

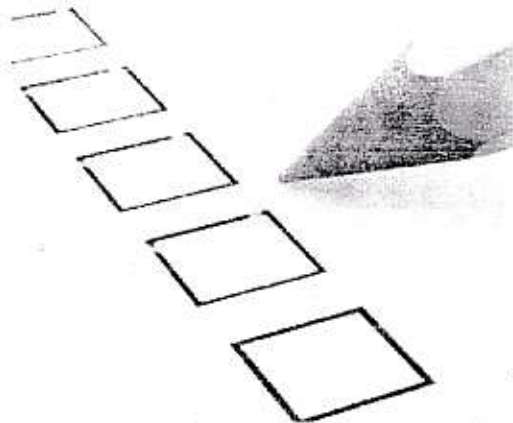
From
~~technical~~ *for*



HVPMCOET

परी बढो, सपने आगे बढो ।

करने रहाँ देखा जायगा ।



STANDARD OPERATING PROCEDURES



HVPM's
COLLEGE OF ENGINEERING & TECHNOLOGY,
AMRAVATI.



A Standard Operating Procedure, or **SOP** is a set of step-by-step instructions created by an institution to help faculty / staff carry out routine operations / work. Their purpose is to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply to authorities' regulations.

Shree H.V.P.Mandal's
College of Engineering & Technology, Amravati (Mah.)

STANDARD OPERATING PROCEDURES

:: I N D E X ::

| Sr.No. | S O P | To be reviewed | Pg. No. |
|--------|---|---|---------|
| 1. | Composition of Board of Governors on AICTE approved Institutions (Approval Process Handbook 2015-16) | As and when AICTE modifies | |
| 2. | Local managing or advisory committee of an affiliated college (The Maharashtra University Act, 1994) | As and when University Act modifies | |
| 3. | The College Council and its Functions (Amravati University Ordinance Book) | As when University make changes | |
| 4. | Various Committees Anti -Ragging Committee Grievance Redressal Committee (Faculty and Staff) Women's Redressal Committee (Prevention of Sexual Harassment of Women) | As and when AICTE / University / Government modifies | |
| 5. | Organisation Structure | G.B. decision | |
| 6. | Admission Approval Activities Calender | Every year | |
| 7. | S.O.P.'s as per G.B. / LMC decisions 1. Procedure for Recruitment of Faculty 2. Procedure for filling vacant post of faculty 3. Procedure for CAS for faculty 4. All newly appointed faculties to appear for GATE exam. and produce GATE score cards to HR. 5. Procedure for Recruitment of Supporting Staff 6. Procedure for Performance based Incentive for Faculty 7. Procedure for Staff Promotion 8. Revision of reimbursement policy for International paper publications and conferences. (Applicable only if at the level of University / NIT/IIT / CSIR and for papers in IEEE / Elsevier or equivalent) 9. Establishment of staff welfare fund. | As and when Government / University modifies As per college council Governing Body decisions | |

| | | |
|------|---|---|
| 8. | S.O.P.'s College Council Decisions. 1. Faculty are required to submit proposals to A.I.C.T.E. for the following : <ul style="list-style-type: none"> - Research Promotion Scheme (RPS) - Modernization and removal of obsolesces (MDROB) - Entrepreneurship Development Cell. (EDC) - Seminar Grant - Innovation Promotion Scheme - Travel Grant 2. Assignments to students are to be given as per decided schedule. 3. Systems of Internal Assessment (Unit Tests) <ul style="list-style-type: none"> a) Centralised Conduct of Test Examination b) Centralised Valuation of Answer sheets 4. Details of Remuneration for Practical Examination All HODs are required to implement Techno Aptitude Activities at developmental level. 5. Subject teacher is required to provide solutions to question papers within 15 days from university papers. 6. To implement RRC activity for project activity. | As and when college council modifies decision |
| 9. | Purchase Procedure | G.B. decisions |
| 10. | Advance Drawing Procedure | |
| 11. | About Bills, Advances, Travel Allowances, Local Conveyances | |
| 12 → | 13 AICTE's Guidelines for Technical Institutions, Universities including Deemed Universities imparting technical education coming under the purview of AICTE for the students participating in educational tours, study tours, field visits; industrial visits, excursions or any other visits/tours. | |
| 14 | Monthly Progress Report | |
| 15 | Job Responsibilities | |
| 16 | Code of Professional Ethics | |
| 17 | Code of Ethics for Corporate Members | |
| | | |

(12) Stock Book Maintenance and bill processing.

**Composition of Board of Governors on
AICTE approved Institutions
(Approval Process Handbook 2015-16)**

- a) The Governing Body shall have at least eleven members including the Chairman and the Member-Secretary. The Registered Society / Trust shall nominate six members including the Chairman and the Member-Secretary, and the remaining five members shall be nominated as indicated below
- b) Chairman to be nominated by the Registered Society / Trust. The Chairman of the Governing Body shall preferably be a technical person either entrepreneur of an industrialist or an educationist of repute who is interested in development of technical education and has demonstrated an interest in promotion of quality education.
- c) Two to five Members to be nominated by the Registered Society / Trust
- d) Nominee of the All India Council for Technical Education-Regional Officer (Ex- Officio).
- e) An Industrialist / technologist / educationist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council.
- f) Nominee of the Affiliating Body/University/State Board of Technical Education
- g) Nominee of the State Government – Director of Technical Education (ex-officio).
- h) An Industrialist / technologist / educationist from the Region nominated by the State Government.
- i) Principal / Director of the concerned technical institution (as nominee of the Society / Trust) – Member Secretary.
- j) Two Faculty members to be nominated from amongst the regular staff one at the level of Professor and one at the level of Assistant Professor.
- k) The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of educationists from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body shall, however, not exceed 21.

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Local Managing or Advisory Committee of an Affiliated College

(The Maharashtra University Act, 1994)

(1) There shall be a separate local managing committee for every affiliated college or institution, consisting of the following members:-

- (a) president or chairman of the management '59[or his nominee] - Chairman;
- (b) secretary of the management or his nominee;
- (c) three local members representing different fields of the area, nominated by the management;
- (d) three teachers, elected by the teachers of the college or institution;
- (e) one non-teaching employee, elected by the non-teaching employees of the college or institution;
- (f) Principal 'as] Member-Secretary.
- (g) One representative of the management.]

(2) For a college or institution managed and maintained by the Government or local authority, the local advisory committee shall consist of the following members :-

(i) Joint Director or Deputy Director designated by the Director of Higher Education or Director of Technical Education or the Director of Medical Education and Research or, as the case may be, the Director of Social Welfare as the nature of the college or institution may require;

(ii) three persons representing different fields or activities, nominated by the Director concerned;

(iii) three teachers, elected by the teachers of the college or institution;

(iv) one non-teaching employee, elected by the non-teaching employees of the college or institution;

(v) Principal-Member - Secretary.

(3) The local managing or advisory committee shall meet at least twice a year.

(4) Members elected or nominated shall have a term of five years. '62[if any vacancy occurs in the office of such members, the vacancy shall be filled within three months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office if the vacancy had not occurred.]

