# ACET POLICY MANUAL
## Handbook of Policies



## ADITYA COLLEGE OF ENGINEERING & TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)
Aditya Nagar, ADB Road, Surampalem - Pin:533 437
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**APRIL- 2021**

# PREFACE

Every professional organization that aims at growth and development in the domain of education should have a clear-cut objective of its policies and procedures to succeed and progress in all its efforts. Nevertheless, infrastructure such as buildings, laboratories, faculty and other facilities including the academic achievement would suffer if the methods, duties, responsibilities and goals of its instructors and other employees are not well defined and precisely followed.

Employees of the institution would excel in delivering their duties and channeling their energies towards the successful completion of their tasks only when they fully know their duties and responsibilities. A comprehensive knowledge of procedures and policies of the institution would eventually translate into efficient functioning, avoidance of confusion, the growth of individuals andcamaraderie among colleagues. The head of the institution and the management, with this all- inclusive approach and combined efforts, would be able to meticulously structure Human Resource norms, guidelines, procedures, duties and responsibilities for diverse accomplishments.

Adhering to these procedures would definitely mold all the teachers and employees into outstanding personalities for all the students of the institution to emulate. The management earnestly expects that every member of the teaching faculty and other employees of the institution would put in all their valuable efforts to drive the institution in the right direction that is cost effective yet highly qualitative. The institution envisions producing globally competent and quality technocrats with human values for the holistic needs of industry and society.
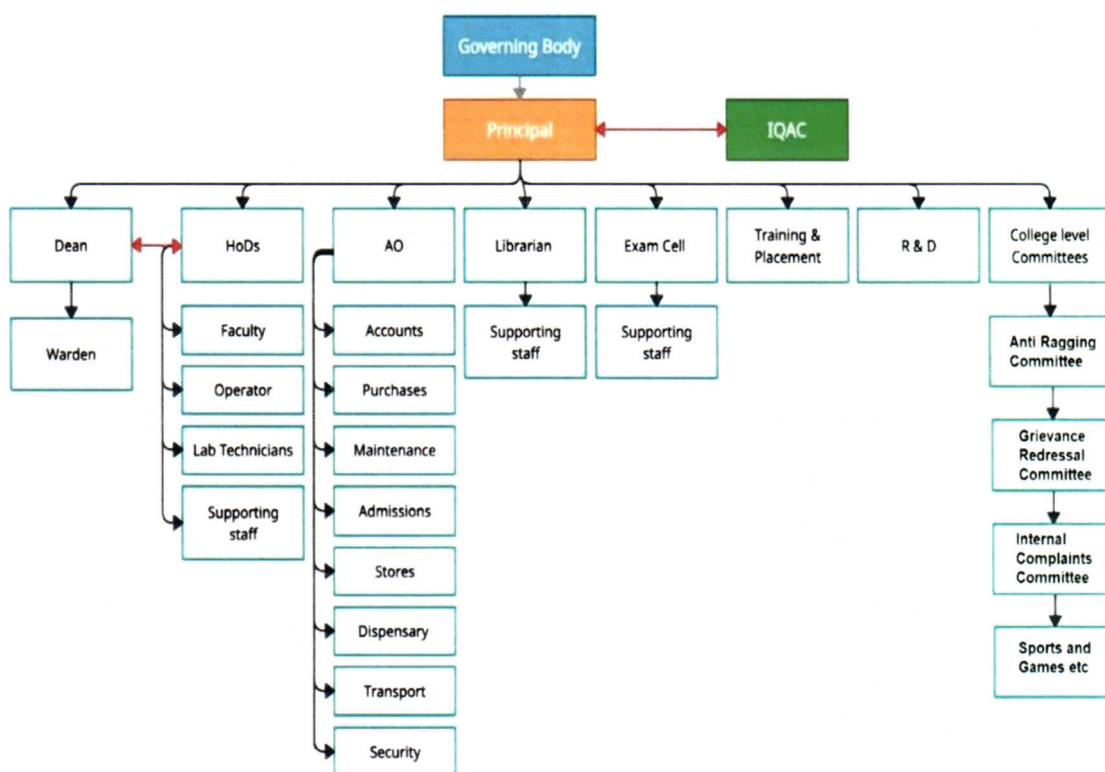
**Principal**

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# Organizational Chart

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                        Governing Body
                             │
                             ▼
        ┌──────────────── Principal ◄──────────► IQAC
        │
   ┌────┴────┬─────────┬─────────┬──────────┬────────────┬────────┬──────────────┐
   ▼         ▼         ▼         ▼          ▼            ▼        ▼              ▼
  Dean ◄──► HoDs       AO     Librarian  Exam Cell   Training &   R & D    College level
   │         │         │         │          │        Placement              Committees
   ▼         ▼         ▼         ▼          ▼                                    ▼
 Warden   Faculty   Accounts  Supporting Supporting                        Anti Ragging
          │         │          staff      staff                            Committee
          ▼         ▼                                                           ▼
        Operator  Purchases                                               Grievance
          │         │                                                     Redressal
          ▼         ▼                                                     Committee
        Lab       Maintenance                                                 ▼
        Technicians │                                                     Internal
          │         ▼                                                     Complaints
          ▼       Admissions                                             Committee
        Supporting  │                                                        ▼
        staff       ▼                                                     Sports and
                  Stores                                                  Games etc
                    │
                    ▼
                 Dispensary
                    │
                    ▼
                 Transport
                    │
                    ▼
                 Security
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# Vision

To induce higher planes of learning by imparting technical education with

- International standards
- Applied research
- Creative Ability
- Value based instruction and to emerge as a premiere institute.

# Mission

Achieving academic excellence by providing globally acceptable technical education by forecasting technology through

- Innovative Research And development
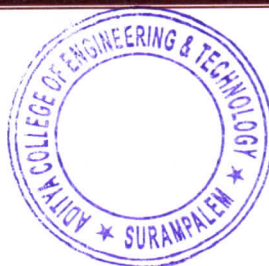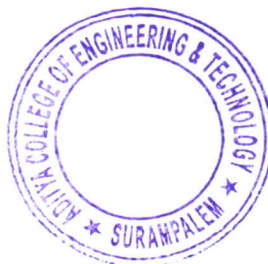- Industry Institute Interaction
- Empowered Manpower

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## 1. HR POLICY

### 1.1 Human Resource Planning

- Every year in the month of April there will be Man power planning and submission of requirement to the management for the next Academic year.
- The principal will obtain the staff requirement lists from all the head of departments.
- The principal will appoint a senior faculty of the department as Head of every discipline, along with other faculty members.
- The principal should appoint a selection committee for each discipline's recruitment.
- The senior staff is made up of this group.
- The principal will recommend the increments based on the performance appraisal of the individual faculty HOD, members.

### 1.2 Eligibility Criteria

Faculty members are hired based on the qualifications required by the AICTE for various cadres time to time.
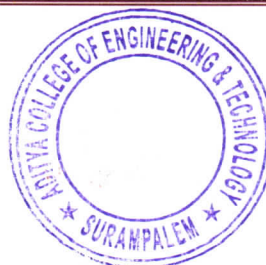
1. There will be only three teacher designations Assistant Professors, Associate Professors, and Professors.
2. No one may be appointed, promoted, or labelled as Professor unless he or she holds a Ph.D. and meets other academic requirements as set forth by the AICTE from time to time.

**Engineering and Technology**

| Programme | Cadre | Qualification | Experience |
|-----------|-------|---------------|------------|
| Engineering & Technology | Assistant Professor | BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech & | |

| | | | |
|---|---|---|---|
| | Associate Professor | Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable. | Minimum of 5 years' experience in teaching / research /industry of which 2 years post PhD experience is desirable. |
| | Professor | Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable. | Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., |

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**Science and Humanities**

| S.N | Cadre | Qualification | Experience |
|-----|-------|---------------|------------|
| 01 | Assistant Professor | Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers | No minimum Experience require |
| 02 | Associate Professor | Qualification as above that is for the Post of Asstt. Prof, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable | Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable |

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| 03 | Professor | Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline | Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor<br>Or<br>Minimum of 13 years' experience in teaching<br>and/or Research and/or Industry. |
|---|---|---|---|
| | | Post PhD publications and guiding PhD students is highly desirable | In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee.<br>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research<br>Paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection Committee. |

## 1.3 Recruitment

1. A job description and specification for the candidate to be hired must be prepared by the selection committee.

2. The committee will supplement candidates in a 1:3 ratio from any or all of the following sources for each position to be filled:

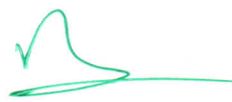   2.1 Advertisements in the Newspapers and in faculty plus

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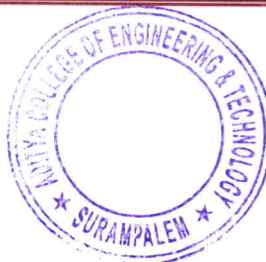
   2.2 Direct applications

   2.3 Employee referral

3. If the committee believes it necessary, walk-in interviews may be conducted to supplement the requisite candidates.

4. Recruitment process are

    4.1.1.    Scrutinization of Applications

    4.1.2.    Panel/Selection Committee Formation

    4.1.3.    Conducting Interview – (i) Class room demonstration (ii) Personal interview

5. The committee will finalize the short-listed applicants and submit their recommendations, along with the candidates' personal data sheets, to the Principal.

6. An order of appointment for selected candidates will be given.

7. A joining report will be collected from the candidates.

8. Staff members appointed in the Institute will be given a brief introduction about the Institute by the Principal on the day of his/her joining.

9. The principal forwards the joining letter along with credentials to the Head of the Department and to the office.

10. The HOD will give a brief overview of the department and introduce the new staff member to the members of the department.

## 1.4 Positions

2. The Institute mainly consists of two working wings – Teaching & Administration. The teaching wing comprises of following positions

- Principal
- Dean
- Head of the Department
- Professor
- Associate Professor and
- Assistant Professor

3. In addition, each department is having supporting staff like Lab Technicians / Programmers

4. The Administration wing consists of the following positions
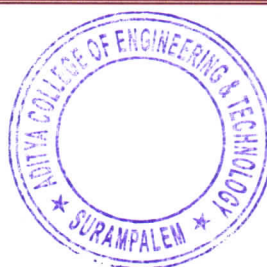
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- Administrative officer
- Office Superintendent
- Computer Operator
- Accountant
- Office Assistant

5. In addition to the above-mentioned positions, the institute also maintains ministerial staff.

## 1.5 Leave and Permissions

1. **Permission**

   Maximum of three permissions per month can be availed by the faculty for the duration not exceeding one hour each, without affecting the routine academic activities. Permission can be availed either at the beginning of the day or at the end of the day only. Each excess permission or late will be treated as half day casual leave.

2. **Intimation of Leave**

   2.1 Faculty member should make necessary alternate arrangements of their classes before applying leave.

   2.2 Faculty should submit their leave application through HOD to the Principal.

   2.3 Everyone who are taking more than one day should submit the leave application to the Principal in person after getting signature from concern HOD.

3. **Casual Leave**

   Number of Casual Leave permitted is 12 days per year.

4. **Maternity Leave**

   Six months maternity leave is permissible for female faculty members and this period will be accounted for service.

