it is essential to get the leave sanctioned before the start of Academic Session so that class work will not suffer. Extra Ordinary leave can be permitted only according to the set rules of the College.

For the sanction of Extra Ordinary Leave, following rules will be applicable:

- (a) No staff member will be granted any extra ordinary leave till he/she completes five years of service.
- (b) The staff members, who have completed regular service for 5 to 10 years, will be eligible to apply for extra ordinary leave for one year.

(c) Those staff members, who have completed regular service for more than 10 years, they will be eligible to apply for extra ordinary leave for two years.

(d) No staff member will get extra ordinary leave for more than 3 years during his/her entire service.

After availing extra ordinary leave, the employee should serve the Institution atleast for one year regularly and during this one year the employee will not be granted any other kind of leave except Casual Leave and Medical Leave.

An Employee will not be permitted to extend extra ordinary leave and as and when their leave term gets over they have to report for duty.

If the employee wants an extension of this leave, then it will be meant that he is not interested in doing further service and wants to resign the job or he wants to opt for premature retirement that's why the extension of leave is sought.

At a time, in one department only one staff member can go on extra ordinary leave.

An employee can proceed on extra ordinary leave when he/she takes clearance certificate from departments including Principal's Office and completes the formality of handing/taking over, failing which, the leave of such an employee will be understood as cancelled and he will be considered absent from duty.

Leave Rules (Consolidated)

S.No	Type of Leave	Duration	Purpose	Remarks
1.	Casual Leave (It cannot be combined with any other leave).	15 days per year	Personal work etc.	Absence limited upto 3 days at a stretch and 71/2 days each accrued on Jan1st and July1st
2.	Special Casual Leave	7 days per year	Any particular special reason	Minimum 1 year service
3.	Academic leave	15 days per year	National/ International conferences within India/Abroad to present paper/chairing a session/ committee meetings / Ph.D Viva	Less than One year service 7 days only
4.	On Duty (Holidays can be prefixed/ suffixed)	10 days per year	Examination related work (Observer/Spot valuation/External Examiner)	
5.	On College Duty		Assigned College work outside college campus	
6.	Medical Leave	20 Half Pay Leaves per year / 10 Full pay leaves per year	Medical grounds	Minimum 1 year service
7.	Earned Leave (can be combined with any leave and	15 days per year(Teaching) (30 days for		Accumulated upto240 days only. Minimum 1

	also can be prefixed and suffixed with holidays but Intervening holidays will be treated as EL).	Non-Teaching)		year service
8.	Maternity Leave	90 days	Maternity	Minimum 2 years service with a commitment of at least 1 year service after leave availment Else only 15 paid leaves
9.	Hospital Leave	-	Injury/ illness directly due to risk incurred in the course of official duty.	Not to be debited to leave account. May be combined with any other leave upto a max. of 12 months.
10	Study Leave (Full –Time) *	Maximum 24 months for M Tech Maximum 36 months for Ph. D. Maximum 36 months for Diploma(for technical staff)	To acquire higher qualification	Minimum 5 years of service for P.hD. and 3 Years for M.Tech(Need to Execute Three Years Bond for Ph.D. and One year for M.Tech) and three year bond for Diploma

11	Study Leave (Part –Time) **	Maximum 90 days per year without prejudice to the class work (Three Years for Ph.D. Two years for M. Tech and three years for Diploma)	To acquire higher qualification	Minimum 5 years of service for P.hD. and 2 Years for M.Tech (Need to Execute One Year Bond)
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* With Basic salary during the period for Universities /NIT/REC/IIT and 50 % of Basic pay in case of Deemed Universities/ Private Institutes etc. with other commitments being same.

** Review based - On the recommendation of the Guide for every 30 days and thereof.

8. STAFF WELFARE & INCENTIVES

8.1.QualityImprovement(Q.I.P.):

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

8.2.GroupInsurance:

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

8.3.ProfessionalBodymemberships:

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

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

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

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

ii) International Conference within India - Allowed twice in a calendar year

TA/DA as per Rules.

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

8.5.Faculty Research&Publications(QIP Incentives):

- International Journals Cash Reward:Rs.8000/-
- Journals from US, Canada, Europe, Australia and Japan with at least 5 years standing with good Impact Ratio (IR) are considered as International.
- National Journals Cash Reward:Rs.4000/-
- Journals published from Indian Subcontinent and other than defined International Journals are considered National.
- International Conference (Paper Presentation) Cash Reward: Rs.2000/-
- International Conferences held in premier institutions like IITs, NITs, IISC, IIMs, Central Universities and minimum of three Foreign delegates/speakers incase of India are also considered.
- National Conference(Paper Presentation)
- Conferences held in India Cash Reward:Rs.1000/-

Bonus Rs.10,000/-

Faculty publishing minimum two or more research papers in journals (at least one of them must be in International Journals defined) and published at least one conference paper within the prescribed period are eligible for Bonus.

8.6 Authorship Consideration:

- Author must be a regular and in service faculty.
- Author's name must be either first or second only.
- If first and second authors are college faculty, reward is shared between them equally.
- Author's name in the third place can be considered if the first two names are guides/supervisors.
- Author's address should contain college name compulsorily.

8.7 Performance Incentives:

- Faculty getting the best result in the given academic year in each department shall be given a cash reward of Rs. 1000/- [II,III,IV years] 1st Semester and 2nd Semester.
- Faculty getting the best cumulative student feed back in each department gets a cash reward of Rs.1000/-

9. FACULTY HAND BOOK

The Faculty Handbook reflects the policies and regulations of the Maharaja Vijayaram Gajapathi Raj College of Engineering, Vizianagaram as they apply to the teaching faculty of the College. These are in addition to the rules, procedures and requirements contained in the Service Rules. The faculty being central to any educational enterprise, they have greater responsibilities than the other sections that go to populate an educational community.

9.1 PROFESSIONAL ETHICS AND ACADEMIC RESPONSIBILITY

9.1.1 Introduction:

The basic functions of the College are the advancement and dissemination of knowledge, the development of critical intelligence, and the education of citizens and professional workers for the society of which the College is a part.

The indispensable condition for the successful discharge of these functions is an atmosphere of intellectual freedom. Unless he or she is free to pursue the quest for knowledge and understanding, wherever it may lead, and to report and discuss the findings, whatever they may be, the College faculty member cannot properly perform his or her work. As a participant in an enterprise that depends on freedom for its health and integrity, the faculty member has a special interest in promoting conditions of free inquiry and furthering public understanding of academic freedom.

Freedom entails responsibilities. It is incumbent upon the faculty member to accept the responsibilities which are concomitant with the freedom he or she needs.

Those responsibilities are: 1) to the students, 2) to the scholarship, 3) to the colleagues, 4) to the College, and 5) to the larger community which the College serves. To make these responsibilities operational, it is necessary that the ethical and professional standards be adopted to guide faculty members in their conduct and an effective mechanism be established to monitor and enforce compliance with these standards.

9.1.2 Responsibilities to Students:

As a teacher, the faculty member has the responsibility for creating in his or her classroom or laboratory a climate that encourages the student's endeavors to learn. The faculty member should exemplify high scholarly standards and respect and foster the student's right to choose and pursue his or her own educational goals.

- a. The faculty member must make clear the objectives of the course or program, establish requirements, set standards of achievement, and evaluate the student's performance.
- b. The faculty member has the responsibility to meet classes as scheduled and, when circumstances prevent this, to arrange equivalent alternate instruction.
- c. The faculty member has the responsibility to teach courses in a manner that is consistent with the course description and credit published in the syllabus book of University and with the announced objectives of the course. He or she must not intentionally interject into classes the material or the personal views that have no pedagogical relationship to the subject matter of the course.

d. In order to facilitate student learning, faculty members should present the appropriate context for course content. While a challenge is essential to good teaching, challenge is ordinarily most effective when students are adequately prepared to deal with course materials. On controversial issues within the scope of the course a reasonable range of opinion should be presented. When the faculty member presents his or her own views on such issues, they should always be identified as such. Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.

e. The faculty member owes to the student and the Institute a fair and impartial evaluation of the student's work. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, sex, or political views, or be based on the student's agreement with the teacher's opinion pertaining to matters of controversy within the discipline.

f. Every student is entitled to the same intellectual freedom which the faculty member enjoys. The faculty member must respect that freedom. Restraints must not be imposed upon the student's search for or consideration of diverse or contrary opinion. More positively, the faculty member has an obligation to protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action. The classroom must remain a place where free and open discussion of all content and issues relevant to a course can take place.

g. The faculty member has obligations as an intellectual guide and counselor to students. He or she has a responsibility to be available to students for regular counseling. In advising students, every reasonable effort should be made to see that the information given to them is accurate. The progress of students in achieving their academic goals should not be thwarted or retarded unreasonably because a faculty member has neglected his or her obligation as an advisor and a counselor.

h. The Faculty members are expected to hold regularly scheduled office hours and reasonably available for appointments with students.

i. The faculty member should conduct himself or herself at all times so as to demonstrate respect for the student. He or she should always respect the confidence deriving from the faculty-student relationship.

j. The faculty member must avoid exploitation of students for personal advantage. For example, in writings and oral presentations, due acknowledgment to their contributions to the work should be made.

k. In order that students can make knowledgeable choices about whether to take a particular course, it is the faculty member's responsibility to provide, on the first day of class, the course syllabus in either electronic or paper format, containing the following information:

- (1) the instructor's name, designation, department Contact hours for doubt clarification
- (2) goals and objectives of the course;
- (3) course content and schedule of topics;

- (4) list of readings and/or other anticipated course materials;
- (5) expectations for attendance, assignments, and examinations;
- (6) dates and timings of any examinations scheduled outside of class time;

9.1.3.Responsibilities to Scholarship.

