



# **ADITYA COLLEGE OF ENGINEERING**

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NBA & NAAC

Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

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## **Functioning of the various institutional bodies/cells/Clubs**



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## **The effective leadership is visible in various institutional practices such as decentralization and participative management**

### **Governing Body:**

The Governance Body meets once in six months and interacts with industry experts, faculty, students and corporate to understand the improvement areas and raise the level of knowledge delivery at Aditya College of Engineering with the assistance of faculty members and administrators of the Institute. The Chairman, Vice-Chairman and Secretary are the functionaries who take the responsibility of implementing the policy decision of the governing body.

- ✓ Governing body members are required to respect the confidentiality of sensitive information held by the Institute.
- ✓ The Governing body will comply with detailed tendering and purchasing procedures as well as complying with prescribed levels of authority for sanctioning any expenditure.
- ✓ The Members are required to use their reasonable endeavors to attend all governing body meetings.
- ✓ Governing body will guide and monitor the Institute while fulfilling the objectives.
- ✓ All the Institute activities and recommendations of the Academic Committee are reviewed.
- ✓ Governing body approves new courses/programs /certification programs recommended by the Principal.
- ✓ Recruitment process for Teaching/Non-teaching shall be approved by the Governing body with the policies laid down by AICTE/UGC/State Government/University etc.
- ✓ Governing body approves the annual budget of the Institute while considering all the requirements.

### **Principal:**

Principal is responsible for overall administration and academic function of the institution in keeping with policies of the management as well as mandatory regulations of the related authorities. The Principal has the executive powers to administrate the academic, non-academic and other functions based on the guidelines prescribed.

The Principal of an Institution should always be honest, fair, objective, supportive, and protective and law abiding. Besides, the following traits are expected from the Principal. He has to

- ✓ Chalk out a policy and plan to execute the vision and mission.
- ✓ Promote industry-institution interaction and inculcate research and development activities.
- ✓ Ensure that the staff and students are aware of rules, policies and procedures lay down by the college and enforce them.
- ✓ Recommend and forward communication to the authorities.
- ✓ Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- ✓ Execute any other qualitative and quantitative work for the welfare of the institution.
- ✓ Empower the staff and the students to reach their maximum potential.
- ✓ Exhibit outstanding strong leadership skills with the high integrity.

**Dean (Academics & Administration):**

The Dean (Administration & Academics) has a key role to play in all academic matters to tone up the academic performance of all the departments and the overall quality and standards of the students and enriching the skills of the staff members.

- ✓ Assist the Principal in all matters of academic activities.
- ✓ Prepare all reports / documents / write-ups that the institution has to prepare for a specific purpose or help the Principal in all such matters.
- ✓ Responsible in making periodic assessment of Teaching faculty & Staff particularly the new entrants and submit a report with suggestions / remarks to the Principal.
- ✓ Accountable for the academics & the administration of all the departments.
- ✓ Evolves new strategies and action plans, involving the HOD concerned, for the development and the quality improvement of the department.
- ✓ Responsible for computing the manpower requirements as per work load norms of the department along with the HOD and recommend the staff requirement to the Principal on an ongoing basis.
- ✓ Expected to interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance, and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with HODs.

- ✓ Monitor the functioning of each department under his control, and act as a strong interface between the Principal and the Head of the department in implementing policies and programs formulated from time to time for improving the quality effectiveness of teaching – learning process.
- ✓ Any other responsibility given by the authorities from time to time.

#### **Head of the Department (HoD):**

HoD is responsible for the smooth functioning of all the department level activities and responsible for preparing curriculum and strategic plan pertaining to the department.

- ✓ He shall adhere to the Policies and Procedures governed by the Academic committee and ensures quality practices in their departments. Monitors the academic schedule/attendance/syllabus completion/Internal examinations.
- ✓ Monitors the requirements in laboratories and prepares budget proposals for purchase. He conducts regular faculty meetings and submits the minutes of the meeting to the Principal.

#### **Various Committees/Cells/Clubs:**

For administrative convenience a number of committees/Cells/Clubs have been constituted to look into various aspects of the college administration, development and student & staff affairs. The list of such committees” is mentioned here under:

S.No	Name of the body/cell/committee constituted
1	Internal Quality Assurance cell
2	Academic Administrative Audit Committee
3	Academic Committee
4	Curriculum Committee
5	Admissions Committee
6	Examination Committee
7	Career Guidance Cell
8	Industry Institute Partnership Cell
9	Placement & Training Committee
10	Library Committee
11	R&D Committee
12	Entrepreneurship Development Cell
13	Disciplinary Committee
14	Anti-Ragging Committee
15	Women Grievances & Equal Opportunity Cell
16	Grievance Redressal Cell

17	Prevention of Sexual Harassment Cell
18	Counseling Committee
19	Students Council
20	Cultural Committee
21	Sports & Games Committee
22	Student Activity Center (SAC)
23	Alumni Committee
24	Central Purchase Committee
25	Hostel Committee
26	NSS Committee
27	Website Committee
28	Canteen Committee
29	Transport Committee
30	Health Club
31	Eco Club
32	Ethics Committee

### **Functions & Responsibilities of Various Committees:**

#### **Internal Quality Assurance cell**

Internal Quality Assurance Cell (IQAC) aims at continuous enhancement of quality in teaching-learning process. Internal quality cell is headed by the IQAC coordinator appointed by the Principal

#### **Functions & Responsibilities:**

- ✓ Keeping the vision of the institution in view the cell advises on the following issues.
- ✓ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- ✓ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- ✓ Optimization and integration of modern methods of teaching, learning and evaluation.
- ✓ Introduction of Add-on Courses.
- ✓ Welfare schemes for staff and students.
- ✓ Research and consultancy.
- ✓ Promotion of culture and Heritage of India.