(5) The powers and duties of the local managing or advisory committee shall be to, —

(a) prepare the budget and financial statements;

(b) recommend to the management the creation of the teaching and other posts;

(c) determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college;

(d) make recommendations to the management for the improvement of the standard of teaching in the college;

(e) formulate proposals of new expenditure not provided for in the college budget;

(f) advise the principal regarding the intake capacity of various classes, preparation of time-tables, distribution of the available teaching workload and such other matters relating to the internal management of the college and discipline of the college students as may be referred to it by the principal, from time to time;

(g) consider and make recommendations on the inspection report, if any;

(h) consider and make recommendations on the report of the local inquiry committee, if any;

(i) prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management, the Management Council of the university and to the concerned Director;

(j) perform such other duties and exercise such other powers as may be entrusted by the management and the university.

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THE COLLEGE COUNCIL AND ITS FUNCTIONS

(Amravati University Ordinance Book)

1. There shall be for each college, a College Council consisting of the Principal and all confirmed teachers of the College, providing that the above clause shall not apply to a college for the first two years from the date of admission and in such a college the Council shall comprise and teachers of that College.
2. The Principal and the Vice-Principal, if any, of the College shall respective be the ex-officio President and the ex-officio Vice-President or Vice-Presidents of the Council.
3. The Secretary shall be elected by the Council from amongst its members. He shall hold office for one year.
4. The Council shall meet at regular and frequent intervals :
 - (a) To discuss the progress of studies in the College.
 - (b) To bring to the notice of the College authorities the needs of the students,
 - (c) To make recommendations to the Principal or the Governing Body for improvement of the academic efficiency of the College.
 - (d) To bring to the notice of the Governing Body any matter affecting the rights and privileges of the teachers of the College as a class and
 - (e) To advice the GB of the College and the Principal on such matters relating to the internal management of the college and discipline of its students as may be referred to from time to time.
5. Subject to the Statutes, Ordinances and Regulations of the University –
 - (a) The College Council may advice the Principal and the Governing Body of College regarding the fixing of the maximum number of students to be admitted in each subject and each class and the preparation of the time-tables.
 - (b) The Council's decision regarding the promotion and detention of students on the results of the College examinations shall be final.

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ANTI-RAGGING COMMITTEE:

AICTE NOTIFICATION Dated 01-07-2009

Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

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GRIEVANCE REDRESSAL COMMITTEE (Teachers & Employees)

Maharashtra Universities Act, 1994, 57.

- (1) There shall be a grievances committee in each university to deal with the grievances of teachers and other employees of the university, colleges, institutions and recognised institutions and to hear and settle grievances as far as may be practicable within six months, and the committee shall make a report to the Management Council.
- (2) It shall be lawful for the grievances committee to entertain and consider grievances or complaints which are not within the jurisdiction of the Tribunal and report to the Management Council to take such action as it deems fit and the decisions of the Management Council on such report shall be final.
- (3) The Grievances Committee shall consist of the following members, namely :-
 - (a) The Pro-Vice-Chancellor, where there is no Pro-Vice-Chancellor, a member of the Management Council nominated by the Management Council... Chairman;
 - (b) Two members of the Management Council nominated by the Management Council from amongst one of them belonging to the Scheduled Castes or Scheduled Tribes or Denotified Tribes (*Vimukta Jatis*)/Nomadic Tribes or Other Backward Classes, by rotation..... Members;
 - (ba) Two members of the Senate nominated by the members of the Senate, from amongst themselves, one of them being the woman representative of the managements and one shall be a teacher;.....Members;
 - (bb) two members nominated by the members of Academic Council from amongst themselves, one of them being the principal and one shall be a teacher.....Members;
 - (c) The Registrar Member Secretary;

CONSTITUTION OF THE GRIEVANCE COMMITTEE **(Prevention of Sexual Harassment of Women)**

Maharashtra Universities Act, 1994

- (a) The Head of the Institution shall, for the purpose of implementing the code: constitute of Grievance Committee which shall consist of
- (i) Chairperson of the Committee shall be Women Professor in the Education Institution.
 - (ii) One female teacher
 - (iii) One male teacher
 - (iv) One male non-teaching employee
 - (v) One female non-teaching employee
 - (vi) One representative of N.G.O. actively engaged in the welfare of women
 - (vii) One male student
 - (viii) One female student
 - (ix) One lady lawyer
 - (x) One representative of Management

Provided that, in the Institutions/Colleges, where woman professor as per clause (a)(i) is not available, a senior male member from the category(ii) and (iii) of the committee may be nominated as Chairperson of the Committee.

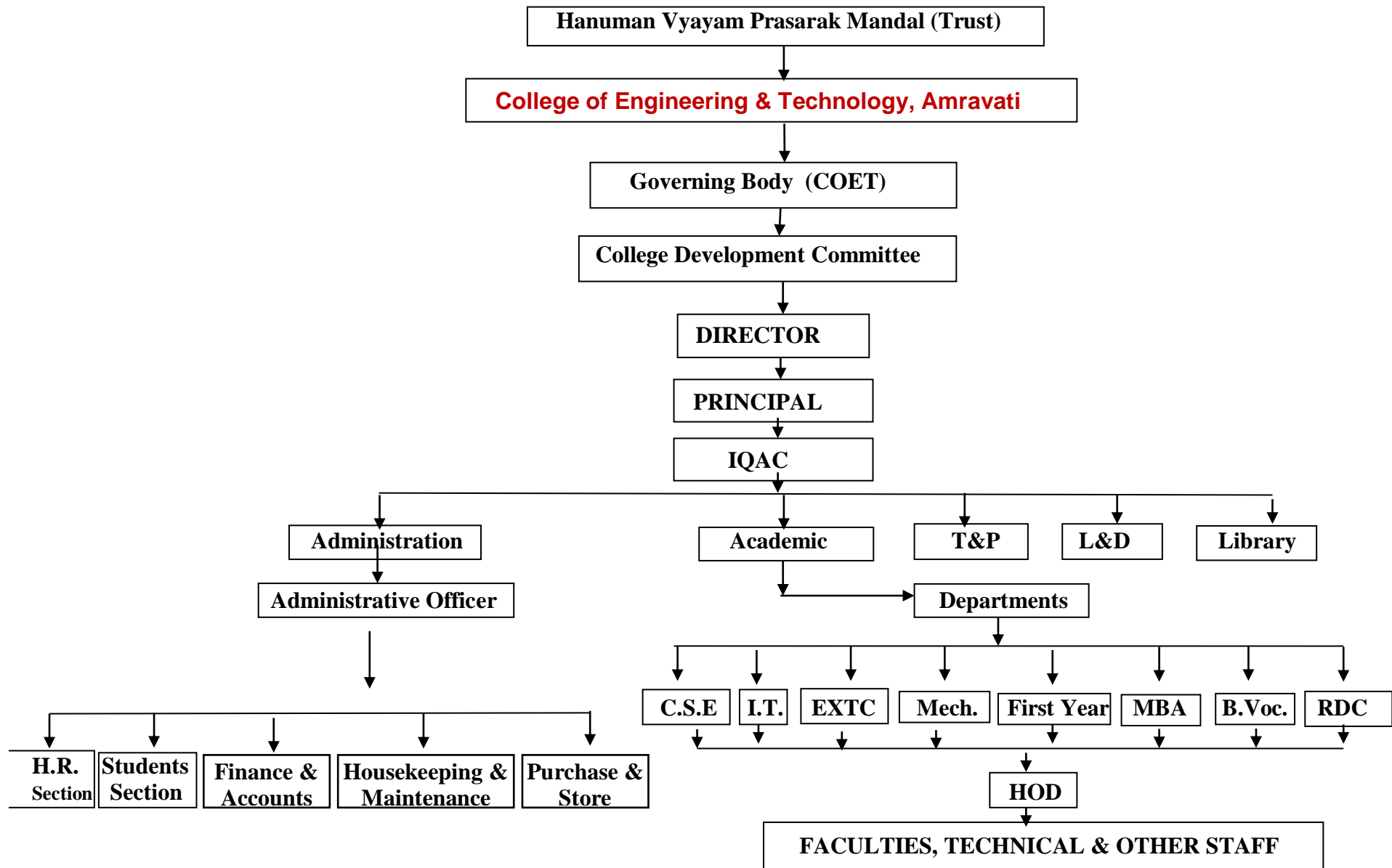
(b) (i) Chairperson shall be nominated by the head of the institution. (ii) Members in the category (ii) to (ix) shall be nominated by the Head of the institution in consultation with the Chairperson. (iii) Representative of the Management shall be nominated by the Management. (iv) the student (both male & female) members shall not participate in the meetings of the Grievance Committee at the time of consideration of the complaint of sexual harassment of teaching or non-teaching employee.