Society has a vital stake in maintaining the College as an institution where knowledge can be sought and communicated. The faculty member has an ethical responsibility both to make appropriate use of that freedom in his or her teaching and research and to guard it from abuse. More specifically:

- a. A faculty member is committed to a lifetime of study. Although no one can know everything, even about a limited subject, he or she must constantly strive to keep abreast of progress in his or her field, to develop and improve his or her scholarly and teaching skills, and to devote part of his or her energies to the extension of knowledge in his or her area of competence.
- b. The faculty member has the responsibility of being unfailingly honest in research and teaching. He or she must refrain from deliberate distortion or misrepresentation, and must take regular precautions against the common causes of error.
- c. In order to maintain or increase effectiveness as a scholar, a faculty member may find it advantageous to assume certain obligations outside the College, such as consulting for government or industry, or holding office in scholarly or professional societies. Such activities are

appropriate so far as they contribute to his or her development as a scholar in his or her field, or at the very least, do not interfere with that development. On the other hand, acceptance of such obligations primarily for financial gain, especially when such activities may be incompatible with the faculty member's primary education as a scholar, cannot be condoned.

9.1.4 Responsibilities to Colleagues:

As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. He or she respects and defends the free inquiry of associates and avoids interference with their work. In the exchange of criticism and ideas, he or she should due respect for the rights of others and their opinions. He or she should refrain from personal vilification, and acknowledge contributions of others to his or her work. When asked to evaluate the professional performance of a colleague, the faculty member should strive to be objective.

9.1.5 Responsibilities to the Institution:

The primary responsibility of the member of the Faculty to his or her institution is to seek to realize his or her maximum potential as an effective scholar and teacher. In addition, he or she has a responsibility to participate in the day-to-day operation of the Institute. Among the faculty member's general responsibilities to the Institute, the following may be particularly noted:

- a. When a faculty member acts or speaks as a private person, he or she should make clear that his or her actions and utterances are entirely his or her own and not those of the Institute.

b. The faculty member must never attempt to exploit his or her standing within the Institute for private or personal gain. The faculty member may, on appropriate occasions, cite his or her connection with the Institute, but only for purpose of personal identification. The faculty member must not permit the impression to prevail that the Institute in any way sponsors any of his or her activities.

c. The Institution facilities, the equipment, the supplies, and other properties must never be used for personal or private business.

d. A faculty member has the duty to ensure that the regulations of the Institute are designed to achieve the Institute's goals as well as being in accord with the principles of academic freedom. Recognizing the importance of order within the institution, the faculty member observes the regulations of the Institute without prejudice to the Institute's interest.

E .Effective faculty participation in the governance of the Institute promotes academic freedom and the goals of the institution. Each faculty member should take part in his or her institution's decision-making processes to the best of his or her ability and should accept a fair share of the faculty's responsibility for its day-to-day operation.

f. During the periods of disturbance or high tension on campus, a faculty member should take reasonable steps to prevent such acts of violence and to reduce tension.

g. Subject to the requirements of this statement and other institutional regulations, a faculty member should determine the amount and character of the work and other outside activities he or she pursues with due regard to his or her paramount responsibilities within the Institute and primary loyalties to it.

9.1.6 Responsibilities to the Committee:

As a member of the community, the faculty member has the rights and obligations as any other citizen. However, in exercising these rights, the faculty member must make it clear that he or she should not speak for the Institute, but simply as an individual. The faculty member should not use the classroom to solicit support for personal views and opinions.

Because academic freedom has traditionally included the faculty member's full freedom as a citizen, most of the faculty members face no insoluble conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institutions on the other. If such conflicts become acute, and the faculty member's attention to his or her obligations as a citizen and moral agent precludes the fulfillment of substantial academic obligations, the responsibility of that choice cannot be escaped, but the faculty member should either request a leave of absence or resign his or her academic position.

9. 2. Faculty Responsibilities and Duties:

9.2.1 Teaching:

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

1. Preparation and submission of lesson plans and schedules as per curricular and advise of the department.
2. Teaching of assigned courses.

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

9.2.2 Student related:

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

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

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

9.2.3 Institution related:

1. Shall attend all such responsibilities like invigilation, timetable preparations, counseling reports, self-assessment, to obtain student feedbacks on the services provided from time to time and consolidate on various criteria/opinions so as to improve on overall performance
2. Shall maintain attendance registers, log sheets, evaluation and assessment of students for awarding of internal marks.
3. All records like attendance registers, logsheets, consolidated marks memos, evaluated scripts, and question papers should be submitted to the department after completion of semester /year.
4. Shall attend external duties as assigned by University authorities.
5. Setting up of the required laboratories, identifying the equipment, preparing the lab-manuals and periodical updation, management of the laboratories as assigned by the department.
6. Shall prepare and develop Course Contents, Notes Material, Laboratory Manuals, PowerPoint presentations.
7. Engaging in activities to promote the advancement of department and Institute programs of study through curricular development promotion of students, research and scholarship, assessment, outcome evaluation, etc.;

8. Engage in activities to promote the overall advancement of the Campus and Institute such as involvement in educational programs, community service (Institutional engagement activities), and student activities.
9. Helping in the management of student affairs, including sports, cultural and club activities, management of hostels, and disciplinary functions.
10. Helping the College in the management of the various activities central to an academic campus including participation in Industrial Visits/Tours.
11. Participation in the meeting of the department and Institution.
12. Attendance at official Institute functions;

9.2.4 Professional Body:

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

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

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

9.3. WORK LOAD NORMS:

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

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

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

9.4. STUDENT EVALUATION:

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

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

9.5. CONSULTANCY AND SPONSORED RESEARCH:

The College expects and encourages its faculty to undertake consultancy and sponsored research. Norms for administration and regulation of such works will be developed on requirement basis.

The College also encourages its faculty to accept academic committee work of other institutions and agencies. The rules governing the release of faculty members for such duties will be developed on requirement basis

PART IV

FINANCIAL MODULE

1. Financial Powers:

Yearly proposals are prepared by Heads of various departments with the help of Financial Officer of the college and are forwarded to the Principal. The Administrative team comprising of Principal, Vice Principals and Deans studies the proposals received from the departments and suggests necessary amendments. After taking note of these, Departments forward the revised budget proposals to the Principal. Then, Management Sub-committee vets these ad-hoc budget proposals for their compliance to guidelines of regulating bodies as well as developmental requirements of the Institute in line with the Mission & Vision. After which, Principal places the proposals to the Governing Body for ratification. Funds would be spent from the approved budget. Recurring expenditure like establishment (salaries etc.), power, telephones, transport, maintenance and such other mandated payments due to affiliating and regulating bodies are adequately being met from internal accruals. Expenditure over and above the receipt, which largely constitute developmental budget in terms of equipment and civil infrastructure, the management makes suitable arrangements either through society funds or loans from financial institutions.

1.1. Principal:

- (a) Financial powers up to a maximum of Rs. 25,00,000/-
- (b) To look after day– to-day activities.

- (c) To authorize purchase of consumables for laboratories over and above the powers of the Head of the Departments.
- (d) To permit reimbursement of traveling and other expenses for official purposes within the permitted limit to be decided by the Chairman.
- (e) To entertain guests.
- (f) To sponsor faculty / staff for any academic and co-curricular activities as per norms.
- (g) To authorize any other expenses he may deem essential.
- (h) Principal may obtain oral permission from Chairman of the Governing Body (GB) if any expenditure is incurred due to emergency which exceeds his powers and get it ratified by the Chairman

1.2. Heads of Departments:

The HODs are delegated with powers up to Rs.25,000/- for sanctioned work and Rs.10,000/- for unplanned work

- (a) To make urgent consumable purchases for Lab. (b) To meet small non-recurring expenses.
- (c) To incur any other expense deemed necessary.

2.Finance and Audit:

2.1 Finance Officer is responsible for all cash and bank transactions. He has to maintain the following documents

- (a) Day Book– Manual& Computerized
- (b)Reconciliations details at least once in two months with all the banks with which accounts are operated.
- (c) Tuition Fee Registers batch-wise
- (d) Pay Bill Registers
- (e) Fixed Deposit Registers
- (f) Fee Receipt Books
- (g) Purchase Register-Computerized

2.2 Pay and Allowances:

Pay bill has to be prepared on 1st of every month taking into consideration the leaves applied in the previous month.

2.3 Student Fees:

Fee should be collected at the beginning of the year (odd semester) through bank giving 15 days'time. Fine should be levied on defaulters.

2.4 Computerization:

Every office transaction is being computerized and Management Information System is being implemented .

2.5 Audit:

Records of MVGR are to be submitted in time so that the college accounts are audited by a chartered accountant. The audited reports to be placed before the Governing Body for its approval.

3. Scholarships:

To acknowledge and promote students academic excellence, MVGRCE gives student academic awards every year.

The key objectives of student academic awards are to :

- Acknowledge and promote student academic excellence
- Provide formal recognition of students achievements
- Increase visibility of student excellence within the academic community thereby upgrading standards of excellence and achievement

Institution is providing tuition fee concession for students of academic excellence to the tune of around Rs. **12 Lakhs** every year.

4. Banking:

A full-fledged branch of Canara Bank is provided in the premises of our Institute. ATM facility is also available in the campus. Both the students and faculty members can utilize the services that are offered here in the branch. Students can pay the fees like examination fee, tuition fee through this bank.

PART V

FILE SYSTEM

1. Introduction:

In MVGR, a uniform Numbering System for all the files and Letters (which means any form of written correspondence, including circulars, notes etc, and sent by a department to any other department within MVGR or to any organization outside MVGR) was introduced. The following are the salient points of the system.

1.1 File Maintenance:

Each department shall open the departmental files, as per the numbering system (MVGR/Dept/Sub/Type/Sl No/Year). The cover page of each file shall contain the details as given below:

- (a) Department Name & Code
- (b) File Opening Date
- (c) File Closing Date, if the file has been closed. Also, it shall be written on the file cover that the file has been closed, and a cross on the full file cover shall be marked.

Each letter originated from a file shall have the file number (MVGR/Dept/Sub/Type/Sl .No/Year)

1.2 File Index Register:

Each department shall maintain a **File Index Register**, giving the list of current files with date of opening for each file, and the list of closed files with date of closing of each file. The register shall also contain the dates of Verifications of File Index Register and all the Departmental Files.