- ✓ Organizing seminars, conferences and workshops at different levels.
- ✓ Extension and up gradation of Classrooms and Laboratories.

### **Academic Administrative Audit Committee**

The objective of the Academic Administrative Audit Committee is to enhance the efficiency of learning and teaching. It plays a key role in the smooth functioning of classes, examinations, other activities like setting up the curriculum, training and placements. The committee's responsibility includes organizing guest lectures by esteemed personalities from the industry, conducting workshops and organizing events- orientation, programmes.

### **Functions & Responsibilities:**

- ✓ To review advice on and develop policies on assessment for learning, teaching and learning quality.
- ✓ To review and formulate policies to enhance students' learning motivation.
- ✓ To decide the subjects offered and the number of lessons for each form.
- ✓ To review and formulate policies to cater for student diversity.
- ✓ To monitor and following up students learning outcomes.
- ✓ To introduce and promoting different teaching methods.
- ✓ To set up academic reward systems.
- ✓ To promote academic activities and creating an atmosphere of learning.
- ✓ To record students personal data and other learning experience records systematically to help students pursue further studies or develop their career.
- ✓ To enhance teacher's development through holding different professional development activities and orientations.
- ✓ To enhance the teaching efficiency through perfecting the appraisal system.
- ✓ Make regulations regarding the admission of students to different programmers of study in the college keeping in view the policy of the Government.
- ✓ Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- ✓ Recommend to the Governing Body proposals for institution of new programmers of study.
- ✓ Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.



- ✓ Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- ✓ Perform such other functions as may be assigned by the Governing Body.

### **Academic Committee**

Academic committee is centralized (Institute level) committee responsible for regulating and implementing different academic activities and it is headed by Convener along with all Heads of the Department and the representative from each department acts as Departmental Academic Coordinator is the member of Academic Committee.

### **Functions & Responsibilities:**

The followings are the duties of the academic committee in order to enhance the efficiency of learning and teaching process.

- ✓ To review advice on and develop policies on assessment for learning, teaching and learning quality.
- ✓ To review and formulate policies to enhance students' learning motivation.
- ✓ To review and advise elective subjects to be offered by the concern departments.
- ✓ To review and formulate policies to cater for student diversity.
- ✓ To monitor and following up students learning outcomes.
- ✓ To introduce and promote different teaching methods.
- ✓ To set up academic reward systems.
- ✓ To promote academic activities and creating an atmosphere of learning.
- ✓ To record students personal data and other learning experience records systematically to help students pursue further studies or develop their career.
- ✓ To help and support the teachers development through holding different professional development activities and orientations.
- ✓ Issuing the guidelines to the departments to organizing guest lectures by esteemed personalities from the industry and conducting workshops, organizing events for the improvement of the students academics and knowledge.

- ✓ Encouraging and enhancing the teaching efficiency through the appraisal system.
- ✓ Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- ✓ To request the Governing body to encourage the best students with scholarships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- ✓ Perform other functions as may be assigned by the Governing Body.

### **Curriculum Committee:**

Curriculum planning involves effective delivery by providing competence, values, good citizenry skills besides making students develop holistically and capable of leading happy and purposeful life to cater the national goals in tune with Vision and Mission of the college.

The IQAC conducts meetings on Curriculum planning and Delivery in the beginning of every year.

### **Functions & Responsibilities:**

- ✓ Curriculum committee along with Principal and Heads of the Departments (HOD) conducts meetings with to develop strategies for implementation of the curriculum.
- ✓ Each department head conducts departmental meeting before the class work commencement and prepares the academic calendar as per the schedule given by the university along with other activities like conduction of Seminars, Industrial visits, Guest lectures and Workshops. HOD will conduct meeting and allocate the subjects based on various parameters like experience, area of specialization and previous result analysis of the subject.
- ✓ Faculty prepares course files which consist of different parameters, Academic Audit committee will audit the course files.

### **Curriculum delivery**

College implements the lecture delivery by chalk and talk, power point presentations, video lectures/ NPTEL, animated videos, case studies, quiz, study tours, industrial visits. College conducts Induction program and bridge courses for 1st year students to help them to understand fundamental concepts in their respective program. Various training and certification programs, add-on courses etc. are conducted to 2nd, 3rd and 4th year students to make them industry ready. Faculty maintain the course register for both



theory and lab classes which consists of syllabus, session planner, daily attendance, lecture diary, weekly self-appraisal, result analysis which ensures number of periods, topics covered, etc.