(c) The term of office for the members shall be two years and the members are eligible for re-nomination.

(d) Any casual vacancy in the Committee should be filled up by the Head of the Institution in consultation with the Chairperson of the Committee.

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ORGANISATION STRUCTURE



Admission Approval Activities Calendar

(FYE, ME, MBA, DSE)

- (1) **CAP admission reporting to DTE Web site :**
on the same day of admission
- (2) **Institute Level Admission Reporting to DTE Web site :**
Immediately after completion of I.L.Quota as per schedule published in paper advertisement.
- (3) **Against CAP Admissions reporting to DTE Web site :**
Immediately after CAP Rounds are over as per schedule published in paper advertisement.
- (4) **Cancellation of Admissions :**
 - (a) Accept proforma "O" in duplicate.
 - (b) Note down Candidates password
 - (c) Cancel admission immediately after approve from admission in charge / Principal

PNS Data Uploading on PNS Site :

Immediately on next day for all courses after the cut of date of respective course.

Documents verifications at college level.

- (1) Documents to be verified immediately. For compliance of discrepancies in documents, maximum permissible time is 10 days from the date of admission. The follow up & record of respective candidate will be taken by students section.
- (2) No discrepancy is expected except caste validity after 10 days of admission.

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Procedure for Recruitment of Faculty:

- 01 For Recruitment of Regular employees the selection committee as per ordinance by SGBAU. H.R. Section in association with the concern H.O.D will determine the faculty requirement as per SGBAU Amravati / AICTE norms.
- 02 The faculty requirement so determined will be put up to Principal, director for information & finally to be approved by governing body.
- 03 H.R. Section will get the Roster sanctioned for regular posts from the BC Cell in SGBAU Amravati.
- 04 H.R. Section will get sanctioned and approval of Roster for regular posts from the BC Cell in Office of Regional Commissioner Amravati.
- 05 H.R. Section will arrange to write a letter and get posts as per reservation rules from the SGBAU Amravati.

- On receipt of post distribution against various reservation categories approved from B.C. Cell of S.G.B. Amravati University, H.R. Section will arrange to get advertisement for the said posts approved & sanctioned from Collegiate Section of SGB, Amravati University, Amravati.
- 07 On receipt of approved Advertisement format from Collegiate Section, SGB Amravati University, H.R. Section will arrange to give advertisement in the local News Paper as well as national News Paper. (In English & Marathi language) as per University approved list of papers.
- 08 H.R. Section will arrange for list of Candidates from Employment office of State Govt. as per rule.
- 09 H.R. section will receive the applications & will arrange to form scrutiny committee to scrutinize the applications.
- 10 H.R. Section will arrange to write a letter to SGBAU Amravati for demand of members of selection committee.
- 11 H.R. Section will arrange to get suitable date to conduct the interviews from Chairman & members of Selection Committee.
- 12 H.R. Section will arrange to send call letters with the signature of Principal to eligible candidates for interviews.
- 13 Non eligible candidate will also be informed stating reason of rejection of application.
- 14 H.R. Section will arrange to write note sheet for the nomination of chairman of selection committee from Hon. General Secretary.
- 15 H.R. Section will arrange the interviews on date fixed by members of selection committee.
- 16 H.R. Section will arrange to send proposal for approval to SGBAU Amravati for the selected candidate as per member of the selection committee along with there selection reports.
- 17 After receiving approval from SGBAU Amravati H. R. Section will arrange to issue appointment order to approved candidate.
- 18 H.R. Section will arrange to take notarized under taking from the selected candidates.
- 19 H.R. Section will arrange to take joining reports from the selected candidates.
- 20 End of entire Interview procedure will finally take on record or filed.

Procedure for filling vacant posts of faculty:

- 01 H.R. Section in association with concerned H.O.D will check the requirement against vacant posts of faculty requirement as per SGBAU Amravati.
- 02 H.R. Section will arrange to write a Note-sheet and take permission for advertisement of walk-in interview for vacant post from Management.
- 03 H.R. Section will arrange to give advertisement of walk-in interview in the Notice Board/College Website.
- 04 H.R. Section will collect resumes from Candidates.
- 05 H.R. Section will also collect applications & resumes from directly approaching eligible candidates, as well as other sources and create the resume bank. For reappointment of earlier one Academic Session faculty, the confidential reports & recommendations of concern department will be sort & due weightage will be given to their recommendations.
- 06 H.R. Section will sort resumes from their resume bank.
- 07 H.R. Section will call the candidates telephonically.
- 08 H.R. Section will arrange to form scrutiny committee to scrutinize the applications received.
- 09 The panel of management for the selection of Candidates consists of Technical Advisor, HVP, Director, Principal, and H.O.D of concern Department.
- 10 H.R. Section will arrange interviews as per scheduled decided by management.
- 11 H.R. Section will arrange to issue Appointment Orders to the selected candidates & take Joining report from them
- 12 End of entire Interview procedure will finally be taken on record or filed.
- 13 Such appointments against vacant post will be for maximum one Academic Session.

Procedure for CAS for Faculty:

The process of promotion under career advancement will be as per SGBAU / AICTE guidelines only.

