

# AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, Permanently Affiliated to JNTU Kakinada.  
ACCREDITED BY NAAC and Recognized under 2(f) & 12 (b) by UGC, New Delhi)  
Tamaram, Makavarapalem, Narsipatnam (RD), Anakapalli-531113

---

## HUMAN RESOURCES POLICY



## HAND BOOK

# TABLE OF CONTENTS

INSTITUTE VISION .....	i
INSTITUTE MISSION .....	ii
GOALS .....	iii
QUALITY POLICY .....	1
1. PLANNING .....	2
1.1 HUMAN RESOURCE PLANNING .....	2
1.2 RECRUITMENT .....	3
1.3 ORIENTATION .....	4
2. SALARY AND INCENTIVES .....	5
2.1 POSITIONS AND PAY SCALES .....	5
2.2 DEARNESS ALLOWANCE .....	6
2.3 YEARLY INCREMENTS .....	6
2.3 INCENTIVES AND REWARDS .....	7
3. LEAVE .....	8
3.1 CASUAL LEAVE .....	8
3.2 COMPENSATORY LEAVE .....	8
3.3 ON DUTY .....	8
3.4 VACATION LEAVE .....	9
3.5 EARNED LEAVE .....	9
3.6 MATERNITY LEAVE .....	10
3.7 MEDICAL LEAVE .....	10
4. PROMOTIONS .....	11
4.1 PROMOTION POLICY .....	11
5. RETIREMENT .....	12
5.1 RETIREMENT FROM SERVICE .....	12
6. DISCIPLINE AND GRIEVANCE PROCEDURE .....	13
6.1 CODE OF CONDUCT FOR TEACHERS .....	13
6.2 DISCIPLINARY PROCEDURE .....	15
6.3 GRIEVANCE PROCEDURE .....	16
7. CONSULTING, R&D AND TEACHING ASSIGNMENTS .....	17
7.1 CONSULTING, R&D .....	17
7.2 TEACHING ASSIGNMENTS .....	17
8. INHOUSE R&D AND SEMINARS/WORKSHOPS .....	18
8.1 IN-HOUSE R&D .....	18
8.2 SEMINARS/WORKSHOPS .....	18
9. INCENTIVES - STUDENTS .....	19

Annexure 1.....	20
Annexure 2.....	21
Annexure 3.....	22
Annexure 4.....	24
Annexure 5.....	25
Annexure 6.....	26
Annexure 7.....	29
Annexure 8.....	36

# **INSTITUTE VISION**

**To develop highly skilled professionals with ethics and human values**

## **INSTITUTE MISSION**

- **To produce competent and highly motivated Engineers and Management professionals**
- **To impart quality education with industrial exposure and professional training.**
- **To instill self confidence among students which is an imperative prerequisite to face the challenges of life.**
- **To exhort the spirit of professional beyond academic excellence**

# GOALS

## Short term goals

- Achieve 100% results in university examinations and achieve academic excellence.
- To create a dynamic academic environment for teaching and learning.
- To increase R & D activities for the professional development of students and staff.
- To motivate students to develop soft skills to meet the professional challenges.
- To develop in students qualities such as honesty, integrity, loyalty and patriotism.
- To encourage students and staff to contribute to society through NSS and NCC activities
- To create a pleasant academic atmosphere on campus for the successful academic pursuits.
- To enhance the employability skills of the students
- To enhance the campus recruitment activity to achieve 100% strike rate.
- Recognition through National Accreditation bodies Viz., NAAC and NBA

## Long-term goals

- To become an autonomous institution
- To be a first class institution in the country with a NIRF rating below 500
- To undertake collaborative programs with institutions of national and international importance
- To Develop as a center of excellence in Engineering and Technology

## QUALITY POLICY

- To pursue global standards of excellence in all our endeavors namely teaching, research, consultancy and continuing education and to remain accountable in our core and support functions, through processes of self-evaluation and continuous improvement.

- Technical excellence, ethics and human values are key parameters in the vision recognized by the Institution. The mission statement emphasizes the need for expertise, industry exposure, dedication and professionalism, as well as holistic personal development to achieve the vision of the institution.

- In order to realize its vision and mission, the College has a system-driven participatory governance where all stakeholders (students, staff, management, parents, alumni, employers and community representatives) are actively involved and accountable for its activities at different levels. The College's vision and mission are communicated to all stakeholders by displaying at the College's website, the Principal office, the HOD room, bulletin boards, the library, syllabus books and classrooms/laboratories.

- The Governing body, composed in accordance with the norms in vogue, oversees the management of the Institute and ensures the smooth functioning of the Institute. The Board meets regularly to review the activities of the institution and provide guidance for further improvement in relation to the vision, mission and strategic plan.

# 1. PLANNING

## 1.1 HUMAN RESOURCE PLANNING

1.1.1 The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.

1.1.2 He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.

1.1.3 He will consider appointing a Professor to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the teacher student ratio prescribed herein.

1.1.4 The teacher student ratio shall be **1:15** and for this purpose the Professor shall also be included in counting the number of teachers.

1.1.5 The minimum contact hours during the week for each category shall be maintained as follows:

Principal	4
Professors	8
Associate Professors	12
Assistant Professors	16

1.1.6 He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.



## 1.2 RECRUITMENT

1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.

1.2.2 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:

1.2.2.1 Advertisement in the Newspapers

1.2.2.2 Files maintained for storing the unsolicited applications

1.2.2.3 Campus recruitment

1.2.3 The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.

1.2.4 The committee shall short list the candidates in the following processes:

1.2.4.1 Personal Interviews

1.2.4.2 Aptitude tests, including class room demonstrations

1.2.5 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who in turn Interview the candidates and decide on the appointment.

1.2.6 An Offer of appointment shall be released by the Principal/Chairman /Correspondent in the Form 1 appended to this manual.

1.2.7 ME/MTECH 1<sup>st</sup> Class Graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. MSc/MA , 2<sup>nd</sup> Class with 55% of marks and qualified in NET/SLET are eligible for appointment as Assistant Professor in Science/Humanities Department.

1.2.8 First class ME/MTECH and Ph.D in relevant discipline with minimum eight years of experience is eligible for appointment as **Associate Professor**. Existing Assistant Professors in 5<sup>th</sup> pay scale are retained as Associate Professor in 6<sup>th</sup> pay implementation. However, they are advised to complete their Ph.D. at the earliest.

1.2.9 Ph.D with 1<sup>st</sup> Class in BE/BTECH or ME/MTECH with ten years teaching/ industry/ research experience or ME/MTECH from Industry/Profession with minimum ten years of research experience is eligible for appointment as **Professor**.

-

### **1.3 ORIENTATION**

- 1.3.1 Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
- 1.3.2 The Principal shall take him/her to the department of his/her work and introduced to the Head of the Department.
- 1.3.3 The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- 1.3.4 He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- 1.3.5 The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- 1.3.6 The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

–

## 2. SALARY AND INCENTIVES

### 2.1 POSITIONS AND PAY SCALES

2.1.1 The College will have the following positions of hierarchy in the teaching departments:

- a. Principal
- b. Professors
- c. Associate Professors and
- d. Assistant Professors

2.1.2 In addition, each department shall have support staff like Programmers, Lab Assistants, Department Clerk and Department Attendant.