1.3 Receipt Register:

Each department shall maintain a Receipt Register, in which there is an entry for each letter received, in serial order for one academic year. After entry in the Receipt Register, that serial number shall also be marked on the received letter, along with the date of receipt. The different columns of entry in the Receipt Register shall be as follows:

Sl No	Receipt date	Received from which organization	Subject of letter	Staff member concerned	Any other remarks
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1.4 Dispatch Register:

Each department shall maintain a Dispatch Register, in which there is an entry for each letter sent by the department. The Numbering System for the letter is detailed in an n n e x u r e . The different columns of entry in the Dispatch Register shall be as follows:

Sl No	Date of Letter	To whom sent	Subject of letter	Staff member concerned	Remarks
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1.5 Periodic Verification:

Physical Verification for the availability and maintenance of files as per the Numbering Code and as given in the File Index Register shall be done, at least once every semester, by the Principal through a representative nominated by him. The Verification shall also cover whether the entries are being carried out systematically for the inward letters in the Receipt Register and outward letters in the Dispatch Register.

1.6 Life:

- (a) All files are to be preserved for three academic years since its closing date. Then they are to be destroyed, keeping the record of destruction in the file index register.
- (b) For posterity and auditable verification certain information is maintained in registers format.
- (c) To have centralized information, it is mandatory for the departments to send information periodically to the Principal's office.

1.7 Numbering System:

Even letter or communication shall have the numbering, as given below, along with the date of dispatch.

MVGR/Dept/Sub/Type/Year

Where,

Dept. : Department Code, consisting of 2 to 4 alphabets as given below

Sub : two to four alphabet code as assigned by the department

Type : Letter P for matter related to policy and G for general correspondence

Year : Academic Year (Example: 14-15)

1.8 Department Code:

Department Code, consisting of 2 to 4 alphabets, shall be as given below.

PRIN : Principal

VPAD : Vice-Principal(Administration)

VPAC : Vice-Principal(Academics)

APAD : Asst-Principal(Administration)

APAC	:	Asst-Principal(Academics)
DSP	:	DEAN(Strategic Planning)
DRD	:	DEAN(Research & Development)
DFD	:	DEAN(Faculty Development)
DCI	:	DEAN(Civil Infrastructure)
DPG	:	DEAN(PG Courses)
DTP	:	DEAN(Training & Placement)
DSA	:	DEAN(Student Affairs)
DEX	:	DEAN(Examinations)
FO	:	Finance Officer
CHE	:	Chemical Engineering Department
CIV	:	Civil Engineering Department
CSE	:	Computer Science & Engineering Department
EEE	:	Electrical & Electronics Engineering Department
ECE	:	Electronics & Communication Engineering Dept.
EEE	:	Electrical & Electronics Engineering Department
IT	:	Information Technology Department
MEC	:	Mechanical Engineering Department
MBA	:	Master in Business Administration Department
MCA	:	Master in Computer Applications Department
MAT	:	Mathematics Department
PHY	:	Physics Department
CHY	:	Chemistry Department
E&H	:	English & Humanities Department

1.9 Registers to be Maintained By Departments:

- (a) Departmental Staff Meetings(HB) (b) Class Committee Meetings(HB) (c) Staff Profiles(PF)
- (d) Student Progress Record(RF)
- (e) (One Ring folder for each batch say 2001-05 containing Proctor Sheets, monthly marks/ attendance record, sessional marks, competitive exam results)
- (f) University Question Papers (RF) (g) Unit Test Question Papers (RF) (h) Stock Register (HB)

***NOTE:** Considering the type of information and usage utility, the registers could be of the type:

- (i) Hard Bound (HB) (ii) Ring Folders (RF) (iii) Pouch files (PF)

1.10 Periodic Submissions by each Department:

S.No	Item	Format	Submitted	Due Date
1	Monthly Student Attendance and Marks	MVGR/F101	VP(AC)	5th of each month
2	Monthly expenditure statement	MVGR/F100	FO	5th of each of month
3	Sessional Marks of each year	JNTU format	VP(AC)	10 days from last examination day
4	Chronic Absentee List		VP(AC)	First Working day of each month
5	Lesson plans		VP(AC)	A week prior to commencement of semester
6	Time Tables		VP(AC)	A week prior to commencement of semester

Code of Ethics-Policy

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram-535005, Andhra Pradesh

Accredited by NAAC with 'A' Grade & Listed u/s 2(f) & 12(B) of UGC

(Approved by AICTE, New Delhi and Permanently Affiliated by JNTUK-Kakinada)

NBA Accredited UG Courses: B.Tech(MEC), B.Tech(CIV), B.Tech(EEE), B.Tech(ECE), B.Tech(CSE), B.Tech(IT),
B.Tech(MEC) & B.Tech(CHE) and PG Course: MBA

CODE OF ETHICS

POLICY



**MAHARAJ VIJAYARAM GAJAPATHI RAJ
COLLEGE OF ENGINEERING (A)**

**VIJAYARAM NAGAR CAMPUS, CHINTALAVALLASA
VIZIANAGARAM - 535005**

1. PREAMBLE

MVGR College of Engineering (A) is one of the constituent institutions under the Maharajah Alak Narayan Society for Arts and Sciences (MANSAS), established by the late Dr. P. V. G. Raju, the last crown prince of Vizianagaram. With the first institution established in 1857, MANSAS has been the centre for education for more than 150 years now. With such a royal lineage and legacy of education, it behoves all members connected with MANSAS to conduct themselves properly reflecting the culture and tradition of the royal society under which the institution has been established. The Code of Ethics Policy (CoEP) aims at outlining the fundamental character ethic to be practiced at all levels in the institutions.

2. OBJECTIVES

The following are the objectives intended to be achieved by the institution through the Code of Ethics Policy (CoEP):

1. To ensure proper student conduct at all times in the campus
2. To ensure dignified and cultured behaviour of faculty members at all times befitting the noble teaching profession
3. To ensure fair and honest work ethic among students and eliminate plagiarism
4. To ensure peaceful and constructive learning environment in the institution free from harassment

3. DEFINITION

- The Code of Ethics Policy (CoEP) at MVGR College of Engineering (MVGR) is designed to build the right character required of a professional education system at all levels beginning with administration, faculty and students
- As such, the CoEP focuses on the following **THREE** major areas:
 - Administrative culture
 - Faculty character
 - Student code of conduct
- The CoEP outlines the broad and specific issues that need to be addressed in each of the above areas from **FOUR** different perspectives namely:
 - Code of conduct



- Disciplinary committee (DC)
- Oversight and Reform committee (ORC)
- Disciplinary action

4. POLICY

Administrative Culture

- The management of the institution shall offer a free and fair environment for the development of faculty and students
- Institution shall create an environment of participative management
- Institution shall provide autonomy to faculty for execution of their academic responsibilities and also empower faculty with authority through deep delegation for decision-making according to the nature of the task and the competence of the faculty
- Grievances of the faculty, if any, shall be brought to the notice and discussed with the head of the department who shall in-turn put up the same to the Principal for redressal
- Should a faculty member not be satisfied with the response from the head of the department, they may approach the Principal directly for redressal of their grievance
- Student grievance redressal is addressed through a separate process but ultimately converges to the above
- The institution shall provide a free and fair environment for all faculty members/students to express their views and concerns and build in the them confidence and faith in the openness of the system
- The institution believes in equity and justice for all and shall not encourage any form of caste or gender based discrimination or harassment either in recruitment or in treatment of employees and students

Faculty Character

- Faculty members and non-teaching staff shall maintain the highest level of behavioural standards and professional demeanour as is expected of the noble profession of teaching
- A faculty member shall not involve in harassment of junior faculty or non-teaching staff or students in any form, verbal or physical
- A faculty member shall provide a stimulating and vibrant learning atmosphere in the institution to the best of his/her ability



- Faculty members shall not intimidate students with threats of detention or failure in order to get compliance. Respect has to be commanded from juniors and not demanded
- Faculty members shall discharge their responsibilities as assigned by the head of the department with the utmost sincerity and honesty and refrain from any and all kinds of questionable practices or illegal activities both on and off the campus
- Any violation of the code of ethics by the faculty members will be viewed very seriously. A committee shall be set up by the Principal with senior professors of the institution to inquire into and resolve all cases of violation of the code by faculty members

Student Conduct

- While on campus, a student shall maintain the highest level of behavioural standards and professional demeanour as is expected of being part of a profession higher education course
- A student shall not involve in harassment of a peer or junior whether in the name of ragging or on personal difference of opinion in any form, verbal or physical
- Every student shall contribute his mite to creating a stimulating and vibrant learning atmosphere in the institution to the best of his/her ability
- A student shall not intimidate his/her junior(s) with threats and get them to execute personal favours especially in terms of meeting the academic requirements of the senior student
- A student shall diligently carry out his assigned work by the concerned faculty members utmost sincerity and honesty and refrain from any and all kinds of malpractices or illegal activities
- A student shall carry out all academic work assigned to him/her on their own and deliver by the stipulated submission date in order to their work to be graded. Plagiarism in any form at any level will not be tolerated
- All Master's thesis work shall be checked for plagiarism and the student shall submit the thesis along with the plagiarism report for their work to be taken up for examination
- The institution believes in equity and justice for all and shall not tolerate any form of caste or gender based discrimination or harassment among students



- Any violation of the code of ethics by a student will be viewed very seriously. The disciplinary committee (DC) set up by the Principal will inquire into and resolve all cases of violation of the code by students

5. IMPLEMENTATION

Disciplinary Committee (DC)

- The Disciplinary Committee (DC) is set up by the Principal comprising faculty members drawn from different departments and headed by a senior faculty member of the institution
- The DC shall impartially inquire into any student indiscipline activity or violation of code of conduct
- The inquiry report along with recommendations shall be submitted by the DC to the Oversight and Reform Committee (ORC) for disposal

Oversight and Reform Committee (ORC)

- The Oversight and Reform Committee (ORC) shall be headed by the Principal and comprise of Deans and senior professors as nominated by the Principal
- The ORC shall take a final decision based on the inquiry report submitted by the DC
- The ORC shall decide upon the nature of disciplinary action to be meted out and its duration
- The ORC shall also be responsible to ensure that the decision is properly communicated to all concerned members involved in the disciplinary action

Disciplinary Action

- Depending upon the nature of the indiscipline, the ORC shall decide upon the nature and extent of the corrective action and prescribe suitable course of action as deemed fit for the circumstance
- As far as possible, the institution believes in correction rather than punishment as the means of redressal of violation of ethics
- In extreme cases where the nature of violation of the CoEP is very grave, the ORC may have to terminate the services of the concerned faculty member or rusticate the concerned student from the rolls of the institution



Green Campus Initiatives-Policy

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram-535005, Andhra Pradesh

Accredited by NAAC with 'A' Grade & Listed u/s 2(f) & 12(B) of UGC

(Approved by AICTE, New Delhi and Permanently Affiliated by JNTUK-Kakinada)

NBA Accredited UG Courses: B.Tech(MEC), B.Tech(CIV), B.Tech(EEE), B.Tech(ECE), B.Tech(CSE), B.Tech(IT),
B.Tech(MEC) & B.Tech(CHE) and PG Course: MBA

GREEN CAMPUS INITIATIVES

POLICY



MAHARAJ VIJAYARAM GAJAPATHI RAJ

COLLEGE OF ENGINEERING (A)

**VIJAYARAM NAGAR CAMPUS, CHINTALAVALLASA
VIZIANAGARAM - 535005**

The institution in its practices has always been environment friendly and during the last five years, the campus has been highly sensitive to issues like Green Campus, climate change and environmental degeneration. It mainly concentrates on 'Clean Campus- Green Campus'.