5. **On Duty**

   5.1 The staff on Office Duty will be sanctioned as OD by the Principal.

   5.2 On the following grounds on duty can be sanctioned by the Principal

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- University Practical External Examiner ship
- University Representative
- University Valuation
- Attending Conferences, Training Programs

## 1.6 Counseling & Mentoring Process

Counseling is an important part of virtually all educational institutions. It is within this practice that students, their loved ones, and even staff can resolve outstanding, negative situations and improve upon those which are positive. Here 'Mentoring' is referred as 'Proctoring' and Mentor is referred as 'Proctor'. .Proctor takes the responsibility of proctoring the students / mentees. Mentoring is a process of enhancement of trust worthy relationships based on caring, sharing, and encouraging the mentees growth and their overall development. For mentees it is really very important to form a bond with Proctor to get proper guidance to achieve their goals. The main responsibilities of a proctor are to reduce inhibitions in mentees, develop confidence, and guide about career opportunities. The process allows mentors to recognize and promote the abilities of individuals with less exposure within the supporting organization. This can lead to a widening of talent and perspectives. Each proctor is assigned with 20-25 students and he/she is responsible for counseling / mentoring them. The performance report of the individual students is reported to the parents periodically.

In Proctoring System, a proctor diary is maintained for each student where the following details are to be given.

- Personal Information
- Previous Record
- Academic Performance
- Competitive Examination Detail
- Details of Internship and Industrial Training
- Scholarships Received
- Co-Curricular and Extra-Curricular activities

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## 1.7 Feedback on Faculty

**Feedback Collection Process:** The feedback on teaching and learning is taken online, twice in a semester, generally 3 week after the commencement of classwork and 13 week before the end of semester. The link of feedback https://forms.office.com/r/Kfb7Jep0Ns (https://forms.office.com/r/Kfb7Jep0Ns) to be given by the students will be sent through their mobile in the COVID Pandemic situation and their mail id by mentioning the random password generated for each student. They can give feedback on their mobile, computer laboratories or on the website. The students require to login by giving his/her credentials, the blank format for each faculty, subject wise appears for 5 parameters. The software is designed in such a way that at least 75% of the class strength gives the feedback in a given slot of 2 to 3 days. The methodology adopted here is very transparent.

**Feedback parameters:** 1. Subject depth 2. Way of Teaching 3. Involvement in teaching (commitment) 4. The Teacher is Regular and prompt to the class 5. Overall Assessment

**Following is the rubric for reward/ corrective measures:**

| Average feedback range | Action |
|---|---|
| Less than 70% | Explanation is sought and advised to improve |
| Between 70% to 90% | No action, advised to improve in specified weak parameter |
| Above 90% | Appreciation letters |

**Details of Corrective measures:**

- The faculty members with inadequate feedback are counseled by HoD and suggestions are given for their improvement in teaching.

- The faculty member is advised to undergo orientation/microteaching programme under the supervision of senior faculty. During these sessions, the faculty members are trained. In addition, faculty development programmes (FDP) will also be conducted for faculty by internal and external senior academicians on latest technological advancements in technology.

- Faculty members are suggested to make an effective teaching plan for optimal

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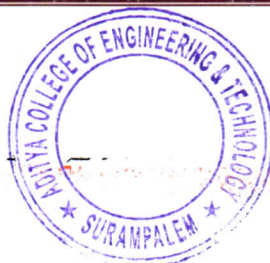
usage of time. Senior faculty/HOD will visit the classroom on effective teaching observations.

- Teachers will be awarded with appreciation letters on Teachers day, will be given prizes on Republic day
- **The students' feedbacks** on the teaching performance of faculties are used as one of the yardsticks for annual increment of salaries. Best academic projects are identified for the faculty guides.

## 1.8 Feedback on Facility

The college is collecting feedback on facility frequently with the following objectives

- The aim of the college is to provide the best facilities for the students.
- The feedback on facilities is collected from students through online.
- Feedback is collected from all the students in every academic year
- The students do not disclose their identity while giving the feedback.
- The feedback is collected on the following fields.
- **From the collection of students'** feedback, the following analysis is made and necessary corrective and improvement actions are taken

## 1.9 Service Rules & Promotion policy

1. While the faculty in the service of the institute the faculty shall not enter into any contract or agreement with any other institute.
2. Staff members should not disclose any confidential information of the institute.
3. Faculty has to strictly maintain discipline and dress code.
4. Faculty should not misuse the position in the institute and involve any kind of unauthorized transactions.
5. Faculty members are required to carry out all the duties that may be assigned by the Principal or Head of the Department.
6. Faculty members may be relieved from their duties at end of the academic year and will not be relieved in the middle of the academic year. This is exempted for those who get Government / University posting or marriage (Proof should be enclosed with
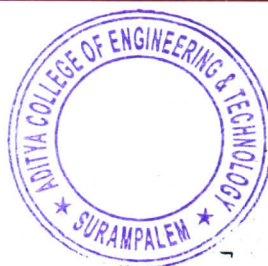
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resignation letter)

7. You can refer all your work difficulties / grievances to the management through the principal.

8. Faculty performance will be reviewed by the Principal and Head of the Department, as per performance appraisal submitted by the faculty at the end of the semester.

9. During the employment the faculty will be governed by the rules & regulations of the institute that are enforced and as amended from time to time.

## Guidelines for Promotions / Scale Change

### Engineering Stream

| S. No. | Position | 5th Pay | 6th Pay — Candidates should complete 2 yrs of service in Aditya to get 6th pay |
|---|---|---|---|
| 1 | Asst.Prof. | M.Tech. | M.Tech. with 2 years teaching experience or Graduate from NIT or IIT |
| 2 | Sr.Asst.Prof. | -- | M.Tech. with 6 years teaching experience + Ph.D. registration |
| 3 | Assoc.Prof. | -- | M.Tech. with 8 years teaching experience + Ph.D. registration + I Referred international /National journal publication or 2 National / International conference publications organized by reputed Institutions. |
| 4 | Professor | -- | Ph.D. in Engineering with 10 yrs of Teaching experience out of which 5 years is after Ph.D + 10 research publications in National / International conferences / Journals |

### Science Stream

| S. No | Position | 5th Pay | 6th Pay — Candidates should complete 2 yrs of service in Aditya to get 6th pay |
|---|---|---|---|
| 1 | Asst.Prof. | M.A./M.Sc. + 5 yrs Teaching experience | M.A./M.Sc. + 10 yrs experience + M.Phil/NET/SET/ Ph.D. registration +I Referred international / National journal publication or 2 National/ International conference publications organized by reputed Institutions. |
| 2 | Sr.Asst.Prof. | With M.A./M.Sc. + 7 yrs experience + M.Phil/NET/SET or Ph.D. registration | M.A./M.Sc. + 12 yrs experience + M.Phil/NET/SET/ Ph.D. registration + 2 Referred international /National journal publications or 4 National/ International conference publications organized by reputed Institutions. |
| 3 | Assoc.Prof. | With M.A./M.Sc. + 10 yrs experience + M.Phil/NET/SET/ Ph.D. registration + I Referred international /National journal publication or 2 National / International conference publications. | M.A./M.Sc. + Ph.D. with 15 yrs of Teaching experience with 3 Referred international/National journal publications or 5 National / International conference publications organized by reputed Institutions. |
| 4 | Professor | Ph.D. with 10 Yrs experience | As applicable for Assoc.Professor and 5 yrs experience as Assoc.Professor |

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## 1.10 Welfare Schemes

The teaching and non – teaching staff play a vital role in the growth of the institute and therefore the institute is recognizing their productiveness and acknowledges their needs and requirements. As a result, the institute is implementing various effective welfare schemes. These welfare measures enrich the physical and mental health of the employees and thus promote a dynamic and encouraging work atmosphere. This stimulates the employee productivity and commitment towards the institute.

The following list shows the various welfare schemes:

1. Children of our employees who are all studying in our group of institutions are eligible for a 50% concession in tuition fee.
2. The institute provides subsidized lunch for both teaching and non-teaching staff members.
3. The institute provides three sets of uniform per year and other safety gadgets for non-teaching staff like security, scavengers, attenders, and drivers.
4. To the teaching and non-teaching staff the institute provides health insurance policy by contributing 50% of the premium amount.
5. Residential quarters are allotted teaching staff based on the availability.
6. Provision of free exclusive transport facility for teaching and non-teaching staff from various parts of the district.
7. Extension of ESI benefits to non-teaching staff.
8. The institute has assisted the COVID-19 effected faculty with a financial support of Rs 10,000/- to meet their medical requirements.
9. Employee Provident Fund (EPF) is applicable to some of the staff of our college from their date of joining the institution.

## 1.11 Financial Assistance

The faculty members of the institute will be given financial assistance to attend Conference, Faculty Development Programs or Short-Term Training Programs, the registration fee to attend the above-mentioned program can be reimbursed by producing the payment receipt & participation certificate. The application has to be forwarded to the

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principal for approval through Head of the Department.

### a. Annexure – Research incentive policy

Revised research incentive policy document is attached in the **Annexure - I.**

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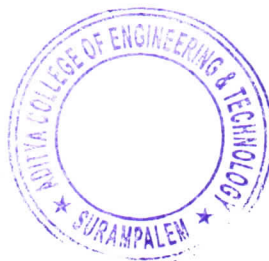## 2. DUTIES AND RESPONSIBILITIES

### 2.1 Principal

The vital role of the principal is very important for the development and effective functionalities of all activities in the college. The principal will function as a team leader of teaching and non-teaching staff to achieve academic excellence. The principal has autonomy to make all correspondences within the campus, outside organizations and the University. The principal will interact with the Management Committee on a day-to-day matter. The principal will regularly appraise through weekly reports with the Management Committee. The Management expects the principal to be a coordinating point to ensure that all the policies of the management are implemented and promote the college as an excellent educational institution. The principal shall take approval of all decisions regarding planning, development and implementation of the policies from the Management Committee and the Governing body of the college.

| Functionalities | Responsibilities |
|---|---|
| **General Administration** | • Ensure that the policies and rules of the Government and the University are strictly adhered by the institution<br>• Convene the Governing body meeting at least once in every semester.<br>• Design the plans for the development of the institution in the years to come to accomplish the vision and mission of the Institution<br>• Design the action plans with HODs for implementation and monitoring mechanism of the approved policies and plans in the General Body meeting<br>• Operational autonomy to the heads of the department in academic pursuit and decision making<br>• Decentralise academic responsibilities to all the staff members on need - based and monitor the allocation of duties on regular base.<br>• Decentralise the administrative activities to the administrative officer to look after office related activities. |

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| | |
|---|---|
| | • Creation of necessary infrastructure for education in the institution. |
| | • Ensure the welfare and benefit of the staff and students. |
| | • Responsible for the maintenance of discipline / harmonious relations among teaching and non-teaching staff. |
| | • Designs the quality policies with IQAC based onthe feedback of the stakeholders for improvement and implementation of the designed policies and convene regular meetings with faculty to discuss quality policies and encourages the faculty to involve actively in the implementation of policies and plans. |
| | • Convene the HODs meeting at least once in 15 days and maintain the Minutes book. |
| | • Review and evaluate the performance appraisal of the faculty based on Feedback analysis, Result analysis, publications, projects and contribution to the department and college. |
| | • Counsel the staff members for non - performance of basic duties and functions or indulging undesirable activities in the college or non-compliance of instructions of the Management / Principal / H.O.D and if necessary take disciplinary action on the staff in the form of stoppage of incentives / increment and dismissal from service against the explanation, of the staff member, in consultation with the Management. |
| **Finance Affairs** | • Prepare the annual budget |
| | • Monitor the purchase of equipment and consumables, auditing and maintenance of stock registers and certify the bills for payment by Management Committee. He will also ensure judicious use of equipment and consumables. |
| | • Responsible for finance affairs given by the |
| | • Management Committee. |
| **Academic Affairs** | • Ensure the appointment of qualified staff (both teaching and non -teaching) |
| | • Plan various courses to be offered and the preparation of course materials. |
| | • Supervise the course timetable, staff allocation, staff attendance and syllabus coverage. |
| | • Ensure the conduct of internal continuous |