2.1.3 The College Office will have the following positions of hierarchy in the administrative department.

- a. Administrative Officer
- b. Accountant, PA to Principal/Chairman, Clerical Assistants
- c. Office Assistants.

2.1.4 The Scales of pay for various teaching positions will be as follows:

- a. Principal and Special Positions....

*Pay as per AICTE norms, commensurate with the qualifications and experience*

- b. Professor - Rs 37,400 – 67,000- Grade Pay 10,000.
- c. Associate Professor Rs 37,400 – 67,000 – Grade Pay 9000.
- d. Assistant Professor (S.G).Rs 15,600 – 39,100 – Grade Pay 8000.
- e. Assistant Professor(Sr.G).Rs 15,600 – 39,100 – Grade Pay 7000.
- f. Assistant Professor(O.G)Rs 15,600 – 39,100 – Grade Pay 6000.

2.1.4 Scales of Pay for non teaching positions shall be as follows:

- a. Programmer – Rs.8000-275-13500.
- b. Technical Assistants – Rs.4000-100-6000.
- c. Lab Assistants – Rs.3200 – 85 – 4900.
- d. Administrative Officers – Rs.8000 – 275 – 13500.

- e. Librarians – Rs.8000 – 275 – 13500.
- f. Assistant Librarians – Rs.6500 – 200 – 10500.
- g. Managers/Assistant Managers – Rs.6500 – 200 – 10500.
- h. Accountant / Cashier – Rs.5500 – 175 – 9000.
- i. Junior Asst./Steno – Rs.4000 – 100 – 6000.
- j. Attender – Rs. 2550 – 55 – 2660 – 60 – 3200.
- k. Gardener / Scavenger – Rs. 1325 – 125 – 1825.

## **2.2 DEARNESS ALLOWANCE**

2.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties.

2.2.2 Management can also decide other allowances for Professor, Principal and Special posts.

## **2.3 YEARLY INCREMENTS**

2.2.3 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.

2.2.4 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

## **BENEFITS EXTENDED TO FACULTY AND NON-TEACHING STAFF**

2.2.5 Employees Provident Fund (EPF).

2.2.6 Group Insurance.

2.2.7 Free Transport.

2.2.8 Subsidised canteen facility

## 2.3 INCENTIVES AND REWARDS

2.3.1 Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. Points a to d are applicable to staff members with minimum 1 year of service at the Institution.

- a) For producing 100% results in a theory paper, Rs. 1000/- Cash Award.
- b) Department-wise, Yearly, BEST TEACHER AWARD: Rs 2000/- Cash Award.
- c) Professional Society Life Membership Fee - 100% paid by the Management for Faculties with minimum two years of service at the Institution (Maximum One Professional Society per Staff Member).
- d) Summer/Winter Schools/Seminars/Conferences - 50% TA, 50% Fees and On Duty for faculties with less than 3 years experience. 100% TA, 100% Fees Payables for faculties with more than 3 Years experience at the Institution(1 program/Year)

2.3.2 Support Staff Members are provided with free computing skills programs. In addition, they can avail fees and on-duties towards higher education against service agreements.

—

## **3.LEAVE**

### **3.1 CASUAL LEAVE**

3.1.1. Every employee is eligible to avail up to a maximum of 12 days of Casual Leave in a calendar year.

3.1.2. Normally only one day casual leave will be sanctioned in a month.

3.1.3. Continuous absent beyond 9 days will be treated as Earned Leave or Leave on Loss Pay in case enough Earned Leave is not in credit for the staff for the actual number of days absent.

### **3.2 COMPENSATORY LEAVE**

**3.2.1.** In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within three days from the date / period of carrying out such work.

3.2.2. Later on the compensatory leave can be availed only after applying to the Principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the Office. The compensatory leave should be availed within two months after the actual date of working.

3.2.3. Compensatory leave will not be granted to any staff of special classes, educational tours, University practical examinations, Accreditation, inspection of AICTE / university, other bodies, emergency works and special Working on Saturday, etc.

### **3.3 ON DUTY**

3.3.1. On Duty Permission will be granted only the prior permission in writing from the Head of the Department and an approval by the Principal. The staff must also sign in the register maintained for availing On Duty.

3.3.2. The Teaching staff members will be allowed a maximum of 15 working days in an academic year as ON DUTY for the purpose of attending board meetings / Central valuation / External Examiner for practical examinations connected with university / DOTE during the college working days. Staff should produce evidence from the Competence authority for having done the intended duty. Otherwise this absence will be treated as leave.

3.3.3. All other ON Duties if any pertaining to the college should be specially allotted by the HOD or Principal and permission obtained in advance from the Principal.

### **3.4 VACATION LEAVE**

3.4.1. Only Teaching Staff members (Professors, Associate Professors and Assistant Professors) are eligible to avail vacation leave.

3.4.2. Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally the semester vacation period as follows:

(i). Odd Semester – June to October succeeding Winter Vacation – November to December.

(ii). Even Semester – November to April succeeding Summer Vacation – May to June. For both Odd and Even semesters the Vacation Period starts from the date of commencement of University Theory\_Examinations and ends on the date to be announced then and there.

3.4.3. Every Teaching staff member who has fully served for two semesters in an academic year is eligible to avail 20 days of vacation leave during the academic year.

3.4.4. The eligibility of the vacation leave for the staff members who are doing part-time B.E, M.Phil., M.E., and Ph.D., programmes etc on sponsoring will be finalized according to the merit of the case and announced by the Principal by the end of April every year.

3.4.5. Vacation Leave may be availed in two spells in each vacation with a minimum of 15 days.

3.4.6. CL, EL, COL, OD etc cannot be combined with Vacation Leave.

3.4.7. Vacation Leave should be applied well in advance and got sanctioned before availing the same.

3.4.8. Vacation Leave may be curtailed or refused depending upon the exigencies of works.

### **3.5 EARNED LEAVE**

#### **CONVERTING VACATION LEAVE INTO EARNED LEAVE:**

3.5.1. Teaching staff can carry only 50% of their vacation leave at the rate of one day EL for two days of vacation leave to the next academic year as Earned Leave.

3.5.2. Earned Leave should be applied in advance and got sanctioned, before being availed.

3.5.3. CL, COL, OD or other leave cannot be combined with Earned Leave under any circumstances.

**EARNED LEAVE FOR NON TEACHING STAFF**

Every non teaching staff of the college is eligible for the Earned Leave as per the following

- (i). During the probation period, Earned Leave will accrue at the rate of 15 days a year. (1 day per month).
- (ii). Earned Leave should be availed in advance and get sanctioned, before being availed.
- (iii). Earned Leave may be refused or curtailed depending on the exigencies of work.
- (iv). Non teaching staff can carry to their credit only 20 % of the earned leave to the extend to the next academic year.