I. Environment Consciousness

MVGR College of Engineering (Autonomous) is located in lush green, serene and pollution free environment spread over 43.2 acres of land in Chintalavalasa village situated in the outskirts of Vizianagaram, a fort city in the north coastal region of Andhra Pradesh. Strategic plans of the college for development have always been driven by sustainability of important resources like energy, water, green cover etc.

II. Conduct of Green Audit of its campus and facilities

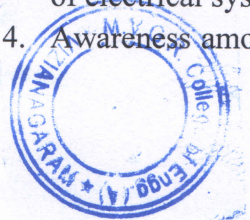
The institution is conscious of its responsibilities to the environment and conducts Green Audit of its campus and facilities. The institution maintains a check list of the following in connection with Green Audit:

1. Consumption of electricity in the campus; optimum utilization.
2. Collection service record for waste materials/condemned equipment.
3. Facility information such as number of users and functions.
4. Feedback mechanism from facility users.
5. Sustainability principles, practices and Environmental Studies are part of Curriculum.
6. The administration and management constantly striving to build and develop a natural backdrop that fosters an enabling environment. The NSS unit of the institution suitably complementing the above effort and today MVGR is a campus dotted with more than 2000 trees and innumerable saplings
7. As a policy, the institution prohibits the use of the plastics in the campus

III. Initiatives to make the campus eco- friendly?

a) Energy Conservation

1. Institution meters energy segment wise and constantly reviews the same for initiatives for minimizing the consumption.
2. Periodic energy audit is being conducted at regular intervals by EEE department and recommendation made for savings
3. Periodic inspection and maintenance is carried out for improved performance of electrical systems and reduced loss
4. Awareness among the students and staff on energy conservation is created by



displays at appropriate places.

5. The buildings are fitted with glass windows for maximum utilization of natural light.

b) Use of Renewable Energy

Steps are being taken for the utilization of solar power in the college campus.

c) Water Harvesting

To minimize the wastage of water resources and to improve the ground water level, the rain water is led into the pond located in the campus.

d) Efforts for Carbon neutrality

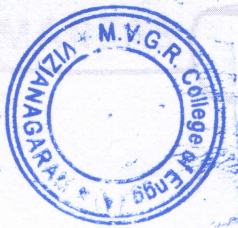
1. Care is taken to restrict vehicle entry into the campus and specific parking area is allotted for faculty and students.
2. The institute restricted the usage of plastic bags in the campus.

e) Plantation

1. Plantation program has been taken up by the NSS unit for increasing the Green Cover in the campus and surrounding villages.
2. The NSS unit regularly conducts awareness programs on plastic free environment in and around the village.

f) Hazardous Waste Management and e-Waste Management

1. The condemned batteries are disposed through outside agencies.
2. Awareness programs are initiated on waste management



PRINCIPAL

MVGR College of Engineering (A)
VIZIANAGARAM-535005

Infrastructure Maintenance Policy

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram-535005, Andhra Pradesh

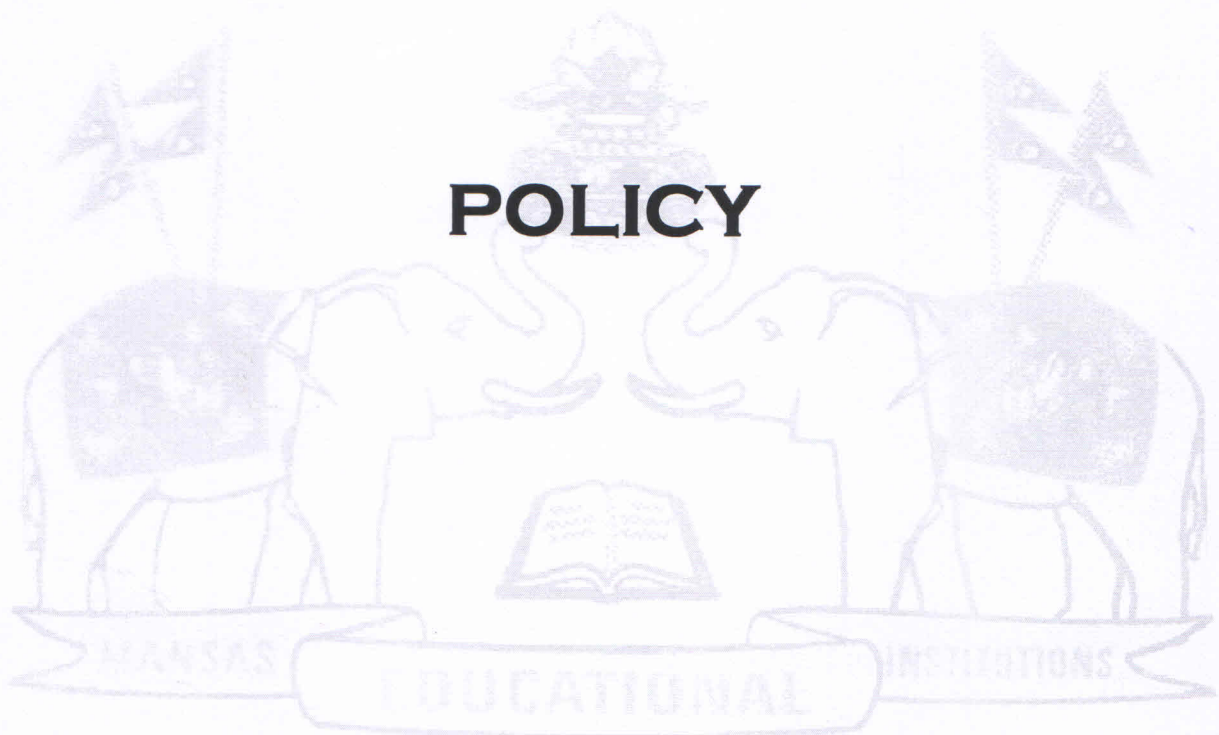
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INFRASTRUCTURE MAINTENANCE

POLICY



**MAHARAJ VIJAYARAM GAJAPATHI RAJ
COLLEGE OF ENGINEERING (A)**

**VIJAYARAM NAGAR CAMPUS, CHINTALAVALASA
VIZIANAGARAM - 535005**

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PRINCIPAL
MVGR College of Engineering (A)
VIZIANAGARAM-535005

1. Introduction

Maharajah Alak Narayan Society of Arts and Science (MANSAS) is an Educational Trust founded by Dr. (late) P.V.G Raju, Raja Saheb of Vizianagaram in the hallowed memory of his father Maharajah Alak Narayan Gajapati with a view to confound socio-economic inequalities in the Vizianagaram principality executing a trust deed on 12-11-1958 duly established Maharajah's College and other educational institutions in and around Vizianagaram. The Trust is a charitable one published under Section 6 a (1) of A.P Charitable and Hindu Religious Institutions and Endowment Act 30 of 1987.

The object of the Trust is to manage the properties of educational institutions under it and to promote and advance the cause of education in general, besides awarding scholarships to deserving students enabling them to undergo special training in science and industries in and out of India. The Trust has made an uncompromising contribution to the nation by presenting the stalwarts.

Trust offers KG to PhD level education in Arts, Sciences, Law, Pharmacy, Humanities Education, Engineering and Management and presently houses 13 Educational Institutions. MVGR College of Engineering is one of the 13 Institutes.

Maharaj Vijayaram Gajapathi Raj (MVGR) College of Engineering was established in the year 1997 by Maharaj Alak Narayan Society for Arts and Sciences (MANSAS) to impart quality technical education. The Institution is located in lush green, serene and pollution free environment spread over 60 acres of land in Chintalavalasa village situated in the outskirts of Vizianagaram, a fort city in the north coastal region of Andhra Pradesh.