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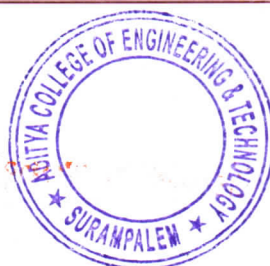| | |
|---|---|
| | assessment examinations at appropriate periods. |
| | • Plan for organizing the industrial visits and the guest lectures in the institution on need - based for the benefit of the students. |
| | • Monitor the student projects, progress and the University examinations (theory and practical). |
| | • Review the reports of the analysis of examination marks of the students and insist the faculty to arrange remedial classes for academically poor students. |
| **Student Affairs** | • Plan for offering value-added courses, training and placement opportunities and educational tour to the students. |
| | • Encourage the students to actively participate in co-curricular, extra-curricular activities, professional societies for their overall development. |
| | • Give the necessary counseling and guidance programmes to the students. |
| | • Monitor the grievances redressal mechanism and ensure strict discipline in the college. |
| | • Monitor the student's attendance and their progress in studies and arrange for parent-teacher meetings as and when necessary. |
| | • Ensure that the rules and regulations are strictly followed by the students. |
| | • Counsel the students in presence of the parents for misbehavior, indiscipline and event of any breach of rules and regulations in the college and if necessary, take the disciplinary actions on the students in the form of suspension from the college or dismissal from the college by the consultation with the management Committee. |
| **Research Activities** | • Plan and design the research facilities in the college to create research atmosphere. |
| | • Encourage the students and staff for conducting and participation of seminars and symposia and such research – oriented activities in the campus. |
| | • Encourage the staff to become members of professional bodies, carry out consultancy works, mini projects and other extension activities. |
| | • Encourage the students and faculty to carry in- house research projects and publish the research articles in the reputed journals and conferences. |

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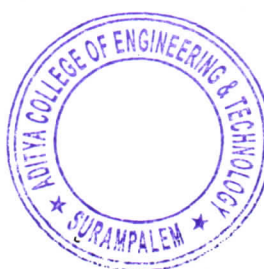
| Extension Activities | • Design the plans for the development of campus in terms of sports and extracurricular activities<br>• Encourage the students to participate in NSS and NCC activities. |
|---|---|

## 2.2 Dean

The role of the Dean is to assist and support the Principal in the day-to-day administrative activities and deputies for the Principal in his absence or unavailability. Responsibility to ensure that the college code of discipline is implemented and reviewed.

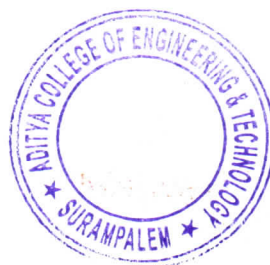| Functionalities | Responsibilities |
|---|---|
| College Academic Affairs | • Prepare the college academic calendar and monitor the departmental academic calendar.<br>• Assist the Principal in the budget preparation of the purchases in the departments.<br>• Monitor the designed action plans to attain the vision and Mission of the college.<br>• Review the minutes of all committee meetings in the college at the end of the month with the coordinator of the corresponding committee to improve quality of teaching and learning.<br>• Monitor the stock verification of the college and laboratories.<br>• Co-ordinate the College Academic Committee, student Grievance cell, Anti-Ragging Cell, and Disciplinary Committee for smooth running of the college and maintain the minutes of the meeting of the committees. |

| | |
|---|---|
| **Departmental Academic Affairs** | <ul><li>Review the course files of every faculty member from each department with the HOD at the end of each month and submit a monthly report to the Principal.</li><li>Monitor the monthly reports of students on marks, percentage of attendance, general performance, and discipline and sent to the parents.</li><li>Counsel the students who fail in one or more subjects and arrange for remedial classes in consultation with HODs and review the academic performance of students in the mid examinations the university examinations.</li><li>Periodically inspect the laboratory classes and theory classes and interact with students and faculty members to improve academic standards.</li></ul> |
| **Extension Activities** | <ul><li>Initiate and monitor the arrangement of guest lectures and local visits of various departments</li><li>Organize functions like Fresher's day, sports day, cultural day, Annual day and any other function arranged in the college.<br>Prepare the annual plan with HODs for organizing conferences, seminars and symposia, workshops etc both by students and faculty members.</li><li>Encourage and monitor the students to participate in extracurricular activities.</li></ul> |
| **Faculty Affairs** | <ul><li>Review the faculty requirements and grievances and prepare the proposals to the Principal.</li><li>Prepare the Faculty increment list and collect the</li><li>Faculty Self Appraisal forms along with HOD.</li></ul> |
| **Research Activities** | <ul><li>Review the progress of the research projects carried out by the faculty members.</li></ul> |
| **Office Activities** | <ul><li>The affairs of AICTE, UGC, JNTUK, Government of AP, Apex body for quality assurance and grading assurance.</li><li>Monitor the inventory preparation of stationery items such as laboratory records, observation note books, textbooks etc for procurement.</li><li>Assist the Principal in all administrative and academic programmes.</li></ul> |
| **Library Activities** | <ul><li>Monitor the inventory preparation and the proposal for the purchase of text books, reference books and journals based on the requirements submitted by each department and also the suggestions received from students and maintain the library as per</li></ul> |

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| | | |
|---|---|---|
| | | JNTUK and AICTE norms. |
| | • | Monitor the maintenance of stack area, journal section, library computerisation and annual stock verification in the library and prepare improvement |
| | • | plans for the library. |
| **Infrastructure Developmental Activities** | • | Assist the Principal in the development of infrastructural facilities and amenities in the college. |
| | • | Monitor the maintenance of infrastructure facilities in the college and ensure the cleanliness and maintenance of the class rooms and other |
| | • | places in the college. |
| **Student Affairs** | • | Correspond through letters to parents of students who are having less than 65 percentage of attendance in every month and counsel the students to improve their attendance. |
| | • | Initiation and formation of Alumni association and college student association. |
| | • | Prepare the list of students for scholarships, fellowships, prizes and medals for various branches given by the Management Committee. |
| | • | Assist the Principal in preparations and process of student's scholarships from the Government. |

## 2.3 Head of the Department

The role of the Head of the department is very important for the development and effective functionalities of all activities in the department. The HOD shall form the academic advisory committee for qualitative teaching learning process. The HOD shall interact with the principal on regular basis for the implementation of the policies designed by the Management Committee. The HOD shall take approval from the principal of all decisions regarding planning, development and implementation of the policies in the departments. The HOD is the Chairperson of department advisory committee, Programme committee and other departmental committees. The HOD is accountable for all the academic activities of the department and shall guide the faculty members, to improve the student performance, teaching, research, laboratory facilities etc.

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| Functionalities | Responsibilities |
|---|---|
| **Departmental Activities** | • Convene the department staff meeting on regular basis and maintain the Minutes book.<br>• Prepare the requirements of purchase of library books, consumables and equipment for laboratories and send the proposals of the budgetsto the Principal.<br>• Maintain the files and records as per requirementsof NAAC, NBA and other Apex bodies.<br>• Ensure the implementation of the activities as per the academic calendar of the college.<br>• Maintain the database of student's academic and personal, Society activities, professional societies and alumni.<br>• Review the departmental committees on a regular basis.<br>• Identify and plan for recruitment of the new staff in the department and send the proposal to the Principal for further process.<br>• Review and evaluate the performance appraisal ofthe faculty based on Feedback analysis, Result analysis, publications, projects and contribution tothe department and college and forward to the principal for quality improvement.<br>• Depute the faculty to assist the Training and Placement cell for campus recruitment process.<br>• Review the report on the outcome of class committee meetings and discuss in the academic committee for corrective and preventive actions. |
| **Teaching- Learning Activities** | • Prepare the department academic calendar with department academic committee prior to the commencement of the academic year.<br>• Review projects of the students and staff.<br>• Check the record of class work once in 15 days, supervise the lab and theory class work on daily basis, co-ordinate preparation of annual budget for various activities and arrange for annual stock verification.<br>• Responsible for semester academic planning, manpower planning, subject allocation, lab equipment maintenance, conduct of examinations, final year project review, class committee meeting, preparation of timetable, allotment of department work, staff meeting etc .<br>• Co-ordinate the activities like conduct of project viva, |

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| | seminars, symposia, special lectures and provide support services for student placement, and department student association. |
| | • Responsible for conducting coaching class, verification of log books and coverage of syllabus for all semesters, internal assessment marks and lab works. |
| | • Scrutiny of the lesson plan, lecture notes, lab manuals, question bank and log book, etc |
| | • Monitor theory classes, lab sessions, students attendance and discipline, guest lecture and industrial visits |
| | • Conduct in-house training to the students for GATE/GRE and other commutative examinations. |
| | • Conduct the campus recruitment training on regular time table. |
| | • Allot the courses to the faculty on the basis of their expertise. |
| | • Monitor the syllabus coverage and take the remedial actions. |
| | • Take the feedback from the students, parents and alumni and review the feedback for remedial actions. |
| | • Regularly inspect the laboratory classes and theory classes and interact with students and faculty members to improve academic standards. |
| | • Co-ordinate local industrial visits, guest lecturers, educational tours. |
| | • Interact with eminent persons from industry, research organization and universities for conducting guest lectures, workshops and seminars on a regular basis. |
| | • Plan for organizing the industrial visits and the guest lectures in the institution on need-based for the benefit of the students. |
| | • Design the add-on courses and value added courses to fill the gap between industry requirement and curriculum. |
| **Student Activities** | • Monitor the students attendance on daily-basis and counsel the students if needed. |
| | • Give the necessary counseling and guidance programmes to the students. |
| | • Review the reports of the analysis of test marks of the students and insist the faculty to arrange remedial classes for academically poor students |

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| | |
|---|---|
| | • Counsel the students who fail in one or more subjects and arrange for remedial classes in consultation with HODs and review the academic performance of students in the mid examinations the university examinations.<br>• Monitor the student projects, progress and the University examinations (theory and practical).<br>• Conduct remedial classes for poor performers andslow learners |
| **Faculty Activities** | • Encourage the staff to become members of professional bodies, carry out consultancy works,mini projects and other extension activities.<br>• Encourage the faculty to carry in- house research projects and publish the research articles in the reputed journals and conferences. |
| **Extension Activities** | • Encourage the students to participate in co- curricular and extra co-curricular activities.<br>• Encourage the students to organize the activitiesof students associations.<br>• Encourage the students to visit industries on each semester.<br>• Encourage the students to participate in Fresher's day, sports day, cultural day, Annual day and any other function arranged in the college. |

## 2.4 Teaching Faculty

The role of the Teaching Faculty is very important for effective implementation of the policies of the department and college. The faculty shall interact with the HOD on regular basis for review the teaching-learning process. The faculty is accountable for all the duties assigned by the HOD and Principal. Faculty shall assist the HOD for the departmental activities and committees for development of the department. The faculty shall submit representation relating to any grievance in workplace or problems encountered with students or any other matter to the Principal for necessary action.