**3.6 MATERNITY LEAVE**

The leave can be granted to all lady staff subject to the following conditions:

- (i). should have completed the minimum of three years of satisfactory service.
- (ii). the maternity leave is limited to a maximum of 180 days only.
- (iii). should give an undertaking that they will work for two years after rejoining the duty and forego the vacation to the extent of 0 days (at 30 days per year) in the succeeding summer vacation.
- (iv). Non-Teaching lady staff are eligible 30 days only subject to the above conditions.

**3.7 MEDICAL LEAVE**

3.7.1 for treatment and hospitalization of serious compliant like TB, CANCER, LEPROSY, HEART SURGERY, KIDNEY TRANSPLANTATION OR RETINA TRANSPLANTATION etc., the medical will be decided on the merit of individual case.

3.7.2 For other ailments and hospitalization the medical leave will be given on production of medical certificate and discharge certificate from recognized hospital subject to the following conditions.

0– 5 Years	- Nil
5– 10 Years	- 1 Week.
10 – 15 Years	- 2 weeks



## 4. PROMOTIONS

### 4.1 PROMOTION POLICY

- 4.1.1. All promotions shall be considered on the basis of merit- cum – seniority basis.
- 4.1.2. The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.
- 4.1.3. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- 4.1.4. Under normal circumstances the senior most member of the staff shall be considered for **promotion to the next higher level position**, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:
  - a. Associate Professor: Ph.D., with 8 years experience as Assistant Professor.
  - b. Professor: Ph.D., with 3 years experience as Associate Professor.
- 4.1.5. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

## **5. RETIREMENT**

### **5.1 RETIREMENT FROM SERVICE**

- 5.1.1. All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 65 for teaching and 60 non-teaching.
- 5.1.2. The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- 5.1.3. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- 5.1.4. The age of annuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

—

## 6. DISCIPLINE AND GRIEVANCE PROCEDURE

### 6.1 CODE OF CONDUCT FOR TEACHERS

- 6.1.1 Teachers shall be at the appointed classroom at the appointed time without any exception.
- 6.1.2 Every teacher shall take attendance at the beginning of the teaching hour.
- 6.1.3 Every teacher shall close the hour punctually at the end of the hour.
- 6.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
- taking correctional action if it is within his/her power, or
  - reporting the matter to the Principal
- 6.15 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 6.16 Faculties and staff members shall not engage themselves in other activities/ businesses, which affects their effective contribution in the Department and the College.
- 6.17 Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- 6.18 Teachers shall maintain a respectable work conduct in terms of:
- i. Preparation for the particular day's Classes, with latest information added to earlier course content.
  - ii. Keeping all teaching aid material required for conducting the class in an orderly manner.
  - iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
  - iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
  - v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.

- vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

6.1.9 Teachers shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

6.1.10 Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 7.

—

## 6.2 DISCIPLINARY PROCEDURE

- 6.2.1 Any teacher who is violating the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.
- 6.2.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, any one can report in writing to the Principal.
- 6.2.3 The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- 6.2.4 If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- 6.2.5 He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- 6.2.6 On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- 6.2.7 The course of action for disciplining a teacher shall be under the following categories:
- a. Memo and Censure.
  - b. Warning in writing, with recovery of monies, where financial loss is involved in the act.
  - c. Suspension from work without remuneration.
  - d. Dismissal or discharge from service.
  - e. Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d.
- 6.2.8 Where the punishment proposed is in the categories c or d under Section 6.2.7, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- 6.2.9 The Principal shall report the proceedings periodically to the Chairman/Correspondent.

—

## 6.3 GRIEVANCE PROCEDURE

- 6.3.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- 6.3.2 The Grievance Committee shall be composed of among the ranks of Head of the Departments, senior faculty members.
- 6.3.3 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- 6.3.4 The grievance committee shall:
- have a convenor, to monitor the proceedings
  - meet once every month on a stipulated day and time
- 6.3.5 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- 6.3.6 The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- 6.3.7 The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
- 6.3.8 The Convenor shall record and maintain the minutes the meetings.

## 7. CONSULTING, R&D AND TEACHING ASSIGNMENTS

### 7.1 CONSULTING, R&D

- 7.1.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.
- 7.1.2 The teacher shall undertake such assignments
- When the College is approached for such help and the College assigns such engagement to the particular teacher or
  - When the teacher himself/herself is approached by the outside agency for such help.
- 7.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.
- 7.1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 7.1.5 The teacher shall also associate other members of the faculty in working on the assignments.
- 7.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
- a) Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
  - b) In all other cases like consultancy assignments, it shall be 80:20 (20% to College).
- 7.1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman/ Correspondent.
- 7.1.8 The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

### 7.2 TEACHING ASSIGNMENTS

- 7.2.1. The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- 7.2.2. A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- 7.2.3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

## **8. INHOUSE R&D AND SEMINARS/WORKSHOPS**

### **8.1 IN-HOUSE R&D**

8.1.1 The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.

8.1.2 Each Department is given a sanction of Rs 250000/- in a year, towards in-house R&D activities.

8.1.3 Staff members can submit their proposals through the HEAD of the Department and can avail a maximum of Rs 50000/- per project, towards developing a prototype or model.

### **8.2 SEMINARS/WORKSHOPS**

8.2.1 The College encourages its faculties to organize AICTE funded Seminars, Workshops and any FDP, Training programs for the benefits of fellow teachers and students.

8.2.2 The Management provides additional funds for any AICTE funded programs.



## 9. INCENTIVES - STUDENTS

The Management is pleased to announce the following incentives and rewards for Students:

9.1.1 Student securing 1<sup>st</sup> Rank in a semester, GOLD MEDAL

9.1.2 There will be a BEST-OUTGOING AWARD

9.1.3 There will be BEST STUDENT AWARD (Department-wise).

9.1.4 There will be a BEST PROJECT AWARD Rs. 1000/-Cash award.

9.1.5 There will be a BEST PERFORMANCE IN SPORTS two prizes Rs. 2000/- and Rs. 1000/- Cash awards.

9.1.6 There will be a BEST PERFORMANCE IN CULTURAL two prizes Rs. 2000/- and Rs. 1000/- Cash awards.

9.1.7 Incentives awarded for doing funded student project.

9.1.8 50% of Professional Society Fees (annual) will be paid by Management for Students.

9.1.9 There will be free personality development, entrepreneur-ship, ethics, and communication skills, computing skills and placement specific programs for Students.

9.1.10 there will be free and subsidized add-on skills programs as per Industries Requirements.

## Annexure 1

*Form of appointment letter*

**Order No.**AIET/2011/11-July/036

**DT:**

**Sub:** Avanthi Institute of Engineering & Technology– Establishment –  
 Department of .....– Appointment of Assistant Professor  
 (Ordinary Grade) – orders issued – Reg.  
 -----

**Mr./Ms.....** is appointed as **Assistant Professor (Ordinary Grade)** in the  
**Department of .....**, Avanthi Institute of Engineering & Technology in the pay band of Rs.15,600-  
 39,100 + Grade pay of Rs.6,000 with usual allowances admissible under the rules of this College. His basic pay is  
 fixed at Rs. .... The total emoluments will be Rs. (Rupees ..... ) as per the rules at present.