- 01 H. R. Section will arrange to invite the applications from teachers from various position by issuing circular, duly signed by Principal.
- 02 H.R. section will arrange to form scrutiny committee to scrutinize the duly filled applications. Teachers will be informed about anomaly, if any and corrected applications will also be accepted.
- 03 H. R. Section will then put up the scrutinized applications before the principal for perusal.
- 04 H. R. Section will arrange to write a letter to SGBAU Amravati for demand of Screening cum evaluation committee.
- 05 H.R. Section will arrange to write a request letter to members of "Screening-cum-Evaluation Committee" for suitable date to conduct the meeting.
- 06 H.R. Section will issue the circular duly signed by Principal for meeting and circulate it to the eligible candidates.
- 07 H.R. Section will arrange meeting of CAS Committee as on date fixed by members of Screening-cum-Evaluation Committee.
- 08 H.R. Section will arrange to send the Selection report to SGBA University.
- 09 H.R. Section will arrange to implement the recommendation of committee as per the promotion dates given by the Committee.
- 10 End of entire Interview procedure will finally be taken on record.

All newly appointed faculties to appear for GATE exam. and produce GATE score cards to HR.

1. Newly regularized faculties are required to appear for GATE examination in consequent year.
2. To improve academic quality of newly regularized faculties. This activities compulsory.
3. The score cards for GATE examination is to be submitted to HR section.
4. Any discrepancy to be reported by HR section to Principal.

Procedure for Recruitment of Supporting Staff:

For Recruitment of Regular Supporting Staff the selection committee as per SGBAU / Standard Code guidelines.

- 01 H.R. Section in association with Registrar will determine the Supporting Staff requirement as per SGBAU Amravati / AICTE norms/ Standard Code.
- 02 The Supporting Staff requirement so determined will be put up to Principal, Director for information & finally to be approved by Governing body.
- 03 H.R. Section will get the Roster sanctioned for regular posts from the BC Cell in SGBAU Amravati.
- 04 H.R. Section will get sanctioned and approval of Roster for regular posts from the BC Cell in Office of Regional Commissioner Amravati.
- 05 H.R. Section will arrange to write a letter and get posts as per reservation rules from the SGBAU Amravati.
- 06 On receipt of post distribution against various reservation categories approved from B.C. Cell of S.G.B. Amravati University.

- 07 H.R. Section will put Note-sheet for the approval from Management to give advertisement.
- 08 Also arrange to give advertisement in the News Paper as per University approved list of papers.
- 09 H.R. Section will arrange for list of Candidates from Employment office of State Govt. as per rule.
- 10 H.R. section will receive the applications & will arrange to form scrutiny committee to scrutinize the applications.
- 11 H.R. Section will arrange to get suitable date to conduct the interviews from the panel of Management.
- 12 The panel of management for the selection of Candidates consists of Director, Principal, Registrar and H.O.D of concern Department.
- 13 H.R. Section will arrange to send call letters with the signature of Principal to eligible candidates for interviews.
- 14 Non eligible candidate will also be informed stating reason of rejection of application.
- 15 H.R. Section will arrange the interviews on date fixed by the panel of Management.
- 16 H. R. Section will arrange to issue appointment orders to selected candidates.
- 17 H.R. Section will arrange to take joining reports from the selected candidates.
- End of entire Interview procedure will finally take on record or filed.

Procedure for performance based incentive for Faculty:

- 01 The process for performance based incentive for Faculty will be as per following guidelines.
- 02 H. R. Section will distribute Academic Diaries containing performance based Appraisal form, designed as per UGC Norms before commencement of Academic session.
- 03 Faculty will submit those filled Academic Diaries at the end of session along with necessary documents and Score sheets of performance appraisal form to their Head of Department.
- 04 HOD will submit those diaries to H.R. Section along with their remarks.
- 05 H. R. Section will scrutinize all submitted diaries and check all attached documents for concern Academic year.
- 06 H.R. Section will then put up the scrutinized diaries before the Principal/Dean (Academics) for perusal as an Assessor.
- 07 Principal /Dean (Academics) assess all diaries of faculty along with score mention on score sheet.
- 08 H.R. Section will arrange Interview of Assesee (faculty) before third party Evaluator for evaluation and mention score on evaluation sheet.
- 09 H.R. Section will compile score of all assesee.
- 10 H.R. Section will arrange merit list of higher scorer faculty.
- 11 H.R. section will put up the merit list before principal and Director to apply the incentive DA 1% to 5% to higher scorer faculty and will display the same on notice board.
- End of entire performance based incentive for Faculty procedure will finally be taken on record.

Procedure for Staff Promotion:

- 01 The process of staff promotion will be as per Management guidelines only.
- 02 H. R. Section will get the applications from staff duly recommended by their concerning H.O.D & having a remark of Registrar & Principal for their promotions.
- 03 H.R. Section will determine the received applications.
- 04 H.R. section will then put the note-sheet before Management for the promotions to be done, due to achieving Higher Qualifications / Change in Designation or any.
- H.R. Section will arrange to implement the recommendation of Management as per the promotion dates given by them.

05 End of entire Promotion procedure will finally be taken on record.

Revision of reimbursement policy for International paper publications and conferences. (Applicable only if at the level of University / NIT/IIT / CSIR and for papers in IEEE / Elsevier or equivalent)

1. The reimbursement for paper publication and conferences will be made only for events at University / NIT/IIT / CSIR and for papers in IEEE / Elsevier or equivalent level.
2. No reimbursement should be claimed for events below this level.
3. The amount of reimbursement will be decided by Principal.

Establishment of staff welfare fund.

1. Staff welfare fund is to be raised for welfare of needy staff members.
2. Fund will be raised by contribution from fund received through various examinations / extra curricular activities
3. Staff welfare fund will be managed by Director, Principal and Secretary - College Council.
4. Amount will be deposited in NSPS and account will be operated by Principal and Director.
5. The amount to be disbursed will be decided by Director, Principal and Secretary - College Council

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Decisions for Academic systems as decided in College Council Meetings

| Refer SOP No. | Decisions | Action Expected from |
|---------------------|--|----------------------------|
| 1. | <p>Faculty are required to submit proposals to A.I.C.T.E. for the following :</p> <ul style="list-style-type: none"> - Research Promotion Scheme (RPS) - Modernization and removal of obsolesces (MDROB) - Entrepreneurship Development Cell, (EDC) - Seminar Grant - Innovation Promotion Scheme - Travel Grant | HOD & Senior Faculty |
| 2. | Assignments to students are to be given as per decided schedule. | All Faculty |
| 3. | <p>Systems of Internal Assessment (Unit Tests)</p> <p>c) Centralised Conduct of Test Examination</p> <p>d) Centralised Valuation of Answer sheets</p> | Faculty |
| 4. | All HODs are required to implement Techno Aptitude Activities at developmental level. | HOD |
| 5. | Subject teacher is required to provide solutions to question papers within 15 days from university papers. | All Subject Teachers |
| 6. | To implement RRC activity for project activity. | HODs |

R & D PROPOSAL

In order to promote research and development activities and generation of grants for modernization of laboratories through A.I.C.T.E./ DST / DSIR / UGC / University assistance schemes.

Proposals are to be submitted to AICTE / D.S.T. / D.S.I.R. / U.G.C. / University & other funding agency in following areas.