The curriculum gaps bridged through delivery in the form of content beyond Syllabus and covered during regular classes, Guest Lectures and Workshops. Every fortnight syllabus completion status should be submitted by every faculty.

#### **Admissions Committee:**

The Admissions Committee is constituted to decide on the Admission related matters of the College.

#### **Functions and Responsibilities:**

- ✓ Gathering Information about the process of Admission.
- ✓ Reviewing and developing admissions policy and practice.
- ✓ Notifying the seats available in various disciplines, Fee Structure, Commencement of admission and the last date.
- ✓ The admissions committee tracks the success of the admissions process each year by maintaining a database of pertinent information on the applicants.
- ✓ Provide guidance and counseling to parent and students who seek admission.

#### **Examination committee:**

The Examination committee is an apex body of the Institute which is headed by the chief superintendent

The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University) to the students who pass the final examinations.

#### **Functions and Responsibilities:**

- ✓ To conduct Internal Assessment and External Assessment Examination related all work as per University notifications and ordinance.
- ✓ Set principles and guidelines for exam policy
- ✓ To notify the schedules of examination to the faculty and students well in advance to prepare themselves for the examinations.
- ✓ Preparation of smooth conduct of Examinations, preparation of time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- ✓ Assigning the duty to staff properly during examination as per duty chart

- ✓ To take decision on malpractice cases and award punishments as per the university regulations
- ✓ To facilitate the academic departments for smooth conduction of practical examination and submitting the attendance sheets and awarded marks sheets in closed envelopes duly signed by the examiners to the university.

### **IIPC (Industry Institute Partnership Cell):**

IIPC (Industry Institute Partnership Cell) objective is to develop of a strong technical workforce that would bridge the gap between industry requirements and academic orientation.

### **Functions & Responsibilities:**

- ✓ To offer courses on the latest developments in engineering and technology to practitioners.
- ✓ To encourage industry and organizations for placement and training of students in industries.
- ✓ To conduct industrial training and industrial visit for the students and faculty.
- ✓ Motivate the young executives to become successful entrepreneur.

### **Placement and training committee:**

The Placement & Training Committee shall be primarily responsible for the activities related with campus placements.

### **Functions and Responsibilities:**

The responsibilities and functions shall include (but not limited to) the followings.

- ✓ To build confidence in students and develop right attitude in them
- ✓ Organize Various Training Programs to train the students in the areas of Quantitative Aptitude, Logical Reasoning and Verbal reasoning through the reputed external training organizations and in-house trainers.
- ✓ To plan and implement a mechanism for organizing various placement activities so as to provide placements to all the eligible candidates.
- ✓ To device and implement mechanism to liaison with good companies for recruitment of the students.
- ✓ To organize pool campus drive in campus or off campus.
- ✓ To work out and execute any other activity related with the placement of the students.

**Library Committee:**

The Library Committee provides a forum for open discussion of matters relating to the library and its services,

The Committee will look into the matters relating to library such as procurement or adding up of titles, volumes, learning resources such as e-journals, e-learning material for the college for the academic year.

**Functions and Responsibilities:**

- ✓ To frame general rules for the management of the library.
- ✓ To prepare annual budget estimated of the Committee. library for submission to the academic
- ✓ To allocate funds, from the sanctioned annual budget of the library, to the Department and Centre of Studies for the purchase of books, journals, and periodicals.
- ✓ It invites the requirements from all the departments based on revisions in curriculum as well as students through a requirement register available in the Central Library and in the form of feedback.

**Entrepreneurship Development Cell (EDC):**

The objective of promote Entrepreneurship Development Cell is to promote entrepreneurship culture among the students by organizing entrepreneurship awareness programs

**Functions and Responsibilities:**

- ✓ Guide and assist potential entrepreneurs in the process of setting up, growing and managing the new venture
- ✓ To create awareness on entrepreneurship among the students.
- ✓ To device and implement a mechanism for creating awareness on Intellectual Property Rights (IPR) by motivating student and faculties, organizing workshops / seminars on the same.
- ✓ To device and implement a mechanism for patenting of the products or innovations and securing the prototypes/processes/products under intellectual property rights.
- ✓ To provide a platform for interaction with entrepreneurs.
- ✓ Motivate students to develop their own startups.

**Anti-Ragging Committee:**

Anti – Ragging committee is one of the key committee that will be involved in designing strategies and action plan for curbing the Menace of Ragging in the institute by adopting an array of activities.

**Functions & Responsibilities:**

- ✓ Displaying the charts and other material stating evil nature, punishment of Ragging and also student's discipline.
- ✓ Ensuring compliance with the provision of UGC regulation 2009 at the institute level
- ✓ Appoint Anti-Ragging Squads in the institution monitor and oversee the performance of Anti-Ragging Squads in prevention of ragging in the institution creation of cordial atmosphere.
- ✓ To take appropriate action in case an incident of ragging is reported by Anti- Ragging Squad of the institute in case of need, reporting to the nearest police station

### **Anti-Ragging Committee Action Procedure**

- a. Anti-Ragging Squad will immediately inquire and report any incidence of ragging or abetment of ragging noticed by them immediately to the head of the institute and also to the Anti-Ragging Committee
- b. Immediate action as per the situation will be taken by the Institute Anti Ragging Committee which may include:
  - i. Immediate suspension of involved students
  - ii. Sending reinforcements or any help if required.
  - iii. Forwarding the report of the incident to the Anti-Ragging Committee of the University.
- c. The Anti-Ragging Committee will examine the report and recommend appropriate punishment to University Anti Ragging Committee for approval (Reporting of the matter to the Civil Police or District Administration or lodging of complaint/FIR will not be done without the approval of University Anti Ragging Committee).
- d. If any incident, even minor is reported, in addition to action taken with regard to that incidence the anti-Ragging measures will be reviewed and strengthened with immediate effect.