1. He has to join duty at the earliest.
2. He will be on probation for a period of one year.
3. He should submit all the degree certificates in original at the time of joining duty for verification.
4. He should not absent himself from duty without prior permission of the Principal..
5. He should abide by the rules and regulations of this College in force and subsequent modifications, if any.
6. In the event of leaving, one month notice shall be given by him to this College.
7. In case, the administration is not satisfied with his performance, one month notice will be given to him before terminating his services in this College. Resignation in the middle of the Academic year will not be permitted.
8. He has to report before the Principal, Avanthi Institute of Engineering & Technology on or before .....

**PRINCIPAL**

To

Mr. / Ms.....

.....  
 .....  
 .....

---

Copy submitted to The Chairman, Avanthi Educational Society, Hyderabad.

—

## Annexure 2

### *Letter of Confirmation*

Date:

To

Dear Mr/Ms

Further to our letter of appointment dated....., we are pleased to confirm your services in the College as a .....with effect from.....

You will continue to receive the same salary and allowances, as you have been receiving at present.

With best wishes,

Faithfully Yours,

For Avanthi Institute of Engineering and Technology,

Principal.

### Annexure 3

*Personal Data Form*

**PERSONAL DATA SHEET**

01.Name :

02.Designation :

03.Father’s Name :

04.Address :

Phone No. (Res.) :

Mobile No. :

05. Date of Birth :

06. Qualification :

Sl. No.	Name of the Degree with specialization	Branch & College	Year of Passing	University	Class	% of Marks
1						
2						
3						
4						
5						

07. ExperienceTeaching :  
 Industrial :  
 Research :  
 -----  
 Total :  
 -----

08. Salary last drawn :

09. Extra Co-curricular activities :

I declare that the above information are correct to the best of my knowledge and supported by the certificates available with me.

Date:

Signature

## Annexure 4

*Form of Show cause notice*

Date:

To

### **SHOW CAUSE NOTICE/MEMO.**

It has been reported against you that on..... at...you have..... the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken exparte.

Principal

Enc: Copy of the original report.

## Annexure 5

Date:

To

Dear Prof./Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on...and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30.

The College places on record the services rendered by you for ...yrs and ...months, and we wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully,

For  
Avanthi institute of Engineering and Technology,

Principal.

## Annexure 6

### AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY MAKAVARAPALEM, NARSIPATNAM, VISAKHAPATNAM-531113

#### FACULTY ANNUAL APPRAISAL REPORT

for the academic year \_\_\_\_\_

FORM-A (To be filled by the candidate)

Name

Designation

Department

Present post held from

#### PRIMARY WORK

(Attach extra sheet where ever necessary)

Instructional work assigned

S.No	Year/Sem	Course code	Title	Total No. of Classes Engaged	Class Strength	Result (pass%)

Supervisory support provided:

M.E/M.Tech/M.S Thesis

S.No	Name of the student	Date of Registration	Co-supervisor	Current status	Date of submission

Project work at B.Tech/MCA/MBA Level

S. No	Project Title	Organization/Industry	Batch Size

Responsibilities Undertaken:

NCC/NSS/NSO/WARDEN/Guidance/Cultural/Counseling/Cultural/HOD/HOC/Dean\*

S.No	Position	Period	Remarks

\*special achievements, if any may be described on a separate sheet



4. Activities Organised:

S.No	Title	Duration	Major Sponsor	Level (International/ National)	Remarks

5. Research paper/Books published/Conferences/Articles/Monographs etc.,

S.No	Title/Work shop	Author(s)	Journal/Conference details/Publisher	Level (International/ National, Text/ Reference Etc.,)	Mark yes, if referred

6. Sponsored Projects/ consultancy:

S.No	Project title	External funds received	Position	Sponsor	Date of commencement	Duration (Yrs.)	Status (completed/ on going)

7. Participation: (Seminars/ Workshops/ Conferences/Symposia/ Continuing Education program/ Training Etc.,)

S.No	Title	Duration	Institution

Overall self appraisal

I did my best during the academic year for the betterment of the students and the institution

**Date**

**Signature**

*Difficulties and suggestions with regard to academic assignments/self growth to be given in an annexure.*

**FORM-B**  
**(To be filled by the Head of the Department)**  
**ANNUAL APPRAISAL REPORT FOR THE ACADEMIC YEAR 20 -20**

**Name of the Faculty:**

**Designation:**

**Attitude and Interpersonal skills (give ratings on a five point scale with '5' being the best and '1' poorest):**

1	Initiative: a self starter: able to work without constant supervision	
2	Responsibility: understands duties: accepts responsibilities readily	
3	Punctuality: arrives on time, generally available for students during working hours	
4	Commitment: committed to his/her work	
5	Loyalty: supports and follows institute's policies and guidelines	
6	Development: keeps knowledge up to date	
7	Oral- communication: speaks effectively with supervisor, colleagues and students	
8	Written communication	
9	Team work: effective in team	
10	Leadership: gives clear directions and listens to co-workers	
11	Relationship with fellow faculty and staff	
12	Maturity	
13	Temperament	
14	Relationship with students	
	<b>Total</b>	

**II.**

**Brief comments by the Head of the Department**

**III Remarks of Principal (if any)**

**Signature of the HOD**

**Signature of the Principal**

## Annexure 7

### CODE AND CONDUCT

#### ETHICAL STANDARDS FOR TEACHERS

##### A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
- to respect parents, teachers, elders
- to express the love of brotherhood to fellow students
- to accept and extend due respect to every religion and social grouping
- to love the Nation and commit their endeavours to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

##### A Teacher

- Shall wear a respectable attire, befitting the society's expectations.
- Shall keep up immaculate personal hygiene at all times.
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.

##### A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

—

**A Teacher**

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institution or of fellow teachers, students or any other member of society

**A Teacher**

- shall always accept the entity of fellow teachers, honor their sentiments and respect their value system
- shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities

*Objective: To help the smooth conduct of exams in the Institute*

**1 Responsibility of the Principal**

- 7.1 The Principal is the in-house Chief Superintendent of University Examinations.
- 7.2 To appoint Examination In-Charge (EI).
- 7.3 To appoint Examination Committee in coordination with HODs and EI.
- 7.4 To appoint internal Flying Squad, Supervisors and other human resources for smooth conducting of examination in the College in coordination with EI.
- 7.5 To interact with University for exam related works.
- 7.6 To head Unfair Means Committee during examination.
- 7.7 To appoint internal and external examiners/moderators for paper assessment in coordination with HODs and EI.

**2 Responsibility of HOD**

- 2 To appoint coordinate with examination body for smooth conducting of examinations.
- 3 To appoint internal, external examiners and moderators for practical /oral /written examination.
- 4 To monitor University practical/orals and other examinations.
- 5 Member of Internal Flying Squad.
- 6 Any other duties the Principal may assign.