- Research Promotion Scheme (RPS)
- Modernization and removal of obsolesces (MDROB)
- Entrepreneurship Development Cell. (EDC)
- Seminar Grant
- Innovation Promotion Scheme
- Travel Grant
- Any other scheme applicable

Procedure :

1. HODs are to identify the activities in above mentioned areas with approval from Principal.
2. Prepare the proposal in accordance with funding agency guidelines.
3. Apply online on portal or off line as applicable in stipulated time frame.
4. Follow up for the expected result.

It is expected that each department submits at least two proposals in one academic year.

ASSIGNMENTS TO STUDENTS

Assignment schedule will be published in Academic Diary.

(Action Expected from Deans academics & HoD's)

1. It is expected that each subject will have two assignments to be completed by each student.
2. In order to avoid overlapping of all assignments of various subjects in same time slot, academic schedule will be prepared by dean academics & HoD's for each subject of the course.
3. Overlapping of various subjects be avoided in respective schedule.
4. The schedule be prepared in advance and should be informed to all concern faculties before start of academic session.
5. Follow up to be taken by respective HOD for successful implementation.

Systems of Internal Assessment (Unit Tests)

Online conduct & Online valuation of tests will be ultimate destination for the Internal Assessment System

- a) Centralised Conduct of Test Examination
- b) Centralised Valuation of Answer sheets

A) CENTRALISED CONDUCT OF TEST EXAMINATION

- 1) For internal assessment, unit test or common test will be conducted by Centerised Internal Assessment Examination Cell.
- 2) Test schedule generally be declared before the start of Academic Session and to be published in Academic Calendar and Academic Diary. [Action by Dean Academics in consultation with HODs.]
- 3) The question paper should be set by the subject teacher & submit to HOD. HOD should hand over the test paper to the controller internal exam cell at least 3 days before the conduct of test for the subject.
- 4) Controller of Internal Assessment Cell will arrange for printing / Photostat of question paper set and also for blank answer sheets, supplements.
- 5) Time table for the unit test / Common test should be displayed by controller at least 10 days before the start of examination after consultation with HOD / Principal and Dean Academics.
- 6) Controller of exam. will form a team along with department coordinator for examination.
- 7) Invigilation duty will be allotted by controller.
- 8) Seating arrangement and duties assigned by controller, are compulsory. Teachers and supporting staff to attend their duties.
- 9) Exam will be conducted as per Time Table and written answer books (unvalued) will be handed over Centralized Assessment Examination Cell on same day of conduct of examination. In case of any emergency or unavoidable circumstances, changes will be made with permission of Principal, by controller.
- 10) No student will be allowed to leave the exam hall before 40 minutes from the start of paper. Candidates are expected to occupy seats 10 minutes before start of exam.

INTERNAL ASSESSMENT (Unit Tests)

Online conduct & online valuation will be destination for the Internal Assessment System

B) CENTRALISED VALUATION OF ANSWER SHEET

1. Written Answer books should be received on the same day of conduct of test from Centralised Examination Center.
2. Valuers should be informed about the date of valuation before two days conduct of subject test by valuation officer.

The Test Papers (Written Answer Books) should be evaluated and marks should be submitted in prescribed format within 3 days (excluding holidays).

4. Centralized Valuation Centre officer will submit the marks (subject wise) to concerned subject teacher / HOD's in Soft Copy.
5. On completion of valuation, the valued answer books for all subjects of departments will be handed over to HOD's / Subject Teachers within 4 days of conduct of examination excluding holidays.
6. Subject Teachers should valued the answer books at the Centralised valuation Center. In exceptional case, with the permission of Principal, the papers can be handed over the valuer for outside valuation.

Remuneration for Practical Examination

| Places Total Dist.(Km) from Amravati | | Details of Remuneration | | | | |
|--------------------------------------|-------|-------------------------|-----------------------|---------------------------|----------------------------------|------------------|
| | | Four Wheeler (Diesel) | Four Wheeler (Petrol) | Two Wheeler (Motor Cycle) | Two Wheeler (Moped/Loona/Scooty) | Local Conveyance |
| Yeotamal | 95 | 9.00/- Km. | 9.00/- Km. | 3.00/- Km. | 3.00/- Km. | 100/- |
| Pusad | 160 | | | | | |
| Akola | 100 | | | | | |
| Chikhali | 210 | | | | | |
| Shegaon | 155 | | | | | |
| Buldhana | 200 | | | | | |
| Darapur | 35 | | | | | |
| Badnera | Local | | | | | |
| Ghatkhed | Local | | | | | |
| | | | | | | 130/- |

1. Lunch will be provided only at College Canteen. The lunch time will be between 1.00 to 2.00 pm.
 2. The remuneration bill along with TA/DA claim is to be submitted by External on 1st day & the payment will be reimbursed on 2nd day during 10-11 pm.
 3. Staying arrangement will be made available at HVPM's Guest house for External Examiner. (Contact at least a day before to ~~M.R. Fuladi- 9421786816~~)
 4. Outstation Examiners should submit their Registration copy (RC) of vehicle for remuneration bill otherwise only Bus fare will be provided along with DA.
 5. Certificate will be provided to the External/Internal examiners only after the completion of Practical Exam. (Internal examiner to do needful)
 6. Internal coordinator of various Deptt. Should collect examinees bill from Mr. ~~M. R. Fuladi~~, contact to ~~Prof. V. L. Agrawal - EXTC deptt.~~ for any queries regarding practical exam.
 7. Internal coordinator should inform to ~~M. R. Fuladi~~ regarding the lunch, how many Examiner (Internal/External) will take the food daily otherwise Internal coordinator of the deptt. will bear at their level.
- the cost* During practical examination only Rs. 1000/- will given to each department to make arrangement like Tea, Cold drink, etc. for Examiners (Refreshment).

All HODs are required to implement Techno Aptitude Activities at developmental level.

1. Every class teacher to classify students in three or four categories A,B,C,D according to the students previous academic record.
2. The students in A & B category are to be provided with additional technical inputs in accordance with technical questions from GATE / Competitive exams / Technical Ability Test from placement point of view.
3. Students in C & D category are to be groomed from university examination passing point of view.
4. All class teachers should maintain the record of all subjects of their class through coordination with respective subject teachers.
5. Review report to be submitted by class teacher to HOD.
6. HOD's to inform Principal in the progress of programme.

Subject teacher is required to provide solutions to question papers within 15 days from university papers.

1. Subject teacher has to provide solution for his subject / subjects taught in the semester.
2. The solution should be provided to all theory and numericals in the university question papers.
3. The solution set is to be submitted in central library with librarian.
4. Due acknowledgement should be given by librarian.
5. Solution to the university question paper must be submitted within 15 days from the date of examination.
6. Discrepancy in this matter is to be brought to the notice of Principal by Librarian immediately after stipulated time is over.

To implement RRC activity for project activity.