Institution at a glance:

- MVGR is a 22 years old institution, established in 1997
- All eligible UG Programs (CHEMICAL, CIV, CSE, ECE, EEE, IT & MECHANICAL) were reaccredited by NBA.
- MBA program was also re-accredited by NBA.
- Had been re-accredited with Grade 'A' by NAAC of UGC
- Has Permanent affiliation with JN Technological University-Kakinada
- Listed under sections 2(f) & 12(b) of UGC act 1956.
- Approved by AICTE-New Delhi
- EIGHT departments are recognized as RESEARCH CENTERS by JNTU-K
- Granted Autonomy by UGC in 2015
- Campus of 60 acre
- Offering 7 UG and 5 M.Tech., and 1 MBA program
- About 250 faculty of which 84 Ph.D. Degree holders
- 83 Laboratories with an investment of about 13 Crores
- Total built up area of about 7 Lakh Sft
- About 42,000 volumes and Access to 8 international online journal packages like IEEE, SPRINGER, etc.
- 1420 Systems & 395 Mbps band width internet facility
- About Rs. 4 Crore worth of on-going R&D projects



- Actively involved in civil engineering consultancy work as Third Party Quality Auditor for Vizianagaram Municipality
- WIPRO Recognized technology learning center and MISSION 10X partner institution
- Recognized National Instruments Academy for Training in LabView
- SIRO Recognition by DSIR
- Recognized PTC Centre of Excellence for Creo Training
- Identified by MSME as Business Incubation Centre
- APSSDC-Siemens Technical Skill Development Institute
- Recognized CMs SKILL EXCELLENCY CENTER (SEC)
- Microsoft Ed-vantage Platinum Partner
- Institutional member of IUCEE
- Institutional Member of CII
- Member, Chamber of Commerce, Vizianagaram
- Green Campus award by Govt. of AP

This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. Diagrammatic representations of a procedure for the maintenance of various infrastructural facilities are presented in this document.

2. Maintenance of Physical Facilities

The physical facilities are maintained by the Central Maintenance team , which comprises Dean (Admin). Dean (Civil Infrastructure), System administrator , Supervisor (Civil works), Supervisor (Electrical works) and Technicians. The services of plumbers, electricians, and computer analysts are available in the campus. The team is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff.

Supervisor (civil works) monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Housekeeping services are outsourced on annual contract basis and are made available during day time in all days.

Transport facilities are monitored and maintained by the Convener (transport) and team Annual maintenance of all vehicles is done promptly at the end of the academic year.



2.1. Maintenance of Classrooms, Furniture and Laboratories

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilisation of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

2.2. Maintenance and Utilisation of Library and Library Resources

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat. Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully. Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room.
- Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats.

2.3. Maintenance and Utilisation of Seminar Halls and Auditoria

Seminar halls and auditoria are under the purview of the civil engineer and electrical engineer and the cleanliness is taken care of by the housekeeping team. Effective utilisation of seminar halls and auditoria for organising academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organising faculty/staff member submits a form available with Manager,



through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.

3. Maintenance of ICT Facilities

In Campus , E – services team comprising of System administrators, networking administrator and technical staff to maintain the ICT facilities including computers and servers The annual maintenance includes the required software installation, antivirus and up gradation. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by respective centre.

4. Maintenance of Lab Equipment

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipment's under their purview. Stock registers, asset registers, log books, tools and plant registers are maintained by the respective laboratories to report entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Head of the Institution.

Standard operating procedures for all high end equipments are made available to the users. In-campus users register in the log books and are responsible for the safe handling of the equipments. Breakage and repair if any, are reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures are taken for speedy functioning of the equipment. Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges levied based on the cost of the equipment payable by the students at the end of the year and by the research scholars at the culmination of the course programme.

The condemned/obsolete items are discarded by procedure after getting the report of the IMF and the same is entered in the stock register. Annual maintenance contract (AMC) is sustained for maintenance of high end equipments and high end servers and computers

4.1 Maintenance and Utilisation of Advanced Research Lab and the Central Computing

Lab

Advanced research labs housing sophisticated equipments operate for the benefit of the research scholars. They are maintained by a faculty-in-charge who reports to the corresponding Dean/HOD on all matters related to the working and maintenance and in-campus service and outsourcing of the equipments. Entry to the labs is through log book registration. Users must duly submit a service



requisition form to the concerned HOD. Access to equipments and service for recording analytical and computational data is given on first-cum- first served basis. Same procedure is followed with regard to samples from other institution users

5. Maintenance of Sports and Games Facility

The sports equipments, fitness equipments, ground and various courts are supervised and maintained by the Physical Directress and Faculty members of Physical Education Department respectively. Expensive equipments in the Gymnasium are maintained through Annual Maintenance Contract. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sports equipments.

6. Maintenance of Campus Cleanliness

Cleaning of the campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the Deam (Admin) .

7. Maintenance of other amenities

The effluent treatment plants and rain water harvesting systems are maintained by the Dean (Civil Infrastructure) and support staff. The maintenance of equipment for water pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campuses are equipped with 24/7 safe and adequate drinking water supply using water purifiers under Annual Maintenance Contractor. Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of the civil engineer. Amenities like canteen and juice shop, stationery, bank and ATM facilities, laundry and reprography accessible for all stakeholders are maintained by respective service providers on annual contract.

Green environmental aspects –Garden, the orchards, bird feeders, solar panels, wind mill, rainwater harvesting systems, and the green house are maintained by the gardeners every day and frequently by the National Service Scheme volunteers as a service activity.

Campus is under surveillance and the facility is taken care of by the central e-services team.



8. Annual Stock Checking

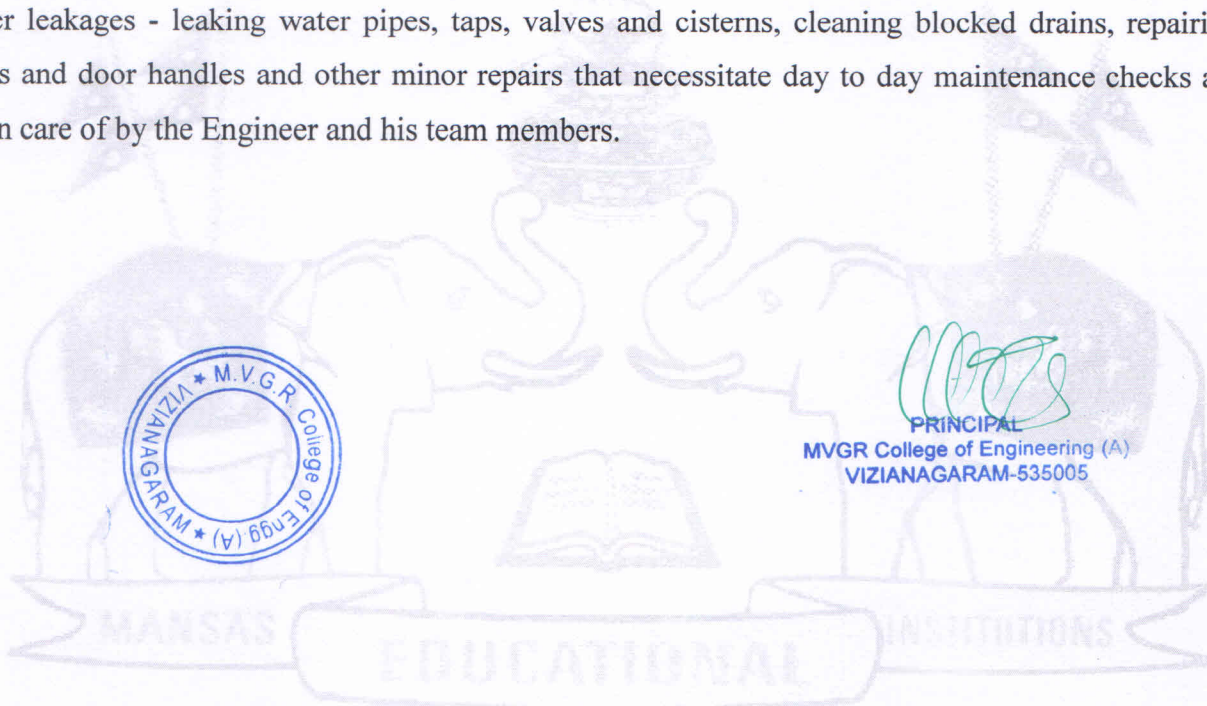
Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

9. Replacement of Equipment/ Electronics /Computers

The maintenance comprises actions that are carried out to replace worn out assets. To avoid e – waste the outdated electronics /computers are put on buy back as per norms and new items are procured.

10. Day to Day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the Engineer and his team members.



Innovation & Incubation-Policy

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram-535005, Andhra Pradesh

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INNOVATION AND INCUBATION

POLICY



**MAHARAJ VIJAYARAM GAJAPATHI RAJ
COLLEGE OF ENGINEERING (A)**

**VIJAYARAM NAGAR CAMPUS, CHINTALAVALLASA
VIZIANAGARAM - 535005**

PREAMBLE

MVGR has established a Centre for Innovation (CFI) in order to promote informal learning and foster innovation and invention in technology, with a focus on technologies aimed at contributing positively to the environment and to the society.

CFI will be a forum for creative output of the budding engineers and provide students the necessary platform for realizing their ideas. The final objective is to create a great workspace with ample guidance from faculty where student innovators can work on their ideas. It is hoped that in the long run, CFI will evolve into a hub which encourages thinking and provokes student collaborative work to generate novel ideas leading to startups, successful business units and patented products.

MVGR will offer seed funding to individual students or student groups (not exceeding 3 members per group with one student acting as the lead member) to work on novel/innovative ideas that have potential for leading to successful startup units or patentable products. Funding will be offered in 2 categories with details of grant as given below:

CATEGORY 1: PILOT PROTOTYPE

- Grants under this category are intended to encourage student(s) to come up with any innovative idea in any field of engineering and management.
- The student(s) shall submit an idea in the prescribed format detailing the objective of work, expected outcomes, budget requirements with proper justification and work plan.
- Proposals will be reviewed with the help of a committee comprising of head of the department to which the lead student belongs along with 3 senior faculty members and the department R&D member.
- The committee will submit their recommendations to the Principal for sanction
- Funding under this category will be limited to Rs. 5000/- per idea subject to the financial policies of the institute

CATEGORY 2:

- Grants under this category are intended to encourage students to come up with any innovative idea in any field of engineering and management. Preference will be given to interdisciplinary projects and projects where significant detailing has been carried out and initial pilot prototype has already been worked upon.