### **Disciplinary Committee:**

Disciplinary Committee consists of Senior Faculty members, drawn from all the departments. The following are the functions of Disciplinary Committee.

### **Functions & Responsibilities:**

- ✓ To maintain & enforce strict discipline in the college campus
- ✓ To enforce strict dress code among students
- ✓ To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- ✓ To ensure that all the students attend classes without bunking and prevent the students from leaving the college early. Please note that no student can leave the college without prior permission of the higher authorities (gate pass should be produced).

- ✓ To ensure that students maintain utmost silence in the library
- ✓ To maintain proper discipline in the student waiting room and corridors during the college working hours
- ✓ To assist the college Anti Ragging Committee in preventing ragging in the college and to spread anti ragging campaign throughout the students community.
- ✓ To recommend suitable disciplinary action against that student including in fact of indiscipline behind doubt

#### **Observance of General Discipline:**

- ✓ In order to maintain serene, silent clear and studious environment in the college campus and to inculcate discipline in the students, the following Rules and Regulations are formulated: Ragging (inside & outside the college) is strictly prohibited as per Andhra Pradesh Government Act, 26 of ..... Any such act is liable for suspension, Dismissal and Penal Punishment.
- ✓ Students should neither involve nor encourage in acts of boycott/strike/quarrels, etc.
- ✓ Students should strictly follow the college timings and adhere to the dress code prescribed by the college.
- ✓ Students should not possess Mobile phones in the premises of college campus. If found, will be ceased and penalized.
- ✓ Students should wear I.D. Card as long as they are in the college campus.
- ✓ During the interval and lunch time the students are expected to maintain strict discipline and silence while moving in the corridors.
- ✓ Students should cooperate to maintain cleanliness in the campus. Students are strongly advised to use dust bins.
- ✓ Students should maintain decency and decorum in the class room
- ✓ Students should not slink or mess up others items/cash/books/calculators etc., in the class room and college.
- ✓ Students are strictly instructed to follow the above listed Rules and Regulations. Any violation in the General Discipline is liable for punishment (such as Suspension from attending college/ Rustication ...etc) as decided by the Principal based on the recommendations made by the Disciplinary 28 Committee. Their lies the responsibilities of the students to safeguard the image and reputation of the college, in their own interests.
- ✓ Dress Code: The following “DRESS CODE” is to be observed in the college premises.
- ✓ The boy student should attend the college only with College Uniform ‘Formal dress with tuck-in and shoes’. The girl student should attend the college with College Uniform “Chudidhar” and “Dupatta”.
- ✓ The foreign national study in this college should follow Formal Dress Code.

**Central Purchase Committee**

The objective of the Central Purchase Committee is to supervise all the purchases made in the campus.

**Functions & Responsibilities:**

- ✓ To take indents from the departments/committees/ faculties etc against requirement.
- ✓ To analyze quotations provided by the logistics department, and provide recommendation for approval by the person having delegated powers.
- ✓ To request technical input from relevant staff as required.
- ✓ To ensure proportionality, transparency, accountability and fairness in the procurement process
- ✓ To frame necessary guidelines to exercise its powers judiciously.

**Transport Committee:**

The Transport Committee provides the Academy with a standard procedure for the acquisition, enhancement, use, control, maintenance, repair and disposal of the Academy vehicles and for the management of related forms of transport engaged for Academy activities.

**Functions & Responsibilities:**

- ✓ To allot seats for students and faculty in concerned routes and display of list of faculty and students
- ✓ To take necessary steps for prevention of un-authorized boarders
- ✓ To recommend management for additional transport facilities
- ✓ To review the operation of vehicle in all routes
- ✓ To review the maintenance of transport vehicles

**Grievance Redressal cell:**

The main objective of the Grievance Redressal Committee is to provide simple, smooth and readily accessible procedure for prompt disposal of the day to day genuine grievances of the student and faculty community to maintain a compatible atmosphere at institution level.

The committee proactively gives an opportunity to everyone in Aditya College of Engineering to be listened to so that any feeling of injustice is sorted out promptly.



**Functions & Responsibilities:**

- ✓ The function of the cell is to look into the complaints lodged by any student/faculty, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- ✓ Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.
- ✓ In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box which are placed at different locations in the institution
- ✓ . The cases will be attended promptly on receipt of written grievances from the students/faculty. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- ✓ Use positive, friendly ways to resolve the crisis than punitive steps, which disturb the system
- ✓ Reassure them that the authorities will be acting impartially and will try to resolve the matter as amicably as possible.
- ✓ The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell
- ✓ The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

**Hostel Committee:**

The objective of Hostel Committee is to take active interest in the general welfare of the students residing in the hostel and to assist the Wardens in maintaining the living standards.