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| Functionalities | Responsibilities |
|---|---|
| **Mentoring Activities** | • Prepare the course file and submit to the program committee prior to the commencement of the academic year for approval.<br>• Prepare course material, laboratory manual and handout prior to the commencement of the academic year<br>• Review the analysis of marks of the students ondaily basis and counsel the weak students.<br>• Arrange remedial classes for academically weaker students.<br>• Check the discipline of students in the class, Laboratory and in the campus and if any student is found misbehaving, it should be immediately reported to the Principal for action.<br>• Give the assignments to students, correct assignments and give back to students.<br>• Evaluate the answer scripts of the students impartially and submit to the HOD in time after the verified by the students. |
| **Departmental Activities** | • Follow the dress code without fail. As teachers are models for students, they are advised to follow dress code strictly.<br>• Maintain a personal file and course file.<br>• Guide the students for educational tours and local industrial visits.<br>• Ready to take any responsibility of the departmental committees.<br>• Act as a student counselor for overall development. |
| **College Activities** | • Ready to take any responsibility of the college activity assigned by the HOD and the Principal |
| **Research Activities** | • Guide students in the preparation of technical<br>• papers for presentation in conferences in other colleges. |

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## 2.5 Training and Placement Officer

The training and placement officer shall be the coordinator of placement and training cell and one faculty member from each department nominated by the respective H.O.D shall be amember of the cell. The cell shall meet once in every month and finalise a plan of activities for II-, III-, and IV-year students to improve the employability of students and submit the plan for the approval of the Principal and Management. The placement and training officer shall maintain the Minutes Book.

**Responsibilities:**

- Collect the student profile and academic record of the final year students (Starting from their second year) and retain the same at TPO cell

- Prepare a detailed brochure highlighting the facilities in the college, department and student activities and academic performance and placement particulars both in soft and hard copies and send it to the industries for facilitating the conduct of campus interviews.

- Collect the addresses of companies and shall meet the HRD or relevant officer of the companies for a visit and subsequently arrange for the campus interview.

- Make all arrangements for the conduct of the campus interview including the conduct of the test, group discussions, personal interviews etc.

- Maintain the records of placement, student records, college brochure, list of companies etc. and shall create a small library with books for competitive examinations, personality development, communication skill development etc.

- Provide support services in the preparation for GRE, TOEFL and procurement of passport, and submission of an application to foreign universities.

- Arrange for special training programmes by experts from HRD of companies for all the students on the Personality skill development, Soft skill development.

- Organize regular sample tests on IQ test, English language grammar test,

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Comprehension test, Aptitude test, Listening skill test, Mock personal interview and test on other required skills for all students from III and IV years using in-house resources as well as outside resources.

- Strictly adhere to the time schedule for organising placement training programmes and mock tests as given tn the time table and academic schedule.

- He shall arrange regular training classes for 5th semester students on the following topics through outside agencies. Personality and communication skill, Oral communication, Written communication, English grammar, Comprehension in English, IQ and aptitude test, Personal interview and other required skills.

- Maintain the year-wise placement records such as the companies which have conducted placement interviews on our campus and in other places, employment records of students containing the names of students, designations of posts etc.

- Take the feedback from recruiters, students and alumni and take the necessary actions.

## 2.6 Librarian

The role of the Librarian is to maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section.
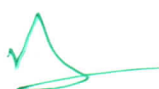
**Responsibilities:**

- Prepare the budget and send it to the Principal for approval prior to the commencement ofthe academic year.
- Inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.
- Take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of library card, correspondence related to missing of books, missing of library cards, renewal of books to the students and staff etc in the Circulation section.

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- Maintain the reference books according to classification and also help the staff and students for general reading and display the latest arrival of the books in a prominent place to attract the readers in the Reference section

- Arrange the journals and back volumes and display the latest journals in the Periodical section.

- Plan for selection of the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills in the Acquisition section.

- Classify the books, cataloging of books in the technical section.

- Shelve the books, maintaining the stack area and self-rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of **Author**'s Index and Subject wise Index, reprographics services, internet and online public access catalogue (OPAC) in the Maintenance section.

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## 3. TRANSPARENCY

### 3.1 Introduction

The following procedure is followed to ensure transparency among the Governing bodies, Management, faculty members, staff members and students.

### 3.2 H.R. Policy Book in Department

A copy of the ACET Policy Manual is given to each department and maintained for ready reference for faculty members and students. In addition to that copy of the book is also kept in the Library for open reference. ACET Policy Manual covers recruitment of staff, promotion to staff, leave rules, academic procedures, duties and responsibilities of staff etc.

### 3.3 Minutes of HOD Meeting to Department

The Minutes of the HODs Meeting held in every month to discuss various items of academic works, development works, co-curricular activities, extra-curricular activities etc are circulated to all the departments through circulars.

### 3.4 Minutes of Academic Committee

Any decisions made by the Governing Body or Academic Committee or by the Management Committee in policy are conveyed to all the departments by circulating a copy of the Minutes. Minutes of the Governing Body or Academic Committee are kept as a reference in the Departments.

### 3.5 Feed Back to Staff for Review

Student's feedback, Parents feedback, Faculty self-Appraisal are reviewed and evaluated by HODs evaluation that will be given to faculty members for self-review and discussed with the faculty members or counseled.
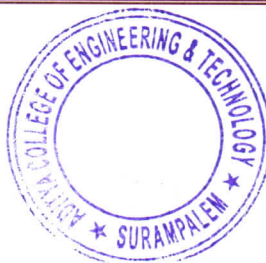
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## 4 FACULTY PERFORMANCE AND APPRAISAL

The college follows the self-appraisal method to evaluate the performance of faculty members used for their improvement. The performance appraisal report gives qualitative assessment of a faculty on five key result areas each caries a weight of 20 marks -

1. Subject average pass percentage
2. Proctoring students average pass percentage
3. Students feedback
4. Research publications and academic contributions
5. Feedback form department Head and Principal

The weighted average of the college is calculated based on the following method

**Average Appraisal Score = Sum of marks scored by all faculty / Total number of Faculty**

The AAS is set as the minimum target level. the faculty members below the minimum target level are advised to attain faculty development programs inside or outside the college and opportunities are given for their improvement.

A Sample faculty appraisal form is attached as **Annexure – II**

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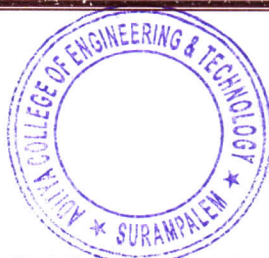
# 6. ACADEMIC AUDIT

The process of Academic Auditing intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineers/researchers passing out from Engineering Institutions, affiliated to the JNTUK. For proper functioning of academics in an educational institution and to quantify the efforts dispensed by the faculty and students, some assessment components have been designed. These include the assessment of course delivery, as per the curriculum and syllabus of JNTUK, the co-curricular and extra-curricular activities of students, overall discipline and the academic functioning of the Institution, delivery of the duties and responsibilities of faculty members and monitoring of the class, progress of courses, internal assessment, student welfare and grievances. This document is envisioned to elaborate the process of academic auditing, which can aid the engineering institution / faculty/ student for success in the Engineering Education arena. It presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, delivery of P/F courses, overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, Research and consultancy and class/course committee.

**Objectives Of Academic Auditing:**

- To ensure academic accountability.
- To define quality of each component of the functionalities and to ensure quality of technical education throughout the system.
- To safeguard functionalities of technical education.
- To define effectiveness of teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students

**Audit procedures**

The principal / IQAC of the college shall ensure that the records/documents listed in **Annexure-III** are maintained and accessible for internal auditors.

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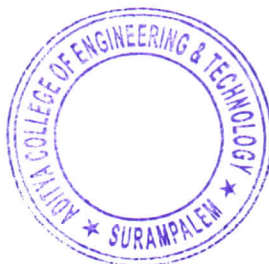
# R &D Policy

This document presents the research incentives that are going to be issued by the Management for faculty publications, patents, funded projects and consultancy works, Research Targets for the faculty and its implementation policy. The new incentive policy will be implemented from May, 2021.

## INCENTIVES

### Publications:

International Journal with IF $> 8$  or H-Index $> 150$                : Rs.  30,000/-

International Journal  $5 < IF < 8$ or H-Index $100 < HI < 150$ : Rs.  25,000/-

International Journal $2 < IF < 5$ or H-Index $50 < HI < 100$ : Rs. 20,000/-International

Journal $0.5 < IF < 2$ or H-Index $25 < HI < 50$ : Rs. 15,000/-International Journal

IF $< 0.5$  or H-Index     HI $< 25$     : Rs. 10,000/-

International Journal ( Scopus Indexed )                         : Rs.  10,000/-

International Journals (WOS  Indexed but not in Scopus)     :  Rs.   5,000/-

UGC Indexed Journal (Only for English and Mgmt Studies)     :  Rs.   2,000/-

Scopus Indexed International Conference Registration (Max.) :  Rs.  10,000/-

Incentive - after the Conference paper is indexed in Scopus     : Rs.  7,500/-

National Conference Registration Fee (Max.)                 :  Rs.  4,000/-

**Publishing Text Book:**          : Rs. 20,000/-  (International Edition by top 20 Publishers in the world)

: Rs. 10,000/-  International Edition - published

: Rs. 10,000/-  After the book is Indexed in Scopus

: Rs. 10,000/-  (Indian Edition)

Book Chapter in Scopus Indexed International Editions     : Rs. 10,000/-

Publishing  Book Chapters in Non Scopus Editions         : Pro rata basis

Publishing an article in a  Magazine                 :  Rs.  2,000/-

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**Note :**

1.  Impact Factor should be given by Thomson and Reuter / Clarivate

2.  20% amount will be allocated for citing three papers published by faculty of A C E T or self-citations.

3.  Compulsory citation of 3 papers of ACET in IF Journals in some cases may be exempted based on the recommendations of the Incentive Committee. Committee will investigate on case to case basis and recommend for exemption.

4.  H- Index of Conference Proceedings will not be considered.

5.  International or National Conferences should be organized by NIT/ IIT/ Central or State University / Deemed University / Research Laboratories / Reputed Institutes with Autonomous Status with NAAC / NBA Accreditations.

6.  NAAS Score of the Journal will be considered in place of Scopus for the Publications made by the faculty of Agricultural Engineering Department.

7.  Faculty who publish Scopus Indexed Conference papers with a group of UG students may be paid registration fee. Incentive will not be paid.

## Patents :

| | |
|---|---|
| **Patent – National** (Publication) | : Rs. 10,000/- |
| **National** (Awarded) | : Rs. 10,000/- |
| **Patent – US Patent** | : Rs. 30,000/- |

Note : Filling charges will be paid by the Management and Incentives will be given only if the Applicant is AEC / ACET / ACOE.