### 7.1.9 Examination Committee

The Examination committee is an apex body of the Institute which is headed by Examination in-charge (EI) and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University and Institute) to the students who pass the final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

- 7.2.4. The Examination In charge (EI) is a faculty member (Associate Professor level) of the Institute.
- 7.2.5. The Examination Committee shall function under the guidance of the Examination In-charge (EI).
- 7.2.6. The Committee shall comprise 5-6 members & for carrying out Class Tests and University Exams.
- 7.2.7. The Committee shall meet at least thrice in a semester and record minutes of the same and submit a copy to the Principal.
- 7.2.8. The EI shall follow the class test schedule as per the Academic Calendar.

### Roles and Responsibilities of the Examination In-charge (EI)

- Responsible for the due custody of the records pertaining to his/her work.
- Shall have administrative control over the members working under him/her.
- Shall conduct the Examinations (college and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.
- To ensure that final year mark sheets are issued only to such students who produce a clearance certificate from the concerned authorities.
- Any other duty/responsibility assigned by the Principal / Director.

#### Internal evaluation:

- For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted timetable keeping the academic calendar and planned co-curricular activities of the college in mind.
- For theory subjects, during a semester, there shall be two mid-term examinations. Each mid-term examination consists of (i) one online objective examination- 10 Marks (ii) one descriptive examination- 15 Marks and (iii) one assignment- 5 Marks. Internal marks can be calculated with 80% weightage for better of the two mids and 20% Weightage for another mid exam.
- For practical subjects there shall be continuous evaluation during the semester internal 15 marks shall be awarded as follows: day to day work - 5 marks, Record-5 marks and the remaining 5 marks to be awarded by conducting an internal laboratory test and 35 end examination marks.
- For project work 200 marks and distribution shall be 60 marks for internal and 140 marks for external evaluation. The supervisor assesses the student for 30 marks (Report: 15 marks, Seminar: 15 marks) and the same is to be evaluated by the departmental Project Review Committee consisting of supervisor, a senior faculty and HOD for 30 marks. The external evaluation of Project Work is a Viva-Voce Examination conducted for 140 marks.

### **University Oral/Practical Exams:**

- The respective HODs shall submit names of minimum of 2 and maximum of 5 Internal and External Examiners for each subject to the EI.
- The HODs shall be responsible for finalizing the dates of exams, preparing the Time-Table and sending a copy of the same to the Exam Cell for display. Subsequently the Exam Cell shall make necessary arrangements for refreshments/lunch and remuneration.
- Lunch shall be arranged in the College canteen. However, tea/coffee shall be served within the respective departments.
- The HODs shall ensure that the External Examiner is punctual.
- If External Examiner is found to be not competent or habitually coming late, he/she may not be included in the future Examination Panel.
- At the end of the Practical/Oral exam, the Internal Examiner shall ensure that the External Examiners' attendance is marked, certificate is issued and remuneration is paid. For this, the internal Examiner shall approach the Exam Cell.
- The Internal Examiner shall hand over the completed oral/practical evaluation sheets on the same day to the Exam Cell.
- Each faculty shall submit to the Exam Cell the term work sheets with the signature of the Principal. This shall be done at least 2 days in advance of the advised date announced by the University.
- It is the duty of faculty to ensure that they complete our college assessment (Practical/Oral) before committing to dates as an External Examiner elsewhere.
- No faculty is allowed to be an External Examiner before the official end of term as announced by University. No leave (any kind) shall be sanctioned for this purpose.
- A printout of the same shall be taken by the Exam Cell which shall be verified and signed by the concerned faculty.

### **University Exams**

- The Exam Cell shall distribute the Exam Forms of the JNTUK to regular students (the fees for the same are collected separately) and collect them back after having them duly filled in. After verification, the Exam Cell shall forward the same to the JNTUK within the stipulated time period.
- The Exam Cell shall put up notice inviting students to have the exam form collected and returned in due time. Students shall make the payment of required examination fees in the Axis bank and receipt shall be produced to the Exam Cell or through online portal.
- The Examination Committee shall prepare relevant time tables for our College based on the Examination Time Table of the JNTUK.
- The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.

- Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty at least for two weeks. Hence they shall give their vacation preference dates to the Exam Committee in the format provided.
- The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice Board/College Website.
- The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, threads, water jugs etc. are made available.
- The Exam Committee shall hold a pre-exam meeting to brief the members of Faculty.
- The respective HODs shall submit names of 5 Examiners for assessment and moderation for each subject to the EI.
- The Exam cell in consultation with the EI shall contact members of the panel (provided by the HOD) and shall prepare the list of the Examiners depending upon their availability.
- The EI shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University for Necessary Approval within 30 days from the date of the last examination date.
- The EI along with Exam Cell shall be in touch with the University for obtaining necessary approvals on time.
- All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Website. A copy of the same shall be sent to the respective HODs.
- Under the guidance of the EI, the Exam Cell shall analyze the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, the Principal and Director.

**Revaluation:**

- After declaration of results, the Exam Cell shall display notice inviting students who desire a /revaluation of their answer sheets.
- Accordingly, students shall apply for the revaluation to the university. But before applying for same, they shall pay the revaluation fees.
- The duly filled in form shall be submitted to the Exam Cell along with the bank receipt or through online portal.
- The result of re-valuation shall be announced by JNTUK is put up on the Notice Board/College Website.

**Responsibility of Faculty:**

Every faculty member is expected to assist the Exam Committee for the smooth conduct of examinations, like providing assistance in invigilation, expediting evaluation work, tabulating results, etc.

## **Staff Discipline**

***Objective:*** To ensure mutual respect and freedom for everyone and be role models to student community.

1

### **Reporting for duties on time:**

- a. College working hours are, normally from 9 a.m. to 4 p.m. However, those who have academic, administrative, examination or any other such work shall follow any other as directed by HOD/Principal.
  - b. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
  - c. Anyone coming late / leaving early for more than 10 minutes on 3 occasions in a month shall lose half-day Casual Leave. Repeated late comers shall be liable for disciplinary action.
  - d. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from HOD/Principal and register his/her absence (i.e. OUT and IN timing).
- 2 Staff members shall compulsorily wear College ID while in the College premises. They shall also ensure that the students wear their IDs.
  - 3 Staff members shall compulsorily submit their investment details to the Account Section before 7<sup>th</sup> January each year to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
  - 4 Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD.
  - 5 Faculty members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
  - 6 As per the University rules, use of mobile phone in the College premises by the students is prohibited. However taking into consideration the necessity of use of mobile phones today, the College strictly prohibits its use in places, such as Exam Hall, Classrooms, Labs, Library, Reading Room and corridors of College building. If a student found violating this norm, the faculty/staff shall report the matter to the HOD. The HOD shall initiate action by imposing a fine of Rs. 100/- .
  - 7 All faculty members are advised to wear decent clothes. Clothes like sleeveless tops, T-shirts, jeans, caps, etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for gents.