1. The final year students projects will be approved by RRC committee at college level.
2. RRC committee will consist of HOD, Sr. faculty and expert from outside.
3. Projects are to be scrutinized by RRC committee on technical merit and innovativeness.
4. The projects should be in accordance with the areas of research interest of project guides.
5. Sub standard projects are to be disapproved.
6. HOD's to inform Principal on the progress.

□□□

PURCHASE PROCEDURE

A] Order placing procedure -

- 1] Requisition to be raised by the user for example - Lab assistant, Laboratory Incharge, Office, Clerical Section, etc. to Head of the Respective department.
- 2] H.O.D. to scrutinize, verify the specifications and collect requirement from all sections of the department and to put up with expected budget before Principal. It should be put-up well be for college budget preparation for capital items. For non capital / recurring expenditure costing above Rs. 5000/- minimum one month prior to actual use the requisition should be put up. Sufficient time should be available for procurement of items.
- 3] For capital item on getting permission to call quotation, the respective head of the department will call generally minimum three quotation from supplier or manufacturers.
- 4] The proposal will be put up before purchase committee formed from time to time for finalization.
- 5] Order to be placed as finalized by purchase committee.
- 6] One copy of order must be sent to A/c. department of college for information and arranging necessary finance.

B] Goods receiving procedure :-

- 1] On receipt of goods, the H.O.D. of concerned department should confirm the receipt of goods, in order and as per specifications and such endorsement stamp should be put on delivery challan by H.O.D. and then should be taken in store.
- 2] Suitable entries should be made in central stock and departmental stock register.

C] Bill Processing :-

- 1] On verification and confirmation of receipt goods as per order in terms of numbers and specifications, the bill should be processed within three days from the receipt of bill by the concerned section. It should be ensured that bill bears the date, name of college, details of items, number, rate, amount, taxes, signature of supplier etc. For capital items bill should be duplicate. The bill should bear endorsement of H.O.D and central stores (presently with account department). Such that items in the bill are entered in stock register no..... on page no.....
- 2] The duly verified bills should be submitted to A/c. department Dag Book.
- 3] Account department will acknowledge the receipt of bills. This will be helpful to verify the records of bill processing if required.
- 4] Account department will verify the bills, with copy of order, & seek an clarification with concerned H.O.D. if required. Further processing of the bill till payment will be done by A/c. dept. as per terms and condition mentioned in the order.

ADVANCE DRAWING PROCEDURE

Application for drawing advance should bears following information.

- 1) Outstanding advance amount in the name of person.
- 2) Remark of A/c. Officer regarding status of outstanding advance, whether permissible or non-permissible.
- 3) The said application should be approved by Registrar, Director & Principal of the college.
- 4) Advance will be given generally within three days from requisition, considering of urgency the work or nature of work Ac/ dept. may give advance urgently if available.
- 5) Advance should be spent only for the items or purpose for which it was drawn.
- 6) A/c. of the advance should be submitted within 3 days from the date of advance up to Rs. 1500/- and above Rs. 1500/- within 7 days.
- 7) If required the advance requisition may be required to be signed by Treasurer / Hon.Gen.Secretary of HVPM. In such cases, the applicant will have to take approval / sanction from concerned authority.
- 8) In such cases, the advance will be drawn from Ac. Section HVPM.

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1) बिलांबाबत (मालाची खरेदी करीता)

एखाद्या कामाची जबाबदारी स्विकारल्यानंतर ते काम पुर्णत्वास नेण्याच्या दृष्टिने इन्चार्जशिप अतिशय महत्वाची आहे. ही जबाबदारी स्विकारल्यावर त्या गोष्टीची आवश्यकता पाहता खरेदी करीता परवानगी घेणे तसेच त्या गोष्टीवर किती खर्च अपेक्षित आहे याबाबत बजेटमध्ये प्रावधान आहे काय ? प्रावधान असल्यास समोर पार्टीकडून कोटेशन घेणे अगत्याचे असते. त्यानंतर नोटिशिट तयार झाल्यावर त्यावर अधिका-यांच्या सहया घेउन मंजुरात घेणे आवश्यक आहे. मंजुरात झाल्यावर पेमेन्टच्या शर्ती अटी त्यावर नमुद करणे अत्यावश्यक आहे त्यानंतर सदरची मागणी / ऑर्डर संबंधित पार्टीला देण्यात यावी या माध्यमातून जाताना इन्चार्ज नी महत्वाची भुमिका पार पाडणे आवश्यक ठरते. जसे ती वस्तु आवश्यक आहे तिची किंमत व्यवस्थित आहे कॉलेज करीता त्या वस्तुचा योग्य फायदा होणार आहे. पेमेन्टच्या शर्ती अटी योग्य आहे.

वस्तुची मागणी / ऑर्डर पाठविल्यानंतर संबंधित वस्तुची डिलेव्हरी घेताना तिची पाहणी करुन तसा योग्य रिपोर्ट सादर करणे, त्या वस्तुची स्टॉक रजिस्टरमध्ये नोंद घेउन ती लेखा विभागात सादर करावयाची आहे. या प्रक्रियेत महत्वाची भुमिका म्हणजे वस्तु ऑर्डर प्रमाणे प्राप्त झाली आहे. तिची योग्य चाचणी / पडताळणी झालेली आहे. तसेच तिची स्टॉक रजिस्टर्ड मध्ये नोंद झालेली आहे. हया गोष्टी अत्यावश्यक असते तसेच महत्वाचे असे की, सदरचे बिल आल्यावर ते बिल पक्के आहे याची शहानिशा करणे त्यावर खालील गोष्टी कटाक्षाणे पाहणे आवश्यक आहे जसे बिल नंबर, दिनांक कॉलेज चे पुर्ण नांव (प्राचार्य, ह.व्या.प्र.मंडळाचे अभियांत्रिकी व तांत्रिकी महाविद्यालय,अमरावती) मालाचा तपशिल, नग, त्याची किंमत, सी.एस.टी. बी.एस.टी. त्यावर वॅट ची योग्य आकारणी व शेवटी दुकानदाराची सही.

वरिल सर्व गोष्टींची पूर्ती झाल्यावर त्यावर स्टॉक रजिस्टर्ड चा शिक्का मोर्तब करुन माल योग्य असुन तो वापरण्यास योग्य आहे (चेक अँड व्हेरीफाईड) असा शेरा देवून त्यावर संबंधीत एच.ओ.डी. व इन्चार्ज ची सही

करूनच ती बिले लेखा विभागात द्यावी. सदरचे बिल देताना इस्यु रजिस्टर सोबत आणावे जेणे करून बिल कधी मिळाले त्याचा रेकॉर्ड आपल्याजवळ राहील.

बिल लेखा विभागात आल्यानंतर लेखाविभाग त्या बिलाची योग्य पडताळणी करतील. पडताळणी करताना बिल वरील प्रमाणे बरोबर आहे या गोष्टीची पडताळणी करेल. योग्य वेळी दरात काही फरक किंवा एखादी वस्तुंचा तपशिल समजला नसेल त्या परिस्थितीत सदर इन्चार्ज कडून योग्य माहितीची विचारपुस करतील.