## Funded projects / Grants :

| | |
|---|---|
| Award of Grant for Conf / Workshop / Seminar | : 5% of the Grant |
| Funded research project where equipment is not involved | : 10% of the Grant |
| Funded projects where equipment is involved | : 15% of the Grant |
| MODROBS (Amount > 5 Lakhs) | : Rs. 25,000/- |
| MODROBS (Amount < 5 Lakhs) | : Rs. 20,000/- |

Note :   Submission of application, follow up for getting the grant, carryout the project and submit utilization certificate should be done by the faculty.
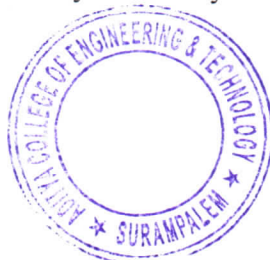
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# CONSULTANCY PROJECTS

1. To encourage consultancy work from the faculty, AGEC announces a policy wherein the faculty can claim 100% of the amount charged under the consultancy work up to 5 Lakhs. This is subject to the following conditions:

   a. ACET faculty alone should be the sole Principal Investigator (PI) of the consultancy work and he should get the project on his own without taking any support from the Institute.

   b. The said consultancy work should be undertaken after the approval of the Head of the Institute and the agreement should be undertaken betweenACET and the concerned third party.

   c. The payment for the consultancy work should be credited to AEC which will further be passed on to the faculty as 100% Incentive.

   d. The expenses incurred for project personnel / technician, contingencies,travel, consumables, stay, food, overheads and other costs should be borne from the consultancy amount. Institute will consider the time spent for attending the project as on duty (OD) and pays full salary to support consultancy work. The PI will be permitted to take up the project which can be carried out at Campus or at client location.

2. The faculty will be eligible for 75% of the revenue generated after deducting all the expenses from consultancy amount, if the total value of consultancy amount is above 5 Lakh.

3. If any equipment or infrastructure is needed for executing any consultancy project, the decision for the purchase or lease for the same will be decided based on approval/suggestions from the R&D committee and Head of the Institute. The Incentive rules for such kind of projects will be separate and will be decided during the pre-approval meeting with the Head of the Institute.

4. If any consultancy project is executed with the equipment or facility sponsored by the Institute through its R&D seed grant or other funds, the Principal Investigator will be paid 50% of the revenue generated through the project after deducting all the expenses incurred as mentioned in 1(d).

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5. If a Consultancy project is assigned to any faculty from the Institute or with the support of the Institute, the Principal Investigator will be paid 40% of the revenue generated through the project as incentive after deducting all the expenses incurred as mentioned in 1(d) by the Institute. 60% of the revenue retained by the college will be used for the development of the concerned laboratory or department infrastructure.

6. The consultancy works in which faculty receives 100% of the generated revenue as incentive, will be considered as research and development activity and is not counted for appraisal or for any other incentive.

7. The maximum number of 6 working days will be allowed for attending consultancy project at client location within India on OD. Extension beyond this period has to be approved by the Head of the Institute with prior notice of 2 working days.
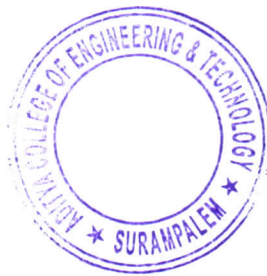
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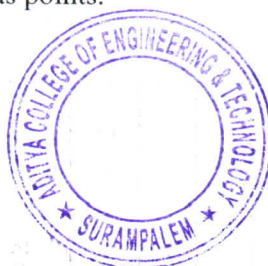
# ADITYA COLLEGE of ENGINEERING AND TECHNOLOGY

## RESEARCH TARGETS FOR VARIOUS CADERS

| | Professor | Max Mark | Doctorate (Associate Prof or Asst Prof) | Max Mark | Non Doctorate with Exp> 8 | Max Mark | Non Doctorate with Exp< 8 | Max Mark |
|---|---|---|---|---|---|---|---|---|
| **GROUP-A** | | | | | | | | |
| SCI Journals with IF | One Journal = 2 | 10 | One Journal = 3 | 9 | One Journal = 4 | 8 | One Journal = 4 | 8 |
| Scopus Journal (Q1-Q3) | One Journal = 1 | 5 | One Journal =1 | 5 | One Journal = 2 | 6 | One Journal = 2 | 6 |
| Scopus Journal (Q4) | Not applicable | 0 | Not applicable | 0 | One Journal = 1 | 2 | One Journal = 2 | 2 |
| | Minimum = 3 | | Minimum = 3 | | Minimum = 2 | | Minimum = 2 | |
| **GROUP-B** | | | | | | | | |
| Patent | Filed =1 Awarded=3 | 3 | Filed =1 Awarded=3 | 3 | Filed =2 Awarded=4 | 4 | Filed =2 Awarded=4 | 4 |
| Conf./WS/FDP organized or Resource person for FDP/WS | One Conf./WS= 1 | 2 | One Conf/WS =1 | 2 | One Conf./WS = 2 | 2 | One Conf./WS = 2 | 2 |
| Int Conf. Paper | One Conf. = 1 | 1 | One Conf. = 1 | 1 | One Conf. = 2 | 2 | One Conf. = 2 | 2 |
| | Max. Cutoff: 4 | | Max. Cutoff: 4 | | Max. Cutoff: 6 | | Max. Cutoff: 6 | |
| **GROUP-C** | | | | | | | | |
| Books | Nat. Edition =2 Int. Edition = 4 | 4 | Nat. Edition =2 Int. Edition = 4 | 4 | Nat. Edition =2 Int. Edition = 4 | 4 | Nat. Edition =2 Int. Edition = 4 | 4 |
| R&D Project (Sanctioned/Submitted) | One R&D Sub = 1 One R&D Awrd= 3 | 6 | One R&D Sub= 1 One R&D Awrd= 3 | 6 | One R&D Sub= 1 One R&D Awrd= 3 | 6 | One R&D Sub= 1 One R&D Awrd= 3 | 6 |
| Consultancy | Work<1 Lakh = 1 Work >1 Lakh = 2 | 4 | Work<1 Lakh = 1 Work >1 Lakh = 2 | 4 | Work< 1 Lakh = 1 Work > 1 Lakh = 2 | 4 | Work < 1 Lakh = 1 Work > 1 Lakh = 2 | 4 |
| Workshops attended | Not Applicable | 0 | Not Applicable | 0 | One WS = 0.5 | 1 | One WS = 1 | 2 |
| FDP attended | Not Applicable | 0 | Not Applicable | 0 | One FDP = 1 | 2 | One FDP = 1 | 2 |
| | Max. Cutoff: 6 | | Max. Cutoff: 6 | | Max. Cutoff: 6 | | Max. Cutoff: 6 | |
| **Total Points Expected from (Group A+B+C)** | | 10 | | 10 | | 10 | | 10 |

# Guidelines for Implementation of Research Policy :

1. All faculty should obtain Minimum Points specified in Group A except faculty of Department of English and Department of Management Studies . Research publications are mandatory in all cadres.

2. Faculty working in administrative posts can be given 4 Points exemption in Group B or C.

3. If faculty publishes Scopus papers beyond the expected number, that can be used to substitute points in Group B and Group C.

4. All Doctorates should get 3 Points in Group A and Non-doctorate faculty should get 2 Points in Group A.

5. At least one Science Indexed Journal Paper is expected from Doctorate faculty in two years.

6. All Doctorates should achieve minimum 5 Points out of 10 and Non-doctorate faculty should get 3 points out of 10 every year.

7. Those faculty who get zero points may be terminated by the last week of April every year. Non-Doctorate faculty those who fail to get minimum 3/10 points and Doctorate who fails to get minimum of 5/10 points in the annual targets, may be given a chance of one more year to continue subjected to their satisfactory performance in academics. If he/she fails to getminimum points in the subsequent year also, he/she will be terminated.

8. Faculty who get 10/10 points will get reimbursement of registration fee, actual expenses for making paper presentation in the International Conference abroad to a maximum of Rs.1,00,000/- against submission of bills. (Airfare by economy class and accommodation booking will be made by office)

9. The Department in which more than 25% faculty get 8/10 points will be given Rs. 10 Lakhs for the development of research facilities in the Department.

10. Faculty who publish papers with UG students directly or as a part of Research Incubation Project, may be given 50% weightage in the allotted points.

11. Research Points will be given for presenting papers in National Conferences and publishing in National Journals only for Basic Sciences, Humanities & Management Faculty. 1 Point will be given for Non-doctorates and 0.5 for Doctorates for publishing in this category (Max. Limit - 3 points)

12. All Faculty of Engineering Departments should publish papers in Scopus Indexed Conferences/Journal to get incentive as well as points.

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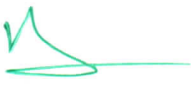Engineering & Technology
SURAMPALEM- 533 437

13. Publication in Journals indexed by WoS but not in Scopus & ESCI may be given 1 point for 'Non-doctorates with less than 8 years experience' and 0.5 point for 'Non-doctorates with greater than 8 years experience'.

14. When papers are published jointly by faculty of two different cadres, points may be awarded on pro rata basis.

15. Mining Engineering, Agri and PT faculty may be awarded double the points as there are less number of workshops/FDPs organized for them.

16. When a faculty of the same college / different colleges of the ACET collaborate and publish papers, while claiming the incentive itself, all the authors should mention each author's contribution. If the contribution of any of the authors belonging to ACET is Zero, in that case, he/she will not get any points.

17. If the collaboration is between faculty of the same College of the ACET, then the total points allocated to it becomes 50% more. If the collaboration is between faculty of any two colleges, of the Group, then also total points allocated will be increased by 50%. In any case, the total points allotted for a particular publication cannot be increased beyond 100%.

18. First author will get 100% points and remaining is shared among the other authors. If they declare that, they have equally contributed, then, they all get equal share.

19. Collaborative publications with reputed organizations like IITs, NITs and IISc faculty, will get 50% more points. The publication must be done with the Faculty of NIT/IIT but not with the research scholars.

20. In case of collaborative publications with other Institutes, if ACET Faculty is the first author, he/she will get 100% points. Other than first author, up to 5th author, he/she will get 50% of allotted points.

21. For all papers only up to 4th author will be considered for the award of points except one case. i.e., Only when, the publication requires huge amount of expenditure with respect to purchase of materials and for testing and involving more human effort, 5th author also may be considered.

22. **Example 1** : If an International Conference paper is authored by two faculty of same college, then total points meant for it becomes 1.5. First author will get 1 point and the second author will get 0.5 point. If there are three authors of the same college, then, 0.5 will be shared by the remaining two. If all the authors declare that they have equally contributed, then they can share all points equally.
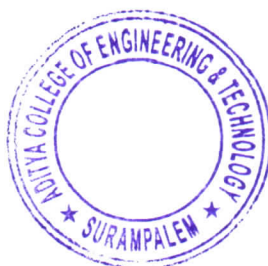
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23. **Example 2** : If an International Conference paper is authored by two faculty of different colleges of the ACET , then total points meant for it becomes 1.5. First author will get 1point and the second author will get 0.5 Points. If there are three authors from three different colleges of the ACET, then, 0.5 will be award to each second and third authors. If all the authors of a paper declare that they have equally contributed, then they can share all points equally.