PRINCIPAL
MVGR College of Engineering (A)
VIZIANAGARAM-535005

- The student(s) shall submit an idea in the prescribed format detailing the objective of work, expected outcomes, budget requirements with proper justification and work plan.
- Proposals thus sanctioned under this category will be subjected to a two phase evaluation/review process wherein the proposals are initially scrutinized by a screening committee at the department level (composition as mentioned above).
- In case of interdisciplinary projects, the proposal shall be submitted to the lead student's head of department who will be the chairman of the screening committee. The review committee shall also include such senior faculty members from other departments as deemed necessary by the concerned head of department
- All proposals cleared by the screening committee shall be subjected to final review by an apex committee at the central level.
- The apex committee shall consist of the following members:
 - Principal – Chairman of the Apex Committee
 - Vice Principal (Acad) – Member
 - Dean (Faculty Development) – Member
 - Dean (R&D) – Member Convenor
 - Dean (Finance) – Member
 - Dean (Quality Assurance) – Member
 - Head of Department – Chairman of Screening Committee
- Proposals shall be evaluated purely on the grounds of technical soundness, novelty, feasibility, and commercial viability.

TERMS AND CONDITIONS

- The duration of the project shall be one year from the date of sanction and the students are requested to provide an activity report and a financial review every 3 months (for projects under Category 2 and every 6 months for projects under Category 1).
- In the case of failure to complete the project, the student(s) shall reimburse the sum received or in proportion to the degree of completion of the project.
- Applications shall be duly filled and submitted in to the respective head of department. Any application which is incompletely filled shall not be considered for scrutiny.
- Applications for support will be accepted twice every year at the beginning of each semester.
- All such call for applications will have a deadline which will be intimated to all departments. Applications received after the deadline will not be considered for scrutiny in that semester and may be resubmitted during the next call for applications.




 PRINCIPAL
 MVGR College of Engineering
 VIZIANAGARAM

Institute Policy Towards The Differently Abled

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram-535005, Andhra Pradesh

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INSTITUTE POLICY TOWARDS THE DIFFERENTLY ABLED



**MAHARAJ VIJAYARAM GAJAPATHI RAJ
COLLEGE OF ENGINEERING (A)**

**VIJAYARAM NAGAR CAMPUS, CHINTALAVALASA
VIZIANAGARAM - 535005**

Identifying individuals with disabilities and providing them equal opportunity towards learning in educational institutions will go a long way in making them have a better-quality life in future. These individuals are called differently abled persons and constitute a valuable human resource for the country if their rights are protected and they are provided with the necessary support and opportunity for full participation in all activities along with the society.

The Department of Empowerment of persons with disabilities (Divyangjan), Government of India administers the following three Acts in India as policy for Persons with Disabilities is formulated in this direction.

1. The Rights of Persons with Disabilities Act, 2016
2. The National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999
3. Rehabilitation Council of India Act, 1992


The policy of MVGR College of Engineering (Autonomous), Vizianagaram towards differently abled persons is framed in line with the "The National Policy for Persons with Disabilities" such that they have equal rights and dignity like any other person. This policy is implemented by providing a safe and nurturing environment for differently abled persons in terms of access and accommodation at every facility within the institute premises. Hence, an environment where differently abled persons have equal access to curricular and extra-curricular activities at par with any other person is available in this institute by balancing professional as well as ethical values.

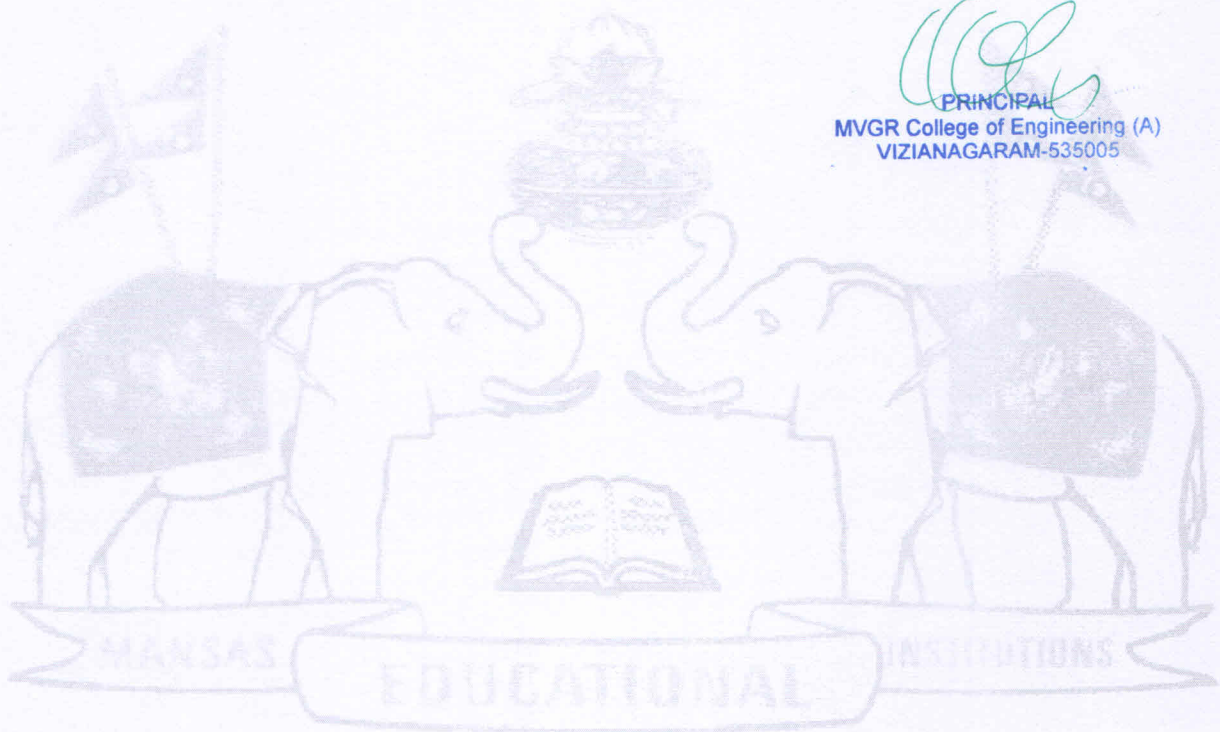
The following initiatives are taken by the institute in order to establish a safe and nurturing environment for differently abled persons.

1. Facilitating admission of differently abled persons in all courses.
2. Providing additional support in terms of professional, personal and academic counselling to enhance their learning experience
3. Assisting differently abled persons in gaining employment in public as well as private companies.



4. Dealing seriously with any form of discrimination towards differently abled persons
5. Exempting payment of Examination fee
6. Provision of wheel chair wherever necessary
7. Provision of Lift facility in Library and hostels
8. Provision of ramps at all institute infrastructure such as buildings, furniture, common facilities and services within the premises making them barrier free.


PRINCIPAL
MVGR College of Engineering (A)
VIZIANAGARAM-535005



IT Policy

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

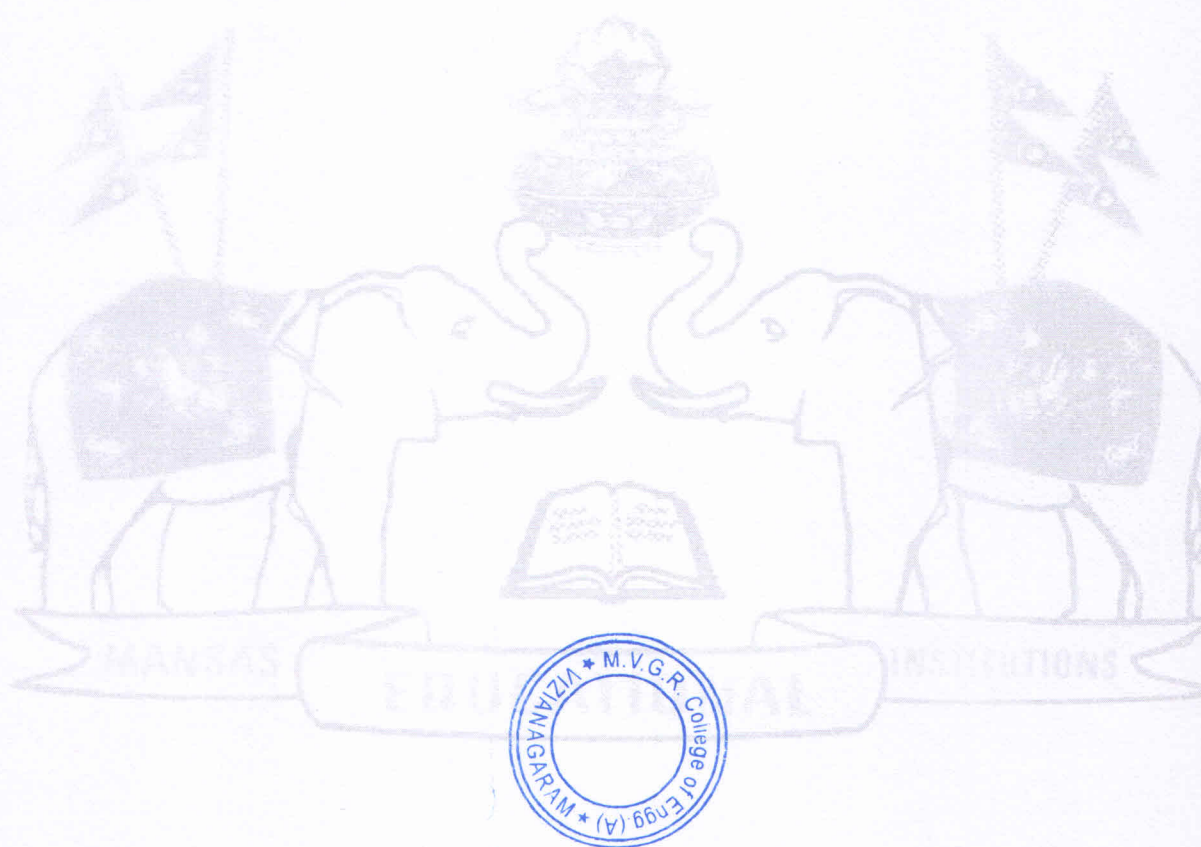
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IT POLICY



**MAHARAJ VIJAYARAM GAJAPATHI RAJ
COLLEGE OF ENGINEERING (A)**

**VIJAYARAM NAGAR CAMPUS, CHINTALAVALASA
VIZIANAGARAM - 535005**

Purpose:

To outline the broad framework of IT infrastructure that needs to be made available for students and employees of the institution for effective realization of the objectives of the institution while also ensuring sufficient controls and safeguards to prevent misuse and inappropriate usage.