बिलाची पडताळणी झाल्यावर त्यावर अधिका-यांच्या स्वाक्ष-या घेउन ती बिले संस्थेच्या लेखा विभागात पोहचवुन देईल. पेमेन्ट बाबतची माहिती सदर इन्चार्ज यांनी वेळोवेळी विचारावी. बिलाची रकम तयार झाल्यावर चेक तयार झाल्यावर इन्चार्ज सदर पार्टीला बोलावून रकमेचे वितरण पार्टीला किंवा त्यांचे एजंटला केल्या जाईल.

2) मालाची खरेदी करण्याकरीता अग्रीम राशी घेताना करावयाची कार्यवाही -

अ. रु.1500 पर्यंतच्या अग्रीम राशी ची आवश्यकता भासल्यास त्याकरीता लेखा विभागात 'अग्रीम राशीच्या अर्जा' ची मागणी करावी अर्ज पूर्ण भरण्या अगोदर सदरच्या खरेदी ची आवश्यकता जाणुन तशी सर्वप्रथम सुचना एच.ओ.डी. यांना देवून त्यावर ढोले सर, चेंडके सर व प्राचार्य सर यांच्या सहया घेणे आवश्यक आहे. अर्ज सादर केल्यावर मागणी प्रमाणे पैसे देण्यात येईल. अग्रीम राशीचा अर्ज प्राप्त होताच पैसे दोन / तिन दिवसांनी मिळेल याची कृपया नोंद घ्यावी. अर्ज दिल्याबरोबरच कृपया पैशाची मागणी करू नये. परंतु तातडीच्या वेळेस व अग्रीम राशी उपलब्ध असल्यावर अग्रीम त्वरीत किंवा त्याच दिवशी मिळेल. अर्जात दिलेल्या शर्ती व अटीचे पालन करणे अत्यावश्यक आहे. तसेच सुचनेमध्ये दिलेल्या माहितीनुसार बिले जोडुन त्याचा हिशोब लेखा विभागात सादर करावा.

ब. रु. 1500 च्या वर अग्रीम राशीची वस्तु खरेदी करीता आवश्यकता असल्यास त्याकरीता करावयाची कार्यवाही -

रु. 1500 च्या वर अग्रीम राशीची आवश्यकता असल्यास त्यासाठी सदर व्यक्तीने को-या कागदावर आपल्याला आवश्यकता असलेल्या कामाचे स्वरूप वस्तुंचा तपशिल, त्यासाठी लागणारी अंदाजीत रकम इ. अर्जात लिहुन त्यावर एच.ओ.डी., रजिस्ट्रार, डायरेक्टर, प्राचार्य यांची मान्यता घेउन तो अर्ज लेखा विभागात सादर करावा. तसेच लेखा विभागात शर्ती व अटीचा अर्ज भरून द्यावा. अर्ज सादर केल्यावर त्यावर लेखा विभाग पुन्हा सदर अधिका-यांची परवानगी घेउन तो अर्ज डायरेक्टर / प्रधान सचिव यांच्या परवानगी घेउन संस्थेच्या लेखा विभागात पोहचवुन देईल. एखादया वेळेस कामाचे स्वरूप पाहता सदर व्यक्तीस डायरेक्टर / प्रधान सचिव यांच्या सहया घेणे अत्यावश्यक राहील. त्याकरीता सहकार्याची अपेक्षा लेखा विभागास राहील.

अग्रीम राशीची लेखा विभागाकडून पूर्तता झाल्यावर सदरची अग्रीम राशी उचलण्याकरीता स्वतः त्या व्यक्तीस जावे लागेल व ती रकम योग्य त्या प्रमाणात खर्च करावी लागेल. अग्रीम राशी मिळाल्यावर त्या व्यक्तीचे महत्वाचे काम असे की, सदरचा अग्रीम राशीचा हिशोब अग्रीम मिळाल्यापासून 7 दिवसाचे आत हिशोब सादर करणे आवश्यक आहे. तसेच लेखा विभागाकडून शर्ती व अटीचा अर्ज भरून दिल्याप्रमाणे शर्ती व अटीचे पालन करावे व सुचने मध्ये दिलेल्या नुसार बिल तयार करुन त्याचा हिशोब लेखा विभागात सादर करावा.

क. प्रवास भत्ताबाबत -

लोकल कन्व्हेंस करीता कामाचे स्वरूप पाहता अमरावती किंवा 50 कि.मी. च्या आतील प्रवासाकरीता सदर व्यक्तीने सर्व प्रथम आउटडोर रजिस्टरवर नोंद करणे आवश्यक आहे. तसेच जाण्याअगोदर आपल्या वरिष्ठांची परवानगी घेउनच कार्यालयाबाहेर जावे. परत आल्यावर लेखा विभागातून कॅश व्हाउचर ची मागणी करुन व्हाउचर व्यवस्थीत भरुन देउन त्यावर वरिष्ठांची सही घ्यावी व ते लेखा विभागात त्याचदिवशी सादर करावे. प्रवास जर सिटी बस / एस टी ने केल्यास त्याची तिकीटे कार्यालयास त्याचदिवशी सादर करावी.

ड. एक किंवा त्यापेक्षा जास्त दिवस प्रवासाबाबत अग्रीम राशी करीता करावयाची कार्यवाही -

कॉलेजच्या कामाकरीता बाहेरगावी जावयाचे असल्यास जाण्याच्या तारखेपासून च्या कमीतकमी पाच दिवस अगोदर अर्ज करणे आवश्यक आहे. अर्ज केल्यानंतर त्यावर ढोले सर, चेंडके सर, प्राचार्य यांच्या स्वाक्ष-या असणे आवश्यक आहे. कामाचे स्वरूप पाहता लेखा विभाग प्रधान सचिव यांच्या आदेशाची सुध्दा मागणी करतील. अशा वेळेस लेखा विभागास सहकार्य करावे. अर्ज सादर केल्यानंतर पृढील कार्यवाही झाल्यावर अग्रीम राशी

संस्थाकरीता संस्थेच्या कॅश विभागात जावून अग्रीम राशी घेणे अगत्याचे आहे. त्याकरीता लेखा विभाग योग्य ते राहकार्य करतील. प्रवासखर्च ठरण्याकरीता खालील नियमांचे पालन करणे अत्यावश्यक आहे.
 ७ सकाळचा नास्ता, दुपारचे जेवण, रात्रीचे जेवण, वॉटर बॉटल, आदि प्रत्येक दिवसाकरीता रु. 200 प्रमाणे (पुणे-मुंबई करीता) व रु. 300 दिल्लीकरीता

५. लोकल कन्व्हेंस -

कामाचे स्वरूप पाहता किंवा रु.----- पेक्षा कमी सदर व्यक्तीने त्याच्या प्रवास खर्चाची तिकीटे, लॉजचे बिल आदि पक्की आणावी. सदरचा हिशोब परत मुख्यालयी आल्यानंतर 7 दिवसाचे आत सादर करणे बंधनकारक आहे. सदरच्या खर्चाबाबत आवश्यकता भासल्यास योग्य निर्णय प्राचार्य घेतील.