24. **Example 3** : If two authors from same College and one from other college collaborate, in that case, two times 50% points will be added, For an international Conference paper with 1 point becomes 2.0 and First author gets 1 Point and the remaining two get 0.5 each. If all the authors of a paper declare that they have equally contributed, then they can share all points equally.

25. **Example 4** : If two authors from AEC and one from ACET and one from ACE collaborate and produce a research paper, in that case, only two times 50% points will be added. For an international Conference paper with 1 point becomes 2.0 and First author gets 1 Point and the remaining three authors will get 0.33 each. If all the authors of a paper declare that they have equally contributed, then they can share 2 points equally.

26. One point will be awarded for publishing one Chapter in the International Edition which is Scopus indexed. If the Text Book is not Scopus indexed, (both National & International) the points for contributing a chapter, will be on pro rata basis.

27. If the Conference is organized by ACET, Convener, Co-Convener & Program Committee Chair will get one point each. Total 3 Points will be allotted. If they would like to share these points with other organizers who have significantly contributed, they can share these points.

28. If the Conference/Workshop is organized by some other Institution, and ACET faculty take some role in top 5 positions, then the faculty is eligible for award of points.

29. Session chair / Scopus indexed - conference reviewer may be given 0.5 point.

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**Annexure-II**

## ANNUAL FACULTY APPRAISAL

### 1. General Information:

    (a)    Name in full    :
            (In block letters)

    (b)    Department    :

### 2. Academic Qualifications:

| Qualification | Year of passing | Institution |
|---|---|---|
| UG : | | |
| PG : | | |
| Ph.D. : | | |

    (a)    Additional Qualifications /    :
            Fellowships/Memberships/certificate courses

    (b)    Area of specialization, if any    :

    (c)    Date of Joining    :

    (d)    Present designation and date of
            Appointment to that designation
            (include Promotion letter if any)    :

### 3. Experience    :

    (a)    Industrial experience if any    :

    (b)    Teaching experience total    :

| Name of the Organization | From (Date/Month/Year) | To (Date/Month/Year) | Experience in years |
|---|---|---|---|
| | | | |
| | | | |
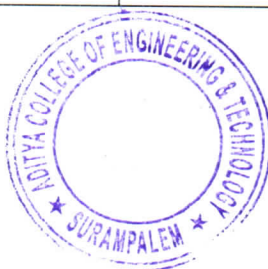
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## 4. Subjects taught:

| S.No | Subject / Lab Name | Course file/ Lab manual prepared (Yes / No) | Uploaded in the LMS |
|------|--------------------|---------------------------------------------|---------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

## 5. Subjects Average Pass Percentage:

| S.No | Subject / Lab Name | Year-SEM-Branch-Sec | No.of students appeared (A) | Passed (B) | Pass Percentage (B/A*100) | Average % | Self Assessment Marks |
|------|--------------------|---------------------|------------------------------|------------|----------------------------|-----------|------------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |

>= 90 - 20        >= 80&<90 -15        >=70&<80 -10        >=60&<70 – 5        <60 - 0

## 6. Proctoring Students Average pass percentage:

| S.No | No.of students allotted for proctoring | Year-Sem-Branch-Sec | No.of students eligible for end exams (A) | No.of students passed (B) | Pass percentage (B/A)*100 | Average % | Self Assessment Marks |
|------|----------------------------------------|---------------------|--------------------------------------------|----------------------------|----------------------------|-----------|------------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |

>= 90 - 20        >= 80&<90 -15        >=70&<80 -10        >=60&<70 – 5        <60 - 0

## 7. Student feedback: (Theory subjects only)

| S.No | Year-Sem-Branch-Sec | Subject Name | No.of students | Percentage | Average % | Self Assessment Marks |
|------|---------------------|--------------|----------------|------------|-----------|-----------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| >= 90 - 20 | | >= 80&<90 -15 | >=70&<80 -10 | >=60&<70 – 5 | | <60  - 0 |
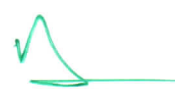
## 8. Research Publications and Academic Contributions:

| S.No | Type of Research Papers | No.of Papers | Maximum Self Assessment Marks | Obtained Self Assessment Marks (Maximum Marks 20) |
|------|-------------------------|--------------|-------------------------------|---------------------------------------------------|
| 1 | Scopus/SCI indexed papers/Chapters/Book | | 20 | |
| 2 | National/International Journals(Non Paid) | | 15 | |
| 3 | Reputed conference Papers | | 10 | |
| 4 | Journal/Conference Papers | | 5 | |
| 5 | No Journal / Conference Papers | | 0 | |

### a)  Scopus/SCI indexed papers:

| S.No | Journal details and title with Page No's | ISSN/ ISBN No./ SCOPUS No. | Whether peer reviewed impact Factor, if any | Specify Author 1/ Author 2 / Author 3 |
|------|------------------------------------------|----------------------------|---------------------------------------------|---------------------------------------|
| 1 | | | | |
| 2 | | | | |
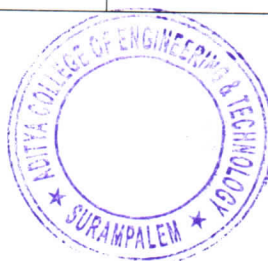
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b) **National /International Journals(Non Paid):**

| S.No | Journal details and title with Page No's | ISSN/ ISBN No./ SCOPUS No. | Whether peer reviewed impact Factor, if any | Specify Author 1/ Author 2 / Author 3 |
|------|------------------------------------------|----------------------------|---------------------------------------------|----------------------------------------|
| 1 | | | | |
| 2 | | | | |

c) **Conference(s) attended:**

| S.No | Title with Page No's | International / National Conference | Details of Conference (Title, Date, Organizer) | Specify Author 1/ Author 2 / Author 3 |
|------|----------------------|-------------------------------------|------------------------------------------------|----------------------------------------|
| 1 | | | | |
| 2 | | | | |

d) **Journal / Conference Papers:**

| S.No | Title with Page No's | International / National Journals Conference | Details of Journal / Conference | Specify Author 1/ Author 2 / Author 3 |
|------|----------------------|----------------------------------------------|----------------------------------|----------------------------------------|
| 1 | | | | |
| 2 | | | | |

e) **Chapters / Books:**

| S.No | Title with Page No's | Publisher | ISSN/ ISBN No. | Specify Author 1/ Author 2 / Author 3 |
|------|----------------------|-----------|----------------|----------------------------------------|
| 1 | | | | |
| 2 | | | | |
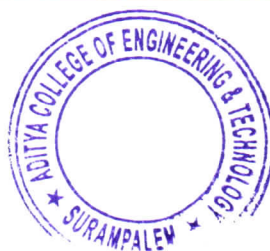
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### 9. Workshops, Teaching-Learning-Evaluation Technology Programs, and Faculty Development Programs: STTP (Short term training programs) attended

| S.No | Program | Duration | Date & Place | Organized by |
|------|---------|----------|--------------|--------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

### 10. Faculty Development Program(s) organized:

| S.No | Title of the program | Dates | Role |
|------|----------------------|-------|------|
| 1 | | | |
| 2 | | | |

### 11. NPTEL Courses completed:

| S.No | Title of the Course | Dates | No. of weeks | Grade | FDP (Yes / No) |
|------|---------------------|-------|--------------|-------|----------------|
| 1 | | | | | |
| 2 | | | | | |

### 12. Staff Appraisal – Points Earned:

| Subjects Average Pass % | Proctoring Students Average pass % | Students feedback % | Research Publications and Academic Contributions | Total out of 80 |
|-------------------------|------------------------------------|---------------------|--------------------------------------------------|-----------------|
| | | | | |

### 13. Additional responsibilities in the Department / College:
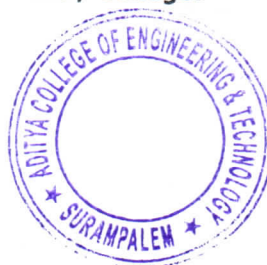
| S.No | Responsibility | Assigned by | Duration |
|------|----------------|-------------|----------|
| 1 | | | |
| 2 | | | |

**Specify any others**
(Conferences conducted / Expert Lectures / Editorial board member / Rewards / Awards / Recognitions / External bodies)

Date:                                                    **Signature of Faculty**
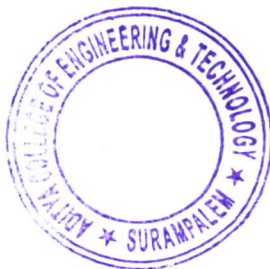
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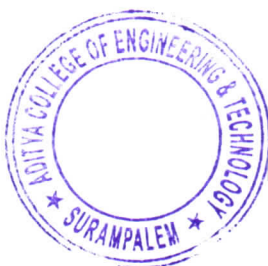Engineering & Technology
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# ADITYA COLLEGE OF ENGINEERING & TECHNOLOGY
Aditya Nagar, ADB Road, Surampalem-533437, E.G. Dt., A.P

## Remarks of Head of the Department on Faculty Appraisal

|  | Faculty Claim | HoD Remarks |
|---|---|---|
| Number of Courses taught by the Faculty |  |  |
| Course File Prepared for all courses |  |  |
| Uploaded the course content in LMS |  |  |
| Average Pass Percentage of Subjects |  |  |
| Proctoring Students Pass Percentage |  |  |
| Average of Students Feedback |  |  |
| Research Publications |  |  |
| Scopus / SCI Indexed Papers |  |  |
| National / International Journals |  |  |
| Conferences Attended |  |  |
| Books / Chapters |  |  |
| FDPs / STTPs attended |  |  |
| FDPs Organized |  |  |
| NPTEL Courses Completed |  |  |
| **Total Points Earned** |  |  |

**Signature of HoD**

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# ADITYA COLLEGE OF ENGINEERING & TECHNOLOGY
Aditya Nagar, ADB Road, Surampalem-533437, E.G. Dt., A.P

## Remarks of the Principal on Faculty Appraisal

|  | Faculty Claim | Principal Remarks |
|---|---|---|
| Number of Courses taught by the Faculty |  |  |
| Course File Prepared for all courses |  |  |
| Uploaded the course content in LMS |  |  |
| Average Pass Percentage of Subjects |  |  |
| Proctoring Students Pass Percentage |  |  |
| Average of Students Feedback |  |  |
| Research Publications |  |  |
| Scopus / SCI Indexed Papers |  |  |
| National / International Journals |  |  |
| Conferences Attended |  |  |
| Books / Chapters |  |  |
| FDPs / STTPs attended |  |  |
| FDPs Organized |  |  |
| NPTEL Courses Completed |  |  |
| **Total Points Earned** |  |  |

Signature of Principal

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# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