Policy:

- Usage of unlicensed software prohibited.
- Institution encourages and actively enforces usage on Open Source/Free License software where available.
- Wireless internet access in hostels disables during 9:00 AM to 4:00 PM (College Hours) to discourage students from skipping classes.
- Bandwidth limitations enforced on certain application protocols to reduce bandwidth clogging.
- Some sites with non-desirable content blocked at firewall level.
- Digital library access (115 desktops) available to students at all time from 9:00 AM to 7:00 PM in library building.
- Outside access to college domain blocked at firewall level.
- Setup in place to have entire institution internet bandwidth available through wireless in hostels after hours.
- Bandwidth sufficiency is continuously tracked through daily reporting on level of utilization and information thereof used to plan requirements each subsequent year.
- Campus wide licensing & distribution mechanism for anti-virus software.
- Finger-print based attendance for Staff and Students.

Broad IT Infrastructure available for the benefit of students:

- Internet bandwidth available 255 Mbps (wired) + 155 Mbps (wireless)
- More than 1000+ desktops available in Labs, Digital Library, Staff Rooms and so on.
- ERP Software that is used as a Management Information System for attendance tracking, attendance alerts, fee tracking among other services.
- Firewall at the entry point to enforce security policies in terms of internet access.
- Campus part of Microsoft Academic Allianz service that is renewable each year allowing us campus wide access to MS Office, OS License Upgrades, Microsoft Teams and their cloud services.

Objectives: We should always stay on top of the curve in terms of modern state of the art IT infrastructure for the benefit of our students and staff alike.




PRINCIPAL
MVGR College of Engineering (A)
VIZIANAGARAM-535005

Research Incentives Policy

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

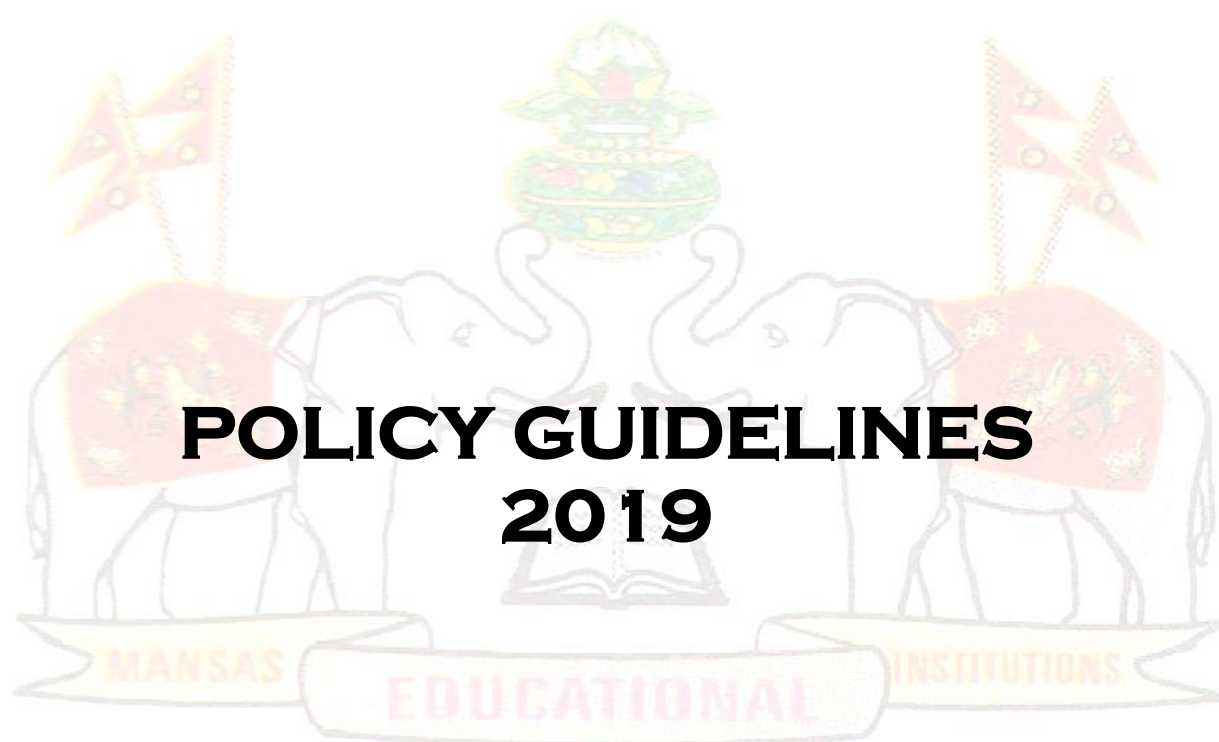
Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram-535005, Andhra Pradesh

Accredited by NAAC with 'A' Grade & Listed u/s 2(f) & 12(B) of UGC

(Approved by AICTE, New Delhi and Permanently Affiliated by JNTUK-Kakinada)

NBA Accredited UG Courses: B.Tech(MEC), B.Tech(CIV), B.Tech(EEE), B.Tech(ECE), B.Tech(CSE), B.Tech(IT),
B.Tech(MEC) & B.Tech(CHE) and PG Course: MBA

RESEARCH POLICY AND INCENTIVE SCHEME



POLICY GUIDELINES 2019

**MAHARAJ VIJAYARAM GAJAPATHI RAJ
COLLEGE OF ENGINEERING (A)**

**VIJAYARAM NAGAR CAMPUS, CHINTALAVALASA
VIZIANAGARAM - 535005**

1. PREAMBLE

In the light of the changing economic scenario and increased thrust towards building design, manufacturing and support services capability within the country, the role of research and development is taking on greater significance. Research and development is eventually targeted towards developing new technologies meeting societal and global requirements. In addition to fundamental research in engineering and sciences, great emphasis is being given to the development of product and systems that meet these requirements.

The National Institutional Ranking Framework (NIRF), approved by the MHRD outlines a methodology to rank institutions across the country. Research is one of the major parameters outlined in the framework covering *publications* (in particular their quality), *patents* (filed, published, granted and licensed), *projects*, *professional practice* and *executive development programs*. A total of 100 marks are awarded for research alone out of the total of 500 with a 30% weightage. Even within the 100 marks, publications and their quality accounts for 75% of the marks. It is very important to gradually implement a strong foundation for research, development and innovation in the institution to address the requirements of the next decade.

MVGR College of Engineering is poised at the threshold of a major forward shift in terms of capabilities given the plethora of opportunities that have been thrown up following the bifurcation of the state. In this context, there is need for concerted R&D effort to better position the institution to meet these challenges.

Faculty of the institution play a vital role in making this transition from a 'teaching-only' institution to a world-class institution that fosters research and development inter-twined into teaching and learning. While faculty have to handle their regular requirements of teaching and learning, they are also increasingly being required to take up quality research and development work. Quality research and development work requires time, concerted effort and a focussed environment. The institution is committed on its part to provide the necessary environment to take up this task. This document puts forth the policy of the institution towards research and development activities. In order to enthuse and motivate faculty to spend quality time in a concerted manner, the institution also feels it necessary to incentivise all such R&D efforts as most often the time and effort spent in research extends way beyond the confines or the operating hours of the institute.

2. OBJECTIVES

The following are the objectives of the institution in the arena of research and development:

1. To create an environment that fosters a culture of innovation and research leading to development of processes, tools, products or services

2. To enthuse faculty to pursue and complete their PhD thereby enhancing the total number of doctorates in the institution
3. To motivate faculty to carry out quality research leading to publication in reputed journals
4. To motivate faculty and staff to continue learning further through live/on-line courses/skill training programs and thereby significantly enhance their capabilities and exposure
5. To motivate faculty to actively guide scholars towards their PhD work
6. To motivate faculty to build strong industry-institute partnerships
7. To motivate faculty to become a sought-after resource in the country

3. OUTCOMES

With the above objectives in place, the institute aims at focussed efforts on the part of the administration and faculty to achieve significant and quantifiable results in the area of research and development over the next 3 years. The following outcomes are envisaged:

1. Actively implementing at least **5** extra-mural, individual-centric funded projects every year
2. Establishment of at least **5** centres of research through facilities established as a result of extra-mural funding
3. Development of at least **5** products/processes/services/tools as a result of facilities created through extra-mural funding
4. Award of at least **2** patents preferably at the international level
5. Ensuring that at least **50%** of the publications made by faculty are in reputed international journals with valid Thomson Reuters impact factor and all publications are at least in journals listed in the journal citation report
6. Ensuring that at least **20%** of the faculty (around **50** faculty members) are actively guiding scholars (internal or external) towards their PhD
7. Ensuring that at least **20%** of the faculty (around **50** faculty members) build strong networking with industry as demonstrated through joint projects/case studies/consultancy etc.
8. Ensuring that at least **10%** (around **25** faculty members) of the faculty build strong connectivity leading to their being invited as resource persons

4. RESEARCH POLICY

With the above mission in perspective, the policy of the institution with regard to conduct of research and development activities is presented herein.

4.1 Publications

Although there are several different outlets for publication of one's research work, there are a few avenues that are internationally recognised as being benchmarks for

quality of publication. One of these is the Web of Science, which through the Science Citation Index, gives a list of journals under its umbrella. Several of these journals also carry a Clarivate Analytics Impact Factor that represents high quality of research work. In order for the institute and its faculty to be well-recognised, it is imperative that faculty carry out high-quality research leading to publications in such impact factor journals.

4.2 Projects

In order to ensure qualitative publications, there is need for creating a favourable ambience primarily in terms of equipment and facilities for carrying out cutting edge research. Extra-mural funded projects are a major source of funding for establishment of such research infrastructure.