- 8 Internal guides of projects are required to pay surprise visits to sites for out-house projects (without the knowledge of students) to ensure students' attendance. Regular contacts with Industry Guides shall be maintained. Internal project guides shall obtain a confidential report of the student/group along with evaluation of the project report from the Industry/External project guide.
- 9 Faculty members are requested not to leave a lab session unattended, when students are present. In case of emergency, a faculty member shall make alternate arrangements either with other faculty or lab assistants to monitor the lab session during their absence.
- 10 Before the instructional day starts, faculty shall collect their respective lab/ staff room keys from the key board which is in the central office and they shall be deposited back when they leave the College premises.
- 11 Faculty shall communicate to each other and students only in English. However, to explain a point better, regional languages may be used occasionally.
- 12 As a security measure, members of the staff who come in four wheelers and require parking them inside the College campus shall give their names and the registration number of the vehicle to the security Supervisor.
- 13 Faculty members may photocopy up to 20 pages for academic purposes. Course file material may be photocopied with the permission of the concerned HOD. Details of the photocopying shall be entered in the register book kept in the Documentation Room. Library books and text books shall not be photocopied.

## Annexure 8

### Various Committees in the Institution

#### 1. COLLEGE ACADEMIC COMMITTEE

The College Academic Committee (CAC) is the centralized (institution-wide) committee responsible for the regulation and conduct of various academic activities. The purpose of the CAC is to ensure the smooth and uniform conduct of academic activities throughout the institution. The college has a duly constituted College Academic Committee (CAC) that develops long-term and short-term college development programs to achieve academic excellence in accordance with the policies of the affiliated university.

#### ROLES AND RESPONSIBILITIES

##### **Chairman:**

- The Chairman convenes a meeting of the CAC.
- The Chairman presents the agenda to the CAC and convenes the meeting.

##### **Convener:**

- The Convener is responsible for the development, modification, and implementation of various academic policies. He is designated for the smooth and uniform conduct of academic work throughout the Institute.
- The Convener shall prepare the agenda for the meeting
- The Convener shall prepare the minutes of the meeting and circulate them after obtaining the approval of the Chairperson.

##### **Member:**

Committee members represent their respective department in all academic matters and oversee the effective implementation of CAC decisions.

#### 2. TIME TABLE COMMITTEE

##### **Roles & Responsibilities:**

- To Prepare the time table in accordance with the academic calendar for all the departments
- Maintains the Dept. Class Timetable in common template.
- Prepares the timetable plan ahead of every semester in consultation with the departments.
- Schedules arrangement of Classrooms, Laboratory and Seminar hall based on availability.

### 3. IOAC COMMITTEE

#### **Roles and Responsibilities:**

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

### 4. EXAMINATION COMMITTEE

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

- Exam coordinator takes the responsibility of submitting the student applications for the exam based on the eligibility list, preparing arrears list, distributing hall tickets and marks sheet. He works with exam cell of the institute to complete the examination process smoothly.
- Announces the academic schedule as given by Controller of Examination, JNT University Kakinada.
- Conducts the Internal tests and end semester examinations.

## 5. ACADEMIC AUDIT COMMITTEE

### **Roles and Responsibilities:**

- Review academic and administrative activities of the Institute on a periodic basis.
- Ensure that the Academic calendar provided by the Institute is implemented without any variation.
- Verify that the timetables prepared by the individual departments are followed as per the schedule.
- Review the student and faculty development programs.
- To check whether the records and files being maintained by all the departments across the Institute are as per the IQAC criteria or not.

## 6. R & D COMMITTEE MEMBERS

### **Roles and Responsibilities:**

#### **The Role of R & D Committee:**

- To enhance the Research Ecosystem of the college
- To promote Academic Research in the college with Faculty and students
- To preserve the Code of ethics of the college while publishing articles/papers
- To help the faculty in applying for funds in the form of Sponsored research / Grants from government and non government agencies
- To pave path for the faculty, students and researchers to collaborate for research with external organizations.

#### **Responsibilities of R & D Committee:**

To help faculty, researchers and students to

- Understand research methodology
- Methodology to develop projects
- Process of converting projects into prototype and in turn into products
- Enhancing their knowledge on Intellectual property rights and Patents
- To be aware of copy right laws and other legal issues related to IPR
- Conduct skill development courses that enhancing the capability of students and faculty.

## 7. **FINANCE COMMITTEE**

Finance Committee of the institution shall be the key body which will monitor and manage the financial sustainability of the institution. Finance committee is an advisory body to the Governing Body and reports / recommends from time to time regarding the matters related to budget estimates, income from fees etc.

Functions of the Finance Committee:

The functions of Finance Committee are as follows:

- To monitor and manage the budget estimates relating to the income from fees, etc. collected
- To manage the annual budgets and utilization reports submitted by the individual departments Audited.

## 8. **PURCHASE COMMITTEE**

### **Roles & Responsibilities:**

- To analyze quotations provided by the logistics department, and provide recommendation for approval.
- To ensure all documentation is accurately completed.
- To ensure that the supplies/services quoted for comply with what was requested.
- Seek clarification from suppliers/service providers where necessary.
- Where the person with authority to approve the Quote Evaluation Form (QEF) has a query on the PC's recommendation, this should be directed back to the committee stating clearly the nature of the query.
- The PC should also be assigned a role within the supplier pre-processing process.
- In certain contexts, it may be appropriate for some or all members of the PC to be directly involved in the collection of quotations.
- Ensuring proportionality, transparency, accountability and fairness in the procurement process.
- Ensuring all relevant documentation is prepared prior to PC meeting.
- Involvement in the evaluation discussion.
- Ensuring that the Quote Evaluation Form is completed accurately.

- Ensuring all necessary procurement procedures are properly followed including any relevant donor procedures.
- Ensuring samples are available for review if relevant and are returned to all unsuccessful bidders.
- To Ensure the Quality of the equipment.
- Scrutiny of the indents for purchase of equipments, furniture and fixtures and other items, received from the departments and recommending procurement, subject to availability of budget provision.

## **9. EQUIPMENT MAINTENANCE COMMITTEE**

### **Roles & Responsibilities**

- Regularly review the condition of the equipment to ensure their adequacy.
- Bring it to the notice of authority on any irregularities in the conditions of the equipment and facilities.
- Ensure cleanliness and neatness inside the laboratories.
- Develop a plan to respond quickly and appropriately to manage emergencies.
- Coordinate periodic maintenance of equipment with concerned staff.

## **10. GRIEVANCE REDRESSAL COMMITTEE**

### **Roles and Responsibilities:**

- A Grievance Redressal committee has been formed in our college to settle genuine grievances of students, staff and parents up to a satisfaction level so as to create a healthy relationship among the students, parents employees and employer. The grievance may include any matter relating to student and staff. The committee is requested to contribute effectively to dispose the grievances at the earliest.

### **Rules**

- To deals with all the genuine grievances of students and staff of the college from online portal on our website.
- The committee will meet at least once in a month to resolve the grievances, if any.
- To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.
- The number of grievances settled or pending will be report to the Principal in every month.