**Functions & Responsibilities:**

- ✓ At the beginning of the academic session the entire data regarding the number of students staying in boys and girls hostel to be obtained for the smooth functioning of the college.
- ✓ Conduct sudden visits to the messes and hostels at regular intervals to find out the living conditions, mess facilities etc.

- ✓ Conduct meeting with the inmates of both the hostels and have a detailed discussion regarding their accommodation, messing etc.
- ✓ In case of any serious drawback report the matter to the management.

#### **Women grievances & equal opportunity cell:**

The objective of the Women grievances & equal opportunity cell is to create an atmosphere of Equal Opportunity through awareness generation programmes and to provide auxiliary support towards skill development and enhancing employability of students.

#### **Functions & Responsibilities:**

- ✓ To enquire the Complaints received from the female students or staff of the College.
- ✓ To deal with the issues of Gender based violence
- ✓ To conduct various gender sensitization programmes
- ✓ To pay Special Attention on ragging/exploitation related issues.

#### **Career Guidance cell:**

The objective of the Career Guidance cell is to create awareness among the students about latest trends & needs of Government & Private Sector.

#### **Functions & Responsibilities:**

- ✓ To prepares the students to overcome challenges of the corporate world.
- ✓ To give training and guidance to students on career related matters and assist them in exploring new opportunities
- ✓ To activate resources for needy students to apply jobs
- ✓ To invite companies to interact with students

#### **R&D consultancy committee:**

Research and Development cell has been formed on the recognition of the fact that pioneering research and technological innovations will be critical drivers for the nation's sustained economic growth, it will facilitate the interchange of information, establishment of standards, new techniques and fresh approaches to old problems. The R&D Committee shall focus on providing an atmosphere conducive to research and development for faculty and students.

#### **Functions & Responsibilities:**

- ✓ To inculcate the concept of research among students & staff by arranging paper presentation competitions
- ✓ To organize Short Term Training Programs and workshops regarding Research.

- ✓ To support the faculty for writing quality research papers, patents and books
- ✓ To provide research atmosphere in the college.
- ✓ To arrange talks and interactions by eminent personalities from industry, R&D organizations, Institutions of repute; for the better understanding of research methodology and practices currently followed.
- ✓ To help the faculty in submitting the proposals to AICTE,DST/Non Govt .organizations

#### **Alumni committee:**

The objective of the Alumni committee is to maintain a lifelong relationship with alumni and providing relationship between alumni and present students as well as among alumni.

#### **Functions and Responsibilities:**

- ✓ To develop plans to support the growth of institution to achieve its vision and to enable institute to add values to all its stakeholders.
- ✓ To plan and implement a mechanism for alumni feedback and suggestions from as well as schedule and execute Alumni meet.
- ✓ To support a strong relationship between alumni association and current students
- ✓ To organize interactive sessions with alumni to current students and assist current students and alumni in career planning, placement and transitions.
- ✓ The committee also tracks and highlights the achievements and successes of alumni so as to provide impetus to the institute and its students.

#### **Cultural committee:**

The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College and to provide platform to students to exhibit their talents.

#### **Functions and Responsibilities:**

- ✓ To plan and schedule cultural events for the academic year.
- ✓ To prepare budget for all cultural events and take necessary steps for its approval.
- ✓ To promote and arrange extracurricular activities to bring out the talents of students in performing arts.
- ✓ To obtain formal permission from the College authorities to arrange program.

#### **Sports and Games Committee:**

The Sports and Games committee is intended to plan and coordinate the organization of various extracurricular activities in the college. The aim of this committee is to make students more fitness and health conscious. The sports and games committee is responsible to bring

the sporting spirit in the student community and bring in a culture of sports and games in the institute.

**Functions and Responsibilities:**

- ✓ To recommend to principal to provide facilities for indoor and outdoor games
- ✓ To finalize annual calendar of internal and external sports activities
- ✓ Prepare budget for proposed activities
- ✓ Provide necessary training to the students in different sports activities
- ✓ Selection of teams to represent college in intercollegiate tournaments and intramural tournaments.

**NSS Committee:**

The sole aim of the NSS is to provide hands on experience to young students in delivering community service.

**Functions and Responsibilities:**

- ✓ To create awareness regarding social service among the students and other members of the college community.
- ✓ To organize orientation programs for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme
- ✓ To select service projects on the basis of utility and feasibility
- ✓ To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.

**Website Committee:**

The objective of the Website committee is to deliver the information about the college to the outside world and to supervise all aspects of the website including updating content and troubleshooting technical issues for the institute website.

**Functions and Responsibilities:**

- ✓ To administer data acquisition process, maintenance of the institute's website with regards to all activities related to Domain & hosting.
- ✓ To administer regular updates to the site by securing necessary approval/authentication of the information from the concerned authority before hosting on to the website.

- ✓ To collect information & data reports from various academic department & internal bodies like library, NCC, NSS, Training & Placement, Sports, Women Empowerment Cell etc. at regular intervals for necessary and timely updates of the site.