- All faculty who have been awarded PhD shall handle at least one extra-mural funded project at any point of time.
- In addition to the above, heads of department shall seek funding from agencies outside for purchase of specialised research equipment for their respective departments. Such equipment shall be versatile to carry out effective research leading to good publications. Heads of department shall put forward detailed research vision document identifying the following:
 - Research objectives envisioned by the department
 - The areas of research pursued by the department
 - Available research infrastructure in these areas
 - Utilisation of these equipment and outcomes achieved
 - Proposed additional equipment requirement and its justification in the light of the research objectives of the department

4.3 Patents

One of the key metrics being adopted for ranking institutions in the number of patents published and granted. The institution has been actively collaborating with Novel IPR Academy, a private organisation, in its efforts to provide patenting service. Faculty shall actively guide students in coming up with innovative ideas that can be converted into products and submitted for possible patenting.

4.4 Consultancy Work

Yet another metric for assessing institutional performance is the level of consultancy undertaken. Consultancy can range from routine testing or certification works to technical design and project implementation work. In order to initiate efforts in the direction of consultancy, each department shall undertake a minimum level of consultancy work in terms of testing or job works etc. Such work shall be executed primarily with the help of non-teaching staff under the direction of a faculty team. The following approach shall be adopted:

- The heads of department shall put forward a consultancy vision document identifying the following:
 - Objectives envisioned by the department
 - The areas of consultancy being pursued by the department or proposed to be pursued
 - Available research infrastructure in these areas and/or the need for additional support
 - Competence of the non-teaching staff in taking up the research
 - Action plan for skill enhancement of the non-teaching staff to meet the requirements of the consultancy work

5. INCENTIVE SCHEMES

RPI – 1: *Incentive on Extra-mural Funding Received*

- Any faculty who submits and is sanctioned a funded project as Principal Investigator from any central funding agency will be eligible for a cash award amounting to **2%** of the total project sanction.
- For projects that are of inter-disciplinary nature that get such support, especially in collaboration with other research institutes or institutes of eminence, the PI shall be eligible for an additional incentive of 0.5% of the total project sanction
- Any faculty who submits and is sanctioned a funded project as Principal Investigator for any private agency shall include a head for remuneration to the PI in the project proposal itself after due approval by the Principal.
- The award will consist of a medal of honour, a citation and the above cash incentive.

Note: Faculty claiming incentive under the above scheme shall submit the following documents:

- a. Form 08A duly filled
- b. Copy of Sanction Order

RPI – 2: *Incentive on Patents/ Copyrights Awarded*

- Any faculty who files for and is awarded a patent will be eligible for the following incentive:
 - Rs. 50,000 for a National Patent
 - Rs. 1,00,000 for an International Patent
 - In addition to the above, all patenting charges will be reimbursed/borne by the institution
- Any faculty who files for and is awarded a copyright will be eligible for the following incentive:
 - Rs. 25,000 for a National Copyright
 - Rs. 50,000 for an International Copyright

- In addition to the above, all copyright filing and search charges will be reimbursed/borne by the institution
- The award will consist of a medal of honour, a citation and the above cash incentive.

Conditions: The following terms and conditions shall apply for the above:

- a. Any patent that demonstrates application of technology leading to the development of an innovative product or enhanced functionality of an existing product alone shall be considered for the scheme
- b. Non-technology based product patents shall not be eligible for the above scheme
- c. Products/processes/specific software etc. developed and copyrighted shall be considered for the above scheme if they significantly demonstrate technology development
- d. Books/manuals/lecture notes/monographs will not be eligible under the above scheme

Note: Faculty claiming incentive under the above scheme shall submit the following documents:

- a. Form 08B duly filled
- b. Copy of the Patent/Copyright
- c. Copy of documents filed for claim of patent/copyright

RPI – 3: Award of PhD

- Any faculty who is awarded PhD in the academic year of the incentive scheme will be eligible for an award in recognition of his/her receiving PhD.
- The award will consist of a medal of honour and a citation.

Note: Faculty claiming incentive under the above scheme shall submit the following documents:

- a. Form 08C duly filled
- b. Copy of the Provisional Certificate
- c. Copy of Proceedings leading to award of PhD
- d. Copy of Original Degree (if issued already)

RPI – 4: Incentive on Publications

- On publishing a research paper in refereed **INTERNATIONAL JOURNAL** with a valid Thomson Reuters (TR) impact factor (as listed in the latest version of the Journal Scitation Report), faculty will be eligible for an incentive of **Rs. 4,000/-** for each publication.
- For all publications that do not carry TR impact factor but which are published in journals listed in the latest Science Citation Index Expanded issued by Clarivate Analytics, the same faculty will be eligible for an incentive of **Rs. 2,000/-** for each publication.
- The amount of cash award will vary according to the order of authorship (First Author – 100%, Second Author – 75%, Third Author – 50% and Fourth Author – 25%). Beyond fourth authorship, no consideration will be given for award of incentive.
- The award will consist of a citation and the corresponding cash incentive.

Note: Faculty claiming incentive under the above scheme shall submit the following documents:

- a. Form 08D duly filled for Journal publications and Form 08E for Conference publications
- b. Copy of the publication
- c. Proof of listing in the latest Journal Scitation Report
- d. Proof of TR Impact Factor

RPI – 5: Incentive on Continuing Education

- Faculty who register, complete and are recognised within the top 2% of any NPTEL course will be eligible for an incentive of **Rs. 2,000/-**. In addition to the above, the registration and certification fees incurred by the faculty will be reimbursed by the institution for faculty who score at least 60% in the course.
- The duration of the course shall not be less than 40 hours or 12 weeks to be considered for incentive.
- Only proctored NPTEL courses are eligible.
- Any faculty shall be eligible for incentive for only **ONE** course per semester directly in-line with the subject being taught in that semester or the following semester or in their respective core domains.
- Following the completion of the course, the faculty should have developed qualitative study material that can supplement student learning as well as form the basis for compilation into a book in future. The learning outcomes of the course should reflect in enhanced course structure and content development.
- A detailed report shall be submitted by the faculty along with the application addressing all of the above in order to be considered for the incentive along with the course material developed.
- For all **non-teaching staff** who undertake skill development training leading to significant up gradation of their skills enabling them to take up external fabrication or consultancy works will be eligible for an incentive of **Rs. 2,000/-** for each such course. In addition to the above, the registration and certification fees incurred by the staff member will be reimbursed by the institution.
- The duration of the skill development program shall not be less than 60 hours to be considered for incentive. In addition, the staff member should also submit a draft proposal in collaboration with an external agency or industry or other such body seeking to take up jointly some fabrication or development work. An expression of interest to this effect needs to be submitted from the external agency. The staff member will be considered for the incentive only subject to fulfilling the above.
- The award will consist of a citation and the corresponding cash incentive.

Note: Faculty/ staff claiming incentive under the above scheme shall submit the following documents:

- a. Form 08F duly filled for Faculty and Form 08G for Non-teaching staff
- b. Proof of course registration
- c. Proof of course and certification fees paid (if any)
- d. Proof of course completion and award of certification
- e. Details of course content covered and duration
- f. Draft proposal for implementation of skills and Expression of Interest by external agency (for non-teaching staff)

RPI – 6: Incentive on Research Guidance

- Faculty who serve as guides (main supervisor or co-supervisor) for any candidate registered for PhD in a state or central university will be eligible for an

incentive of **Rs. 4,000/-** and **Rs. 2,000/-** for a candidate registered for PhD in a university of repute such as NIT, IIT, IIIT or BITS for every candidate who completes and is awarded PhD under his/her guidance.

- The award will consist of a citation and corresponding cash incentive

Note: Faculty claiming incentive under the above scheme shall submit the following documents:

- a. Form 08H duly filled
- b. Proof of registration as main or co-supervisor
- c. Proof of award of degree

RPI – 7: Incentive on Industry/Institute Networking

- Faculty who take up internship at any industry relevant to their field of teaching or research will be sponsored by the institution for the entire period of their internship in terms of travel, accommodation and other expenses.
- In addition, they will be eligible for an incentive of **Rs. 4,000/-** if they are able to demonstrate serious level of interaction with members of that industry in terms of joint projects or consultancy discussions or collaborative training programs organisation.
- In order to be considered for the incentive, a detailed report to this effect shall be submitted by the faculty giving details of the concerned point of contact in the industry and the nature and extent of the collaboration work undertaken.
- All such efforts should have reflected in significant collaborative works that further the mutual interests of the institution and the concerned industry. The incentive will be granted only subject to approval by a committee.
- The award will consist of a medal of honour, a citation and the corresponding cash incentive

Note: Faculty claiming incentive under the above scheme shall submit the following documents:

- a. Form 08I duly filled
- b. Proof of completion of internship
- c. Details of industry point of contact
- d. Proof of collaborative work executed

RPI – 8: Incentive on External Recognition

- Faculty who render services as resource persons at other organisations will be eligible for incentive according to the nature of expertise.
- Faculty presenting invited lectures (one-time) at any premier institution (such as NIT, IIT) will be eligible for an incentive of **Rs. 4,000/-**. These lectures may either be part of a workshop or just a generic lecture.
- Faculty who plan and conduct workshops as the key resource person and invited speaker at any premier institution (such as NIT, IIT) will be eligible for an incentive of **Rs. 4,000/-**.
- All such workshops shall be of a minimum duration of 5 days.
- Faculty who are invited as a keynote speaker at a reputed international conference as mentioned earlier will be eligible for an incentive of **Rs. 4,000/-** subject to all expenses (travel, accommodation etc.) being borne by the

concerned conference organising committee. The faculty member shall not be eligible for any financial support from the institution for attending the event. Invitation as session chair will not be eligible for the above incentive.

- The award will carry a medal of honour, a citation and the corresponding cash incentive.

Note: Faculty claiming incentive under the above scheme shall submit the following documents:

- a. Form 08J duly filled
- b. Invitation letter from external agency
- c. Proof of presentation at external event
- d. Proof of recognition or award received

6. TERMS AND CONDITIONS

- In order to be considered for incentive, faculty and staff are requested to fill in the corresponding application form and submit all required documents.
- Incomplete applications will strictly not be processed and will be returned.
- Faculty/staff submitting applications for incentive shall carefully check and ensure that the same has not been awarded incentive earlier.
- The decision of the scrutinising committee chaired by Principal will be final and binding on all claims for incentives. No correspondence for consideration of rejected applications will be entertained.