**Procedure**

- A compliant box is to be provided at the Admin Block for students.
- All grievances referred to the Grievance Redressal committee shall be entered in a Register by designated member.
- All complaints should be resolved within a time frame by looking into its seriousness and by two-way approach.
- The result of the grievance will be informed to the complainant within the period defined.
- Any staff/ student may report directly to the principal for resolving their grievance if he/she is dissatisfied by the GRC.

**11. SC /ST GRIEVANCE COMMITTEE****Role and Responsibilities:**

- Grievances Redressal Committee for SC/ST is formed in AIET, in order to claim accountability, responsiveness, user-friendliness and healthy working atmosphere amongst staff, students & parents. This Committee helps Students as well as employees to record their complaints and solve their problems related to academics, resources and personal grievances.
- Ragging Complaints will be handled as per the anti-ragging rules of Govt. of India Guidelines. Woman harassment complaints handled as per government guidelines by respective section.
- Encouraging the SC/ST employee/student to express their grievances freely and frankly without any fear of being victimized.
- To entertain written and signed complaints and petitions of SCs/STs students/staff in respect of matters directly affecting them individually or as a group.
- To ensure the grievances are registered and acknowledged promptly through a unique file identification number for future reference.
- To ensure disposal of grievances within the time frame. If unsolved within the time frame the coordinator of the committee will report to the Head of the institution for finding appropriate remedies.
- To deal with every grievance in a fair manner.
- To issue a reasoned and a speaking reply for every grievance rejected.

- To recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.
- To collect the feedbacks from the complainant.
- To monitor the publication of annual report.
- To enquire into the grievances, and make recommendations and report the concerned authorities.

## **12. ANTI RAGGING COMMITTEE**

The primary role of anti-ragging committee at the Avanthi Institute of Engineering and technology is to ensure that all students feel safe and secure on campus and are not subjected to any form of ragging. The committee is responsible for implementing the guidelines and measures prescribed by the UGC and other regulatory bodies to prevent ragging.

### **Some of the key roles and responsibilities of anti-ragging committee:**

- To create awareness among students about the consequences of ragging and the importance of maintaining a healthy and friendly campus environment.
- To ensure that all students, faculty, and staff are aware of the anti-ragging policies and procedures in place and to provide support and guidance to those who have been subjected to ragging.
- To monitor the campus for any incidents of ragging and take immediate action to prevent it from escalating.
- To investigate any complaints of ragging and take appropriate disciplinary action against the students found guilty.
- To liaise with local law enforcement agencies and other relevant authorities to ensure the safety and security of students on the campus.
- To maintain regular communication with students, faculty, and staff to understand their concerns and address any issues related to ragging.
- The anti-ragging committee plays a crucial role in promoting safe and healthy campus, it is essential that committee members are trained and equipped to carry out their duties effectively.



### **13. INTERNAL COMPLAINTS COMMITTEE**

#### **Roles and Responsibilities :**

- Prevent discrimination and sexual harassment, by promoting gender amity among students and employees;
- Make recommendations to the management for changes/elaborations in the Rules for students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees;
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
- Recommend appropriate punitive action against the guilty party to the Management.

Here it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as “unwelcome” sexually determined behavior (whether directly or by implication) as:

1. Physical contact and advances;
2. Demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography; and
5. Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

### **14. FACULTY AND STAFF GRIEVANCE REDRESSAL COMMITTEE**

The College has a Faculty/Staff Grievance Redressal Committee. This committee aims to look into the complaints lodged by any staff and redress it as per requirement.

#### **Roles of the committee:**

- To receive written complaints or emails from teaching, non-teaching staff regarding any kind of grievances and suggest appropriate remedies.
- Anyone with a genuine grievance may approach the department grievance members in person.
- To establish cohesive work environment in the institute.
- To establish to take up institute level activities.

- To see the responsibilities of various roles and see that no one is overloaded, and to forward recommendations to the Principal for consideration and necessary action.
- To look after the implementation of comfortable transportation for the faculty & staff.

**Committee Members responsibilities:**

- Arranges the meeting for the committee members periodically.
- Maintains minutes for every meeting held with committee members.
- Make resolutions during gathering of committee members.
- Provides environment for lodging the complaints from the staff.
- Furnish report on grievance redressal position to the Principal.
- Every grievance is expected to be resolved within a reasonable period.

## 15. RTI COMMITTEE

**Roles and Responsibilities:**

**Roles:**

- Display an awareness of various academic rules and regulations among the students and parents through media transformer like bulk SMS, website posting etc.
- If any query comes from the individual, the committee members have to discuss among themselves and authorities before posting replay to the concerned.
- Variations of any financial transitions can be made aware beforehand to enable for the smooth functioning
- To prepare students' and teachers' hand book for its utility.
- Non availability of any information when addressed to institution is to be handled by the committee and complete the activities.

**Responsibilities:**

- To organize awareness programmes on RTI act.
- To attend the queries received from different heads and to send the reply as soon as possible.
- To inform the parents about any change in financial variations well ahead.
- To make the students, teachers, parents and other stakeholders aware of their duties.
- It deals with all the key functionaries of the institution for the smooth flow of information as and when required.

## **16. LIBRARY MAINTENANCE COMMITTEE**

### **Roles and Responsibilities:**

- To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
- To provide for proper documentation services and updating the library collections.
- To work towards modernization and improvement of library and documentation services.
- To formulate policies and procedures for efficient use of library resources.
- To review library readership department wise.
- To adopt measures to enhance readership.
- To prepare budget and proposals for the development of library.
- To recommended to the authorities the fees and other charges for the use of the library.
- To submit the annual report on the functioning of the library.

## **17. TRANSPORT MAINTENANCE COMMITTEE**

### **Roles & Responsibilities:**

- Deployment of buses for the day-scholars, faculty and staff from different locations and notification of bus starting and departure times (to & fro) for Information of students, faculty and staff at the beginning of the Semester and during examinations/ vacation.
- Repair and maintenance of buses (not under lease) from time to time.
- Preparation of budget estimates for transport.

## **18. HOSTEL MAINTENANCE COMMITTEE**

### **Roles and Responsibilities:**

- All the residents of hostels must register their attendance daily.
- To plan and monitor the maintenance of all the infrastructure facilities concerned with the Hostel.
- To control, counsel the behavior of students in the hostel, Monitor study schedules.
- To maintain and control the quality of food supplied,
- To plan for all the infrastructure facilities required as per norms.
- Monitoring the activities of the Hostel Students, Tutor Facility.

## **19. CANTEEN MAINTENANCE COMMITTEE**

### **Roles and Responsibilities:**

- To create awareness about the hygiene in and around the canteen.
- Make awareness to the canteen management about the supply of food materials to the students.
- Monitoring the operations of the canteen and implementing and reviewing the canteen premises.
- To ensure the canteen provide a range of whole some food for the students at reasonable price.
- To maintain and control the quality of the food supply in the canteen.
- Make awareness to the students regarding health and hygiene.