#### **Magazine Committee:**

To collect all sorts of information and photos from various events, seminars and conferences held in the college premises.

#### **Functions and Responsibilities:**

- ✓ To communicate periodically with the Editor of the College Magazine committee and discuss issues of policies and finances.
- ✓ To publish college magazine
- ✓ To maintain a record of all interactions with the publications members
- ✓ To select the best articles and publish in the magazine.
- ✓ To record the achievements of students and congratulates them for their hard work. It also publishes the information on the activities of the college.

#### **Counseling committee:**

All the communication with the students and a record of every session will be kept notes of, along with any other relevant correspondence concerning the student (such as letters to us from counselor at the department and college levels etc.) These are kept in a confidential file (either on computes or in paper form) which is kept securely under the guidelines laid down by student counseling cell

#### **Functions and Responsibilities:**

- ✓ To resolve day to day academic problems of the student
- ✓ To monitor the students regularity & discipline
- ✓ To enable the parents to know about the performance & regularity of their wards.
- ✓ To monitor periodically the students' progress in all aspects and ensure the well-being of students
- ✓ Identify the students with problems avoid the distress situation
- ✓ To train students in self-control of emotions
- ✓ Guiding students to choose right career path for job, higher studies, Entrepreneurship, etc.

**Prevention of sexual harassment cell:**

This cell aims at sensitizing the students and staff and working diligently to prevent sexual harassment in the college.

**Functions and Responsibilities:**

- ✓ To provide an environment free of gender-based discrimination
- ✓ To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized
- ✓ To facilitate a safe environment that is free of sexual harassment
- ✓ Receive and redress complaints received from any member of the College (including students, research scholars, staff, hostel residents) alleging sexual harassment by another member(s) of the College.
- ✓ Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance.
- ✓ Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential.

**Eco club:**

The objective of the Eco club is to empower students to participate and take up meaningful environmental activities and projects

**Functions and Responsibilities:**

- ✓ To maintain cleanliness in and around the college campus.
- ✓ To protect planet Earth by creating environment awareness
- ✓ To motivate students to work in an environment friendly manner which includes use of LPG, paper bag, Gas pipe line, save electricity.
- ✓ Sensitize the students to minimize the use of polluting products.
- ✓ Organize tree plantation programs, awareness programs and educate students about re-use of waste material & preparation of products out of waste



**Health club:**

The main objective of the Health club is to develop a healthy mind in a healthy body. The health club always conducts medical camps, yoga training etc. in regular intervals in every academic year

**Functions and Responsibilities:**

- ✓ To provide students with knowledge, skills, capacities, values and the enthusiasm to mould a healthy lifestyle into adulthood.
- ✓ To organize Awareness drives in which students are sensitized towards cleanliness.
- ✓ Imparting information about various diseases prevailing in a particular duration of year and various preventive steps.
- ✓ To create awareness of physical fitness which an important component of wellness.

**Ethics Committee:**

The aim of the Ethics Committee is to develop best quality technical personnel with sound knowledge in basic engineering principles, technical skills, innovative research capabilities and exemplary professional conduct to use technology for the benefit of society with the highest ethical values. The college is established to impart uninterrupted dissemination of knowledge to top ranking students from all sections of the society. The college is responsible to cultivate higher values of honesty, integrity, responsibility, mutual respect for persons and property and respect for human rights.

**Functions and Responsibilities:**

- ✓ Propose the Code of Ethics for the Institution.
- ✓ Organize ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- ✓ Report breaches of Code of Ethics or non-compliance of ethical practices amongst students.
- ✓ Formulate policies for corrective actions.
- ✓ Coordinate the periodic revision of the Code of Ethics and related implementation mechanisms



  
**PRINCIPAL**  
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Aditya College of Engineering  
SURAMPALEM - 533 437



# **ADITYA COLLEGE OF ENGINEERING**

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NBA & NAAC

Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

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**Institution Policies, administrative setup,  
appointment and service rules, procedures**



## Institutional Guidelines for Teaching and Non-Teaching Staff on Timing, Dress Code, Leave, Academics, welfare measures and related matters.

The institution is giving a constant support for the faculties for their professional development and teaching quality by providing direct/indirect and financial/non-financial support. The Institution has recognized the importance of professional bound activities in the form of conferences/ workshops are provided financial support.

### 1. Working Days and Working Hours

- The Working days are from Monday to Saturday in a week except Govt. Holidays. However, during Internal Tests, in the event of shortage of working days to complete the syllabus, and University Examinations holidays may be converted as working days. The list of holidays for each semester will be clearly indicated in the Academic schedule.

- On all Working days, the Class work will be from 9.30 am to 4.10 pm. All Faculty members and Non-teaching Staff have to reach the College campus before 09.00 am and leave the campus after 04.25 pm.

- Attendance is through biometric device and they need to sign in the Attendance Register in the HOD Office both in the morning during arrival and in the evening before departure.

### 2. The Faculty members should be in the Classrooms/Laboratories five minutes before the commencement of each theory class/practical class. Dress Code and General Appearance.