## Annexure-III

## Internal Quality Assurance Cell (IQAC)

### Course File Audit

| Course Name: | | Class | |
|---|---|---|---|
| Faculty Name: | | Regulation | |
| Department: | | Academic year | |

| S.No. | Content | Available |
|---|---|---|
| 1. | Cover Page | Yes/No |
| 2. | IQAC verification page | Yes/No |
| 3. | Content Page | Yes/No |
| 4. | Vision and Mission of the Institute – Principal signed Xerox copy | Yes/No |
| 5. | Vision and Mission of the Department – HoD signed Xerox copy | Yes/No |
| 6. | Program Educational Objectives (PEOs) - HoD signed Xerox copy | Yes/No |
| 7. | Program Outcomes (POs) - HoD signed Xerox copy | Yes/No |
| 8. | Program Specific Outcomes (PSOs) - HoD signed Xerox copy | Yes/No |
| 9. | Course Syllabus – Xerox copy from University curriculum book | |
| 10. | Academic Calendar –given by University - Xerox copy | Yes/No |
| 11. | Class Time table – Signed and Xerox copy (highlighting the course periods including tutorial) | Yes/No |
| 12. | Lesson Plan with S.No as L.No, Topic, Teaching aid (TA)/Methodology (TM), Text/Reference book and web references. | L:<br>T:<br>TA:<br>TM: |
| 13. | i. Course Outcomes (COs) – 6 Based on syllabus with BT level mapped<br>ii. Course Outcomes Mapping with POs and PSOs<br>iii. Justification for CO-PO and CO-PSO mapping | Cos:<br>POs:<br>PSOs: |
| 14. | List of Gaps within the syllabus – Mapping to CO, POs and PSOs with Justification and proposed mode of addressing | Gaps:<br>COs:<br>POs:<br>PSOs: |
| 15. | List of Gaps beyond the syllabus – Mapping to POs and PSOs withJustification and proposed mode of addressing | Gaps:<br>POs:<br>PSOs: |
| 16. | CO – PO/PSO Mapping including Gaps | POs:<br>PSOs: |

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| 17. | Gap addressed – Single page report | Yes/No |
|---|---|---|
| 18. | Brief notes on the importance of the course | Yes/No |
| 19. | Lecture Notes - Unit wise including gaps | Pages: |
| 20. | List of Power Point Presentations / Videos along with CD | PPTs: Videos: |
| 21. | University Question Papers (3 previous years Xerox copies) | Yes/No |
| 22. | Unit wise short and long answer question bank | Qs: |
| 23. | Unit wise Quiz Questions | Qs: |
| 24. | Class Tests Question Papers mapped with CO and BT with solutions (Award list, Xerox copy of any 3 students answer scripts) | Yes/No |
| 25. | Assignment Question Papers mapped with CO and BT with solutions (Award list, Xerox copy of any 3 students answer scripts) | Yes/No |
| 26. | Internal Question Papers mapped with CO and BT (Present sem course and previous 3 years Xerox copy) with solutions (Award list, Xerox copy of any 3 students answer scripts) | Yes/No |
| 27. | Scheme of evaluation with CO and BT mapping | Yes/No |
| 28. | Tutorial topics with evidence both material and attendance | Yes/No |
| 29. | 3 lists of slow and advanced learners – <br>1. Based on previous semester/up to previous semester. <br>2. Based on faculty observations up to 3 weeks. <br>3. Based on $1^{st}$ mid exams. | Yes/No <br>Yes/No <br>Yes/No |
| 30. | Remedial class for slow learners – schedule and contents/materials. | Yes/No |
| 31. | Remedial class attendance sheet with delivery record | Yes/No |
| 32. | Advance Learners – Engagement documentationFor GATE preparations <br>Or any others (please specify) | No. <br>No. |
| 33. | List of student certifications in relevant NPTEL/other MOOC courses | Reg: Cert: |
| 34. | Course Assessment (Plan & Execution) | Att: |
| 35. | Course end survey form, filled forms and analysis | Att: |
| 36. | Students feedback on faculty and TL analysis, corrective measured planned – $3^{rd}$ & $13^{th}$ week | Yes/No <br>Yes/No |
| 37. | Result Analysis at the end of the course | Pass%: |
| 38. | Observation for not attaining CO or for improvement | No. of obs |
| 39. | Plan of action to improve CO attainment next time | No. of act |
| 40. | Attendance register (including Theory/Tutorial) – Teacher/Course delivery record, continuous evaluation | Filled Yes/No |
| 41. | Course file (Digital form) – all the above contents | Yes/No |

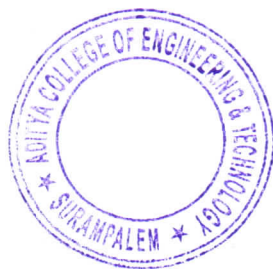**Note: Other than Yes/No, please give the number/statistics**
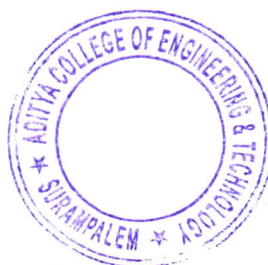
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**Observations:**

**Remarks:**

**Signatures of Audit Committee members**

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## Internal Quality Assurance Cell (IQAC)

### Lab File Audit

| Lab paper title: | | Class | |
|---|---|---|---|
| Faculty Name: | | Regulation | |
| Department: | | Academic year | |

| S.No. | Content | Available |
|---|---|---|
| 1. | Cover page | |
| 2. | Content page | |
| 3. | Institute Vision Mission | |
| 4. | Department Vision Mission | |
| 5. | Program Outcomes (POs), Program Specific Outcomes (PSO's) | |
| 6. | List of experiments as per the syllabus and additional experiments | |
| 7. | Course outcomes (6) and Mapping with Blooms Taxonomy | |
| 8. | **CO - PO, PSO and Mapping** | |
| 9. | Class timetable | |
| 10. | Model Practical End examination questions | |
| 11. | Schedule of End practical Examinations | |
| 12. | List of Examiners | |
| 13. | Cycle chart | |
| 14. | Laboratory assessment & attainment | |

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| | | |
|---|---|---|
| 15. | Model Practical End examination questions | |
| 16. | Lab occupancy chart | |
| 17. | List of the equipment and total cost | |
| 18. | List of Major Equipment | |
| 19. | List of Equipment Labelling | |
| 20. | Dos and Don'ts. | |
| 21. | List of Major/Mini projects done by the students in this lab | |
| 22. | List of Working models/ prototypes/ products | |
| 23. | Physical lab floor plan with area in Sq. meters. | |
| 24. | Inventory List | |
| 25. | List of Additional equipment | |
| 26. | Student log-in register | |
| 27. | Two sets of well-maintained records of each lab per semester | |
| 28. | Duly filled attendance register with day to day evaluation | |

*Note: Other than Yes/No, please give the number/statistics*

**Observations:**

**Remarks:**

**Signatures of Audit Committee members**

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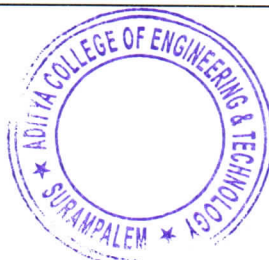# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

## Internal Quality Assurance Cell (IQAC)

### Personal File Audit

| Faculty Name: | |
|---|---|
| Department: | |
| Designation: | |

| S.No | Contents | Available |
|---|---|---|
| 1 | Bio-data - Latest with all contributions | Yes/No |
| 2 | Latest pay slip | Yes/No |
| 3 | Self Appraisal (year wise with below mentioned items) | Yes/No |
| 4 | Incentives/Award/Reward/Recognitions | |
| 5 | Feedback from students on teaching learning/faculty | Yes/No |
| 6 | Member of external bodies (Journals EB / BoS / GB/ EC of Prof. Society etc.) | |
| 7 | ISTE-Professional memberships | Yes/No |
| 8 | IEEE/CSI/ISSE/IE/SAE/ASCE or any other | |
| 9 | Promotion | Yes/No |
| 10 | FDP organised | |
| 11 | Faculty Development programs attended / resource person (6 days every year) | |
| 12 | List of NPTEL courses certification done | |
| 13 | Conferences/Seminars/Workshop organised | |
| 14 | Conferences/Seminars/Workshop attended | |
| 15 | Invited Lectures (Expert/conference/etc) | |
| 16 | Contribution to other institutes (paper setting, evaluation process etc) | |
| 17 | Responsibility in Committees - copy | |
| 18 | Industrial visits / Trainings / Internships organised | |
| 19 | Counselling/Mentoring | |
| 20 | Individual Time table - copy | |

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| 21 | List of Projects guided; Cover/Certificate Page | |
|----|---|---|
| 22 | List of In-house R&D projects (document to be enclosed) | |
| 23 | List of Funded R&D projects (document to be enclosed) | |
| 24 | List of Consultancy activities (document to be enclosed) | |
| 25 | List of Instructional materials like add-on courses, course files, lab manuals; cover page | |
| 26 | List of Working models / Products developed / Incubation/start - ups | |
| 27 | Research Publications (Paper/Poster/book/book chapters /citations /patents etc) | |
| 28 | List of projects received seed money (document to be enclosed) | |
| 29 | International fellowship for advanced studies/research | |
| 30 | list of innovative T/L methodologies | |
| 31 | link of webpage/blog/google classroom/LMS etc. | |
| 32 | Ph.D enrolled/ awarded / guided | |
| 33 | Joining letter | Yes/No |
| 34 | Appointment letter | Yes/No |
| 35 | Bio data at the time of applying | Yes/No |
| 36 | All educational qualifications – certificates | Yes/No |
| 37 | Other certificates of experience | Yes/No |
| 38 | PAN Card | Yes/No |
| 39 | Aadhaar card | Yes/No |
| 40 | Form 16 | Yes/No |
| 41 | any other - specify | Yes/No |

*Note: Other than Yes/No, please give the number/statistics*

**Observations:**

**Remarks:**

**Signatures of Audit Committee members**

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# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

## Internal Quality Assurance Cell (IQAC)

### Project File Audit

| Faculty Name: | | | |
|---|---|---|---|
| Department: | | Regulation: | |
| Class: | | Academic year: | |

| S.No. | Content | Available |
|---|---|---|
| 1. | Identifying the expertise with the faculty – area of specialization | |
| 2. | Grouping students in teams | |
| 3. | Take the option form from the teams for the area of the project they want to work | |
| 4. | Map the teams with the guide | |
| 5. | Project Review Committee need to be formed | |
| 6. | Teams meet the guide and finalize the Topic | |
| 7. | $0^{th}$ review | |
| 8. | Finalize the list of teams/guide/topic/area of specialization | |
| 9. | $1^{st}$ review schedule | |
| 10. | Evaluation 1 | |
| 11. | Consolidation of Evaluation 1 | |
| 12. | $2^{nd}$ Review schedule | |
| 13. | Evaluation 2 | |
| 14. | Consolidation of Evaluation 2 | |
| 15. | Internal Marks Consolidation | |
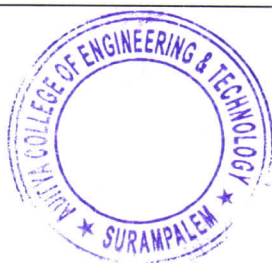
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| 16. | Submission of Project Report/Thesis to Project Coordinator (hard & soft) | |
|-----|--------------------------------------------------------------------------|---|
| 17. | External evaluation schedule, examiners | |
| 18. | Final Marks/Grade | |
| 19. | Publications / Working models List | |
| 20. | Awards in Project Expos | |
| 21. | Best 3 projects | |
| 22. | Industrial interaction evidence, if any | |

*Note: Other than Yes/No, please give the number/statistics*

**Observations:**

**Remarks:**

**Signatures of Audit Committee members**

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# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