## **20. FIRE SAFETY COMMITTEE**

### **Roles and Responsibilities:**

- **Conducting fire and safety drills:** The committee is responsible for organizing fire and safety drills regularly to ensure that students and staff are prepared for emergencies.
- **Inspecting equipment regularly:** The committee inspects all the fire and safety equipment on campus, such as fire extinguishers, fire alarms, smoke detectors, and sprinkler systems, to ensure they are in good working condition.
- **Identifying potential hazards:** The committee is responsible for identifying potential fire and safety hazards on campus and taking steps to mitigate them.
- **Developing emergency procedures:** The committee develops emergency procedures for different scenarios, such as fire, chemical spills, and natural disasters.
- **Review student's complaints & Suggestions:** The Committee Review the complaints & Suggestions regarding safety and health hazards related to fire hazards management.
- **Training staff and students:** The committee provides training to staff and students on fire and safety procedures, evacuation routes, and the proper use of fire extinguishers.
- **Conducting regular inspections in labs:** Review safety and health policies and procedures established by the agency pertaining to laboratory and chemical safety
- **Conducting investigations:** In the event of a fire or safety incident, the committee investigates the cause and recommends corrective actions.
- **Conduct meetings:** The committee conduct meeting at least once every semester. Maintain written minutes of such meeting and send copy to each committee member.

## **21. CAREER GUIDANCE AND PLACEMENT COMMITTEE**

### **The Role of Career guidance and placement Committee:**

Career guidance can provide individuals with accurate and up-to-date information about different career options, job market trends, and educational requirements.

### **The Responsibilities of Career guidance and placement Committee:**

The career guidance cell provides relevant academic and career information to enable Students to make informed decisions a long way. Our focus is to provide learning/training opportunities in the areas of academic, career and personal/ Social development and to prepare students to meet their future challenges.

### **The Role of Placement Committee:**

The role of the Training and Placement Cell is of a facilitator and councilor for placement related activities. Training and Placement Cell does not guarantee a job.

### **Responsibilities of Placement Committee:**

- To correspond to prospective companies for interview date and schedule of events.
- To arrange for interview facilities at the campus and written test halls.
- To receive the personnel and provide necessary inputs about the college and to coordinate with placement faculty and Student coordinators for smooth functioning at various locations (interview halls, Labs for online test, written test halls, canteen etc).
- To collect the appointment letters or correspond to get them as soon as the interview is over.
- To distribute appointment letters and collect acceptance letters from the students and dispatch to employees.
- Provide required training [Soft skills & Technical] to the students based on the needs of the company through external trainers or through the internal resource members.

## **22.SPORTS COMMITTEE**

### **Function of the Committee:**

- Make all students physical fit.
- To bring out the talents of Sports & Games among the students.
- Recognize the students and appreciate, encourage and excel in the sport the students will achieve.
- Encourage all the students in overall development by providing extended hours.

### **Roles and Responsibilities:**

- Preparing the calendar of events for sports activities.
- Submitting the indent for the purchase of sports materials.
- Providing the facilities for the day-to-day sports activities with supervision.
- Conducting Tournaments.
- Selection of students for University Sports and Games.
- Encouraging students by awarding prizes.
- Prepare a budget estimate for the conduct of various sports, games and cultural events.

## **23.CULTURAL COMMITTEE**

### **Roles and Responsibilities of the committee:**

#### **Committee coordinator:**

- Coordinator and faculty members shall discuss and decide the year plan for the events.
- Coordinator assigns responsibilities for faculty and students.
- Coordinator and members shall estimate the budget for an event to be conducted.
- Coordinator and faculty members coordinate with the students and conduct events
- Committee coordinator solves the indisciplinary issues and takes necessary measures.
- Coordinator shall select and nominate few of the students members for the discipline committee.

**Faculty Member:**

- Faculty member from each department shall collect the list of students interested to participate.
- Faculty members shall shortlist the candidates during the selection process.
- Faculty member from each department shall organize the programs with the help of student organizers.
- Hospitality provided to the guests by the students shall be monitored by the faculty members.
- Faculty members shall have continuous monitoring over the events conducted.
- Faculty member from each department shall look after the issues raised by the students.

**Student member:**

- Student members are responsible to provide the hospitality to the guests.
- Student members of the discipline committee shall intimate the faculty members against in disciplinary issues.

**24. NEWS LETTER COMMITTEE****Roles and Responsibilities of the committee:****Coordinator Role:**

- To manage the committee necessities of the organisation.
- To prepare Articles on the main activities of the college.
- To get help from the members and students to collect the information.
- To elicit the information which are relevant to students and faculty.
- To collect the information from the Departments of the college.
- To finalize the information with the Principal and give it to the printing press in a book way.

**Members Role:**

- They have to attend the meetings.
- To assist the coordinator in giving the necessary information.
- To observe the department concerned whether they are giving information or not from time to time.

**Students Role:**

- They ought to cooperate with the members and the coordinator in all aspects.
- They should collect the information and submit the same with the members.
- They have to attend the meetings and get clarity on the upcoming events.
- They must give wonderful suggestions for running the committee smoothly.

**25. NSS COMMITTEE****Functions & Responsibilities:**

- To create awareness of social problems to the students.
- NSS activities are coordinated with large participation by students every year.
- Organize camps and conducts various social service activities.
- Conducting orientation programs and refresher courses.

**26. NSS / NCC COMMITTEE****Functions & Responsibilities:**

- Enrolment of cadets in NSS & NCC (Boys & Girls) from the students.
- Planning & Conducting regular activities and camps from time to time
- Proper accounting of uniforms etc received from NCC.
- Maintenance of accounts and submission of accounts to University for the assistance received for NSS activities.



## **27. ADMISSION COMMITTEE**

### **Functions of the Committee:**

- To improve the admissions quality with well-defined policy.
- To disseminate and comply with all the rules and regulations of admissions as prescribed by Govt. and statutory agencies.
- To create a brand value and awareness about the institute.
- To provide best counselling to students and parents who come to seek admission.
- To guide the students and parents in making effective decisions.
- To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting ID-card, fulfilling eligibility criteria, getting time tables etc.

### **Responsibilities of the Committee:**

- In consultation with HRD prepare attractive brochures, prospectus and hand-outs for wider publicity.
- To collect proposals / materials from the Departments, Committees and lecturers to draft Annual plan of activities for the year for publication in the Prospectus.
- To prepare plan for address 12th standard, diploma students as a career counselling activity.
- To place advertisement in newspapers regarding admissions as and when permitted by the respective Conveners of admissions.
- To assist the students and to interact with the parents during admissions.
- To advise the Principal on improving facilities from the feedbacks received from parents and students during admission counselling.
- To issue notifications for Spot admission & Category-B (MQ) admissions with the guidelines issued by State Government.
- To submit the admissions list to the authorities concerned and seeks for their approval.

## 28. ALUMNI COMMITTEE

### **Functions & Responsibilities:**

- Maintenance of records of former students.
- Conducting Alumni Association gathering in the Institution each year.
- Inviting Alumni students well placed in reputed companies to visit the Institution and give guest lectures to the students.
- Obtaining Feedback information from the Alumni.
- Provides opportunities to share their experience, knowledge and innovative ideas through alumni lecture series.