Gent Faculty members are advised to wear light coloured formal Shirt and dark coloured trousers. They should tuck-in their shirts, wear formal belt, black shoes and groomed properly. They should also wear a formal Tie. Lady Faculty members should wear formal Saree with Blouse and formal Chapels/Cut shoes. Non-Teaching Staff shall wear uniform dress with formal Shoes. All should wear their identity cards regularly.

### 3. Lunch interval

The lunch interval will be for a period of 60 minutes as mentioned in the time table. All the faculty members and laboratory staff should follow these timings regularly. The lunch break for

office staff and Library staff shall be between 1.00 to 2.00 pm. All teaching and non-teaching staff should compulsorily take their lunch in the dining room and not in their office/work place. Lunch will be provided to both teaching and non-teaching staff in the cafeteria at subsidized rate.

#### **4. Cleanliness, House Keeping and Energy Conservation**

All teaching and non-teaching staff should maintain the tables, chairs and rooms allotted to them neat and clean. They should get their offices cleaned on regular intervals. Whenever they move out of their place, they have to switch off the lights, fan / AC, computers, printers, etc. All are responsible in conserving the energy.

#### **5. Leave / Absenteeism / Permission**

##### **(a) Casual Leave (CL):**

Each faculty member shall avail 1 day CL per month subject to a maximum of 12 days per academic year. Each non-teaching Staff shall avail 1 day CL per month subject to a maximum of 12 days per academic year. Casual leave can be availed with the prior permission from the principal by submitting the duly filled-in leave application, before the date of leave and recommended by the HOD/In-charge. In case of emergency and unavoidable circumstances, the faculty member/non-teaching staff shall intimate the leave to the HOD and principal's office and the leave application has to be submitted as soon as they resume the duty.

##### **(b) Absenteeism**

Leave without written prior permission/oral information will be treated as 'Absent'. In case of any faculty member / non-teaching staff continuously being absent for more than 6 days, his/her name shall be removed/struck off from the attendance register.

##### **(c) On-Duty Leave (OD):**

The Faculty members shall avail the following on-duty leave with prior permission from the principal:

- Hall Superintendent / University Representative duty for Jawaharlal Technological University, Kakinada examinations: 7 days per semester.
- External Examiner duty for Jawaharlal Technological University, Kakinada examinations –eligible faculty members shall be 7 permitted as per the order received from the University office.
- Central Evaluation duty for Jawaharlal Technological University, Kakinada



examinations –approved evaluators shall be permitted as per the order received from the University office.

- Research project presentation/consultancy assignment/participation in conference/seminar/workshop/FDP etc. –3 days per semester.

The non-teaching staff shall avail on-duty leave for college related works with prior permission from the principal.

**(d) Compensatory Casual Leave (CCL):**

Faculty members and non-teaching staff are eligible to avail CCL in lieu of working for the institute/management on a non-working day/general holiday.

**(e) Summer Vacation:**

- Faculty members who have completed 6 months of service but less than 1 year in our Institution are eligible for a vacation leave of 7 days during summer.

- Faculty members who have completed 2 years of service in our Institution are eligible for a vacation leave of 2 weeks during summer.

- Non-teaching staff members who have not completed 1 year of service in our Institution are not eligible for a vacation leave during summer.

- Non-teaching staff members who have completed 1 year of service in our Institution are eligible for a vacation leave of 7-days during summer.

**(f) Permission:**

The faculty members and non-teaching staff shall avail permission for 1-hour to attend an urgent work on any working day without affecting their academic work/normal work. Each faculty and non-teaching staff member shall avail 3 such permissions in a month.

**6. Academic Work**

- An academic schedule comprising the details of reopening date, working days, holidays, internal Tests, model examination, last working day, university examinations, etc., based upon the Jawaharlal Technological University, Kakinada academic schedule shall be prepared by the

principal's office for each semester before the commencement of classes and a copy of the same be given to all departments, for proper implementation.

- Time table shall be prepared by each department and implemented after due approval from

the HOD and the principal.

- All faculty members shall prepare lesson plans for the theory subjects, laboratory plans for practical subjects and obtain the approval of HOD on or before the date of commencement of classes, for implementation.

- Faculty members shall prepare tutorial plans for subjects as mentioned in the curriculum and implement the same as per the time table.

- Faculty members shall make use of NPTEL videos/MIT videos, CBTs and other e-learning modules for facilitating enhanced learning by the students.

- All faculty members must prepare well and teach effectively to enable all students in the class to understand the lessons and hence learn.

- Each faculty member must aim to produce 100% result in the subject taught by him/her. In any case the result of each subject should be greater than 90%.

- In order to encourage meritorious performance, the faculty member(s) who produce 100% result in theory subject(s) in the University Examination will be encouraged and honored with a cash award of Rs.10000/- per subject per semester and a certificate of appreciation.

\*The overall performance of the faculty members will be linked to their increments and promotions.

Teachers provided with financial support/incentives to attend conferences/workshops/Seminars/FDPs etc. and towards membership fee of National/International professional bodies

## 7. Participation in Conferences / Seminars / Workshops, FDP, and Research/Publications work

- Each faculty member should participate in at least 1 conference/seminar/workshop/FDP, etc., in a semester subject to a maximum of 2 such participations in a semester.