## Internal Quality Assurance Cell (IQAC)

### Department Audit

| Department: | |
|---|---|
| No. of Sections: | |
| No. of Faculty members: | |

| S. No. | Name of the Event | No. of Events | | | Remarks |
|---|---|---|---|---|---|
| | | Proposed | Planned | Organized | |
| 1. | Research publications by faculty | At least one | | | |
| 2. | Professional body activities | 30% | | | |
| 3. | Guest lectures | At least one | | | |
| 4. | Seminars | At least one | | | |
| 5. | FDPS | At least two | | | |
| 6. | Maintenance of laboratories | Once in a semester | | | |
| 7. | Feedback on Curriculum | Once in a semester | | | |
| 8. | Student faculty feedback | Twice in a semester | | | |
| 9. | Review on syllabus completion status | Once in a month | | | |
| 10. | Result analysis | Once in a semester | | | |
| 11. | Faculty Meetings | Once in a month | | | |
| 12. | NPTEL courses for Faculty | As a minimum 1 by Faculty | | | |

*Note: Other than Yes/No, please give the number/statistics*
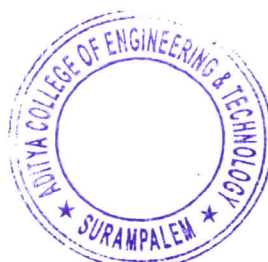
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**Observations:**

**Remarks:**

**Signatures of Audit Committee members**

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## 5. ACADEMIC PROCEDURES WITH CODE OF CONDUCT

### 5.1 Course File (Faculty)

A course file is prepared by every faculty for every course and it is meticulously supervised by the Program Committee well in advance before the commencement of the course work. The following is the structure of a course file:

**Part 1:** Vision and Mission of the Institute & Department, PEO, PO/PSO Statements, Course Syllabus, Course Information Sheet, Course Outcomes – Assessment Methodology/Plan Sheet, Lecture notes (Unit-wise), Brief Study materials, University Question Papers, Internal Question Papers with key, Assignment Topics, Tutorial Sheets, Unit Wise-Question Bank, Gaps & Plans for Add-on programs, Topics beyond Syllabus-References.

**Part 2:** Lesson Plan, Time Table, Teacher Log Book/ Attendance Register, Daily Delivery Recording, Continuous Evaluation-Marks (Tests, Assignments etc), Sample Answer Sheets (of Test Papers), Sample Assignment Sheets, Record of Tutorial Classes, Record of Remedial Classes, Makeup Classes/Tests, Guest Lecturers Conducted, Details of Add-on Programs, Result Analysis, Remedial/Corrective Action.

### 5.2 Lecture Notes

Each faculty member shall submit lecture notes to the HOD before the commencement of each semester. The quality of lecture notes will be reviewed by the HOD.

### 5.3 Personal file (Faculty)

Each faculty has to maintain a Personal File. The personal file will contain a copy of the following.

1. Appointment Order copy
2. Promotion Orders copy -if any
3. Copies of Technical papers presented at conferences/ Journals
4. Seminars / Conferences attended and other similar details.
5. Faculty Development Programme attended – certificate copy
6. Higher study undergoing – if any
7. Personal profile
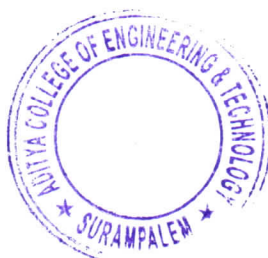
8. Copies of experience certificate

9. Copies of Degree certificates

10. Copies of Awards/Achievements/ Appreciation

## 5.4 Academic Work Load

The Academic workload shall be allotted by department Head to all faculty members in the department. The lab classes will be distributed in a balanced way. Two faculty members per batch and one Technical Assistant per lab are made available.

## 5.5 Assessment of Student Attendance

- The faculty will take the student attendance at the beginning of the first hour and forward the attendance particulars to Principal through HOD, which in turn is sent to the parents through SMS by E-Cap.

- Attendance will also be taken in all periods by the concerned subject teacher in hourly Attendance. Individual teachers handling theory classes and labs have to mark the attendance in that register for their periods on day-to-day basis. It will be monitored by the HOD.

- If a student is absent for more than a week due to sickness or unforeseen circumstances,he should report to the class teacher on the day he attends the college with a leave lettersigned by the parent and also with Medical Certificate.

- The parents should have informed by the HOD through phone regarding the absence of his/ her ward in continuous absenteeism without prior information.

- The percentage of attendance is calculated by the respective subject teacher based on hourly attendance only.

- Student monthly attendance shall be calculated and maintained in the HOD's office. The monthly attendance shall be published by the HOD. If the attendance is <75%, this information is sent to the parents through registered post.

## 5.6 Conduct of Lab Classes

- The staff in-charge of lab course shall prepare the list of experiments to be conducted, according to University Syllabus and also prepare Master/Teacher/Student laboratory manual.

- The number of students per batch per instrument/machine shall be restricted to a

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maximum of 3. However individual terminals may be given to every student in the computer lab.

- The faculty shall give an explanation for each experiment before the commencement of the practical classes. The faculty shall inform the students to come prepared for viva-voce questions, to draw the circuit diagram if any and to explain the objectives and procedure of the experiments.

- The staff in-charge shall ask viva-voce questions and also ask the students to explain the objectives and procedures for conducting the experiments for about 10 minutes and assign marks in the observation notebook based on the response of the students.

- The staff in-charge shall ensure that the record of experiment of the previous week is submitted by every student or else the students should be asked to sit at one corner in the lab and complete the record. The list of students who have not submitted the recordsshall be sent to the HOD who in turn will submit to Principal.

- All the staff members assigned to the laboratory class is equally responsible for the conduct of the lab class. The Lab-technicians shall be trained in assembling of the circuit, use of instruments etc by the staff in-charge and they shall be asked to help the students in trouble-shooting and using the instruments.

- The staff shall ensure that those students who have not completed any experiment up to date are summoned to the Laboratory during the free hours to complete the experiments. The record notebook and observation notebook should be completed by each student in all respects and kept ready for inspection. The faculty will be responsible otherwise.

- The staff in-charge shall display the list of experiments in the Laboratory notice board.

## 5.7 Procedure for Final Year Project

- The Project Coordinator should be identified by the HOD and should be asked to coordinate the various activities relating to the project work. Individual review committees will be formed for each branch of study. The committee will consist of HOD,senior faculty members and Project coordinator. The committee meetings will be convened by the HOD as per schedule provided by the principal.

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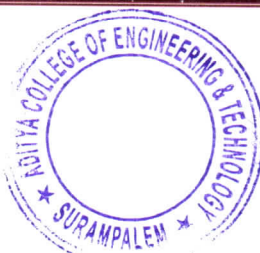
- The faculty members should give the broad areas of their interest in guiding the final yearproject by the second week of July. The HOD and the Coordinator should group the students into batches with a maximum of 4 and minimum 3 members considering their willingness and preference by the second week of July. The guides for the different batches are to be identified and fixed based on the area of interest and mutual consent, by the third week of July.

- The students and project guide shall be allowed to fix up the project within the department or to select a project from companies.

- The students will be given time for project work during the working days after attending any class as per the given university syllabus. This will facilitate the students to have a continuous association with the college, which may be useful when campus interviews are programmed during their working days in the college.

- Finalised project title and external guide should be identified and lists sent to the Principal by the second week of September.

- Students start their literature survey for the project work and complete by the end of the 4-1 semester, so that the project work can be commenced during the 4-1 semester itself. Review of the abstract of the project and approval by the project review committee of the department to be completed by the first week of December (Tentatively), before the commencement of University Lab/Theory Examinations.

- A first review must be conducted for all batches before the end of 4-1 semester. The Project Coordinator and the group guide must evaluate the project and suggest the studenton improvement/changes to be made. First review carries some weightage marks and should be completed by the first week of December.

- The project review committee shall review the progress of the project work (second Review) by the first week of February and suggest the course of action for the timely and successful completion of the project work. The second Review will be evaluated for some weightage marks.

- The third review of the project work by the project review committee shall be completed by the first week of March. The third review – evaluated for marks. Internal mark for

the project is based on the average mark obtained in first , second and third reviews. Project Coordinator will allot the internal marks in consultation with internal project guide of each batch.

- The final review and approval of the documentation of the project by the review committee shall be completed by the first week of April. The bound project report is to besubmitted following the final review.

### 5.8 Evaluation of Internal Marks

For calculating internal marks two mid exams, two online exam -objective type, and two assignments are conducting per semester as per the JNTUK regulations, the weighted average internal split-up for various regulations is given in the below table-

| JNTUK Curriculum | R20 & R16 | | R19 | |
|---|---|---|---|---|
| | IA | SEE | IA | SEE |
| Theory Course | 15+10+5 | 70 | 10+10+5 | 75 |
| Laboratory course | 5+5+5 | 35 | 5+5+10 | 30 |
| Mini Project/Internship/Industrial Training / Skill Development programmes /Research Project | IA/EA (Seminar Evaluation Committee Assessment Committee) 15-internal , Exam 100 | | EA (Seminar Evaluation Committee Assessment Committee) 50-internal , Exam 100 | |
| Project work | IA/EA-PRC (Project Evaluation Committee) 60+140 | | IA/EA-PRC (Project Evaluation Committee) 60+140 | |

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## 5.9 Slow learners and Advanced learners

The following flowchart shows the method of identifying the slow learners and advanced learners. The assessment is measured based on previous academic performance, internal assessment and classroom observation by faculty.

```
┌──────────────────┐   ┌──────────────────┐   ┌──────────────────┐
│ Previous Academic│   │  Internal Exam   │   │    Class Room    │
│   Performance    │   │   Performance    │   │   Observations   │
└──────────────────┘   └──────────────────┘   └──────────────────┘
```

```
┌──────────────┐   No        ◇ Total Score ◇      Yes   ┌──────────────────┐
│ Slow Learners│◀──────      ◇   > 50%     ◇  ──────▶   │ Advanced Learners│
└──────────────┘             ◇             ◇            └──────────────────┘
```
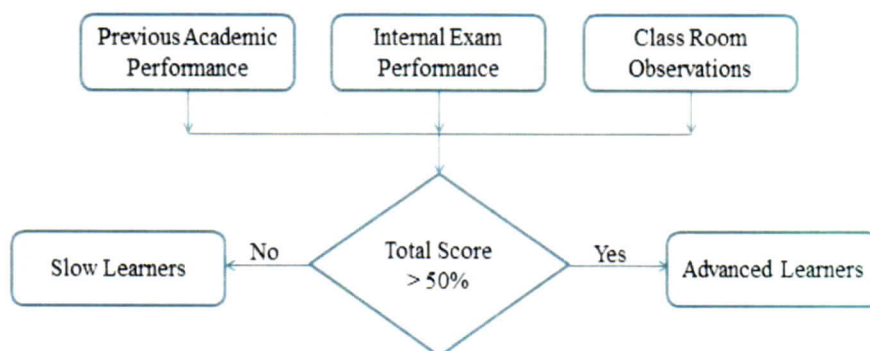
Action taken for the slow learners and advanced learners

| SLOW LEARNERS | ADVANCED LEARNERS |
|---|---|
| Remedial Classes | **Mini Projects** |
| Adjunct /Bridge classes | NPTEL/MOOCS Certification courses |
| Special Coaching Sessions on English | Seminars/Guest lectures |
| | Content Beyond Syllabus |
| | Participation in Hackathons, Coding Contest, Paper Presentations |
| | 24 X 7 access to e-resources through Delnet and J-Gate |

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