- The college will sponsor the registration fee, boarding expenses and travel expenditure (actual Bus fare / Train fare – to and fro) for participation in Regional/National conferences. Lodging expenses if any have to be borne by the faculty member concerned.

- Each faculty member must present/publish at least one paper per year in National/International Conferences/Journals.

- The college shall reward the faculty member(s) who publish original research paper in an International Refereed Journal of good impact factor, with Rs.5000/- per paper. Similarly, for a



publication in a National Referred Journal of good impact factor, Rs.3000/- per paper shall be awarded.

- Research/Publication incentives--Faculty members who are active in their research and publish their work will be encouraged with the incentives. Further, Registration fee, TA, DA will be provided to attend the conferences of National/International level. All the researchers will be encouraged with the honorarium as per AICTE norms, if any funded research project sanctioned by the funding agencies.

- Faculty members will be provided with financial support towards the total membership/registration fee of National/International professional bodies.

## **8. Participation in Sponsored Research and Consultancy work**

Every faculty member in addition to the regular academic work shall participate in carrying out sponsored research and consultancy work. They should singly/jointly prepare project proposals in emerging areas and submit to various funding agencies for grant. After receiving the fund, they should execute the project and complete it successfully as per the terms and conditions of the sponsoring agency.

The institute shall award an honorarium to the chief coordinator/co-coordinator or principal investigator/co-investigator of the funded project with an amount equal to 2% of the total grant (1% at the time of receiving the grant and the remaining 1% after successful completion of the project). The honorarium will be subject to a maximum ceiling of Rs.2,00,000/-

For consultancy grants, the coordinator/investigator shall be eligible for an honorarium of 60% of the revenue earned and the remaining 40% of the revenue has to be retained by the college for providing infrastructural facilities such as power, water, machinery/equipment, etc., to accomplish the consultancy activities.

If any man power such as lab technicians, office assistants, co-staff are utilized in carrying out the consultancy activity, the Coordinator / Investigator has to pay 10% of the revenue from his share as honorarium to them.

## **9. Organizing Conferences / Seminars / Workshops, FDP, Guest lectures**

- Each department shall organize at least one conference/seminar/workshop, FDP, etc.,

during every academic year.

- College shall sponsor Rs.20000/- per year to each Department for organizing a conference/seminar/ workshop/FDP, etc.
- Every department shall conduct at least 2 Guest lectures/special lectures per semester to impart knowledge on current affairs and beyond syllabus. College shall sponsor Rs.5000/- per guest lecture / special lecture. In addition, boarding facility and actual travel expenditure will be provided.

#### **10. Encouraging faculty members to pursue Higher Studies (Ph.D.)**

- Faculty members interested in pursuing Ph.D. on Part Time basis shall submit an application to the management through the principal seeking permission for registration.
- The college shall grant 3 ODs per semester to the Ph.D. scholars to meet their supervisors for discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first semester/second semester.
- The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 1 month during summer vacation to enable him/her writing the thesis for submission.

#### **11. Assessment, Promotion policy**

All faculty members and non-teaching staff will be assessed for their performance during every year. The faculty members will have 3 levels of assessment, namely (i) Assessment by the students during each semester, (ii) Self-assessment during each academic year, and (iii) Assessment by the reporting officers/ superiors.

The performance of the non-teaching staff will be assessed by their reporting officers and superiors. The faculty members and non-teaching staff are eligible for promotion as per college procedures, AICTE norms and university regulations.

#### **12. Self-Discipline, Work ethic and involvement**

All teaching and non-teaching Staff should observe self-discipline, ethics and dignity at work place. They are permitted to use the Mobile phones only in their office/at sitting place. They should not carry Mobile phones to the Classroom/ Tutorial room/Laboratories/Seminar Hall/Drawing Hall/ Meeting/Function. If required on special occasions, they need to report to the college on holidays or during vacation to accomplish the urgent and important work. They

should not resign in the middle of the semester/academic year.

They should always bear in mind that they form an integral part of the Institution and actively involved in the Institutional building process with involvement and dedication. They have to abide the college rules, university regulations and AICTE norms in force from time to time.

The faculty member(s) who violate the college rules and university regulations and indulge in any in disciplinary activities will be dealt with strictly as per the provisions of disciplinary measures of the college and the university in force from time to time.

**Note:** All kinds of leave as mentioned above have to be availed only with the prior permission from the principal by submitting the duly filled-in leave Application, one-day before the date of leave and recommended by the HoD. In case of emergency and unavoidable circumstances, the faculty member / non-teaching staff shall intimate the leave to the HoD and principal's office and the leave application should be submitted as soon as they resume the duty.

The faculty member(s) have to necessarily make alternative arrangements for his/her teaching work with other faculty member(s). In case of on-duty leave for examination or related works, copies of letters/orders received from the university or concerned authorities have to be enclosed with the leave application. After completing the on-duty, the faculty members shall submit the attendance certificate, progress report/status report, as applicable, to the principal office when they resume the duty.

These rules and regulations are subject to change from time to time.



**Principal**

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