3) इतर बाबीकरीता जसे वर्कशॉप, एज्युकेशनल टुर, इ. टुर वर्कशॉप करीता जाण्याकरीता सदर व्यक्तीने सर्वप्रथम प्राचार्याची अनुमती घ्यावी. अनुमती घेतल्यावर लेखा विभागास तथा सूचना देणे आवश्यक आहे. वर्कशॉप आटोपल्यानंतर रजिस्ट्रेशन फी देय राहिल. त्याकरीता अनुमती घेतलेला अर्ज, प्रमाणपत्र व रिपोर्ट सादर करणे आवश्यक आहे.

सुचना - 1) लेखा विभागात बिल सादर करण्याअगोदर घ्यावयाची खबरदारी -

सदरचे बिल पक्के स्वरूपात असावी, त्यावर बिल नंबर, दिनांक, कॉलेजचे पुर्ण नांव जसे 'प्राचार्य, ह.व्या.प्र. मंडळाचे अभियांत्रिकी व तांत्रिकी महाविद्यालय, अमरावती, मालाचा तपशिल, नग, रेट व एकुण बिल व तसेच दुकानदाराची सही त्याचप्रमाणे बिलाची रकम सी.एस.टी. बी.एस.टी. तसेच वॅट ची आकारणी ह्या गोष्टींची काळजी घेणे.

2) ज्यावेळी पक्के बिल मिळत नाही अशा वेळेस लेखा विभागाशी संपर्क साधावा कच्चे विलामध्ये सुध्दा दिनांक कॉलेज चे पुर्ण नांव, मालाचा तपशिल, नग रेट, एकुण बिलाची रकम व महत्वाचे दुकानाचा खबरी शिक्का. (नसल्यास खाली सुवाच्च अक्षरात आपण लिहावे)

3) बिल प्राप्त झाल्यावर त्यावर गेट पास, स्टॉकबुकामध्ये नोंद, माल वापरण्यास योग्य आहे (Check & Verified) असा शेरा देवून त्यावर सही व दिनांक असणे आवश्यक आहे.

STOCK BOOK MAINTAINANCE AND BILL PROCESSING

Stock book registers for capital items (dead stock) and consumable items should to be maintained. Stock Book to be maintained at three levels.

- [A]
1. At College Level : It will be maintain by finance and account section for all items.
 2. At department Level : To be maintain by HOD
For the items purchased or issued to the concerned departments.
 3. At Laboratory Level : To be maintained by Laboratory Incharge (Teacher)
For the items purchased or issued to the concerned laboratory only.

[B] Each bill whether for capital item or consumable item should bear two entries, regarding items taken on stock i.e. from Central stock register and Departmental stock register. The entries will read as follows :

The item No. _____ Mentioned in this bill is entered in dead/consumable stock register No. _____ on Pg. No. _____

Sign. HOD / A/c officer

[C] Labeling / Numbering on dead stock or capital item. Each dead stock item or capital item should bear the number as follows :

H/COET/dept. code (in three alphabets) / Laboratory Code (In three Alphabets) / Year of Purchase / Central stock book pg.no. / Central stock book Sr.No. or Item No. on that page

Departmental Code (e.g.)

| | | |
|-----------------------------------|---|-----|
| Computer Science and Engineering | - | CSE |
| Electronics and Telecommunication | - | ETC |
| Information Technology | - | ITC |
| Applied Science | - | ASH |
| Allied Engineering | - | AIE |
| Library | - | LIB |
| Administration | - | ADM |
| Accounts | - | ACC |
| Hostel (Boys) | - | HLB |
| Hostel (Girls) | - | HLG |
| Workshop | - | WSH |
| Sports | - | SPS |
| National Service Scheme | - | NSS |

Laboratory Code (e.g.)

| | | |
|---------------------------|---|-----|
| Physics | - | PHY |
| Chemistry | - | CHE |
| Digital Signal Processing | - | DSP |
| Computer Center | - | CCN |

Year Code (e.g.)

| | | |
|-------------|---|-------|
| 2002 - 2003 | - | 02-03 |
| 2009 - 2010 | - | 09-10 |
| 2012 - 2013 | - | 12-13 |

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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION, NEW DELHI

Guidelines for Technical Institutions, Universities including Deemed Universities imparting technical education coming under the purview of AICTE for the students participating in educational tours, study tours, field visits, industrial visits, excursions or any other visits/tours.

1. The Head of the institution should ensure and certify that the tour undertaken is required for the benefit of students or is related to the curriculum of the course in which such students are enrolled.
2. The Head of the institution should ensure that security i-cards are issued to the students and maintain a separate data base of the personal details of such students participating in the tours. The i-cards should also contain the details of the parents/local guardian along with his/her contact telephone/mobile numbers. Automatic tracking system may also be provided, if possible for proper monitoring and better safety of the students and faculty participating in such tours.
3. The Head of the Institution should ensure that prior permission is obtained in advance from the institution/ organization company/industry or the local Authority of the place to which such tour is being undertaken.
4. The Head of institution should ensure that adequate insurance cover (accident and life cover) is provided for every student and faculty participating in such tours, at the institution's cost. It will be the responsibility of the Head of the Institution to provide all necessary help to the students who are part of such tours in case of emergency situations.
5. The Head of the Institution should ensure that a faculty member accompany the students on such tours. Further, a lady faculty should accompany if there are girl students participating in such tour.
6. The Head of the institution should ensure that written permission of one of the parents or the local guardian is obtained in a specific format for each such student wanting to participate in such tours. The Head of the Institution should also ensure that an undertaking is obtained from every participating student that they would abide by the rules and guidelines throughout such tours.
7. The Head of Institution should ensure that a medical fitness certificate of a recognized medical practitioner should be obtained for each student participating in such tours.
8. The Head of the institution should ensure that the list of the students participating in such tours must be countersigned by accompanying faculty with the following undertaking that:
 - He/she will take care of the students participating in the tour
 - he/she would ensure that the students would abide by the rules and regulations of the institution / organization/ company/ industry or the local Authority of the place to which such tours is being undertaken and

he/she would be liable for disciplinary action if it is found that the safety of the students is compromised in any manner during the tour.

9. The Head of Institution may arrange training programme on leadership and basic life support and first aid for the faculty participating in such tours. A briefing session may also be organized before the tour to inform the students and the accompanying faculty about the details of the tour, rules and regulations to be followed during the tour. Students should also be informed about the need to follow the accompanying faculty instructions and safety guidelines during the tour. An orientation in the areas of team-spirit, discipline, manners and behavior, geographical knowledge of the area to be visited and safety measures to be followed may also be provided to the students and the faculty accompanying the students before proceeding to the tour.

10. The accompanying faculty should be aware of the health condition of each student in order to decide whether a student should or should not be allowed to take part in any particular activities based on his/her health condition. The accompanying faculty should also arrange medical assistance for any sick student by assisting him/her consult a doctor immediately.

11. The accompanying faculty must take note of the weather forecasts and news broadcasts of the place of visit. The accompanying faculty should also bring along with them the necessary safety equipment such as first aid box, emergency phone numbers, torches, contact details of local hospital(s) etc.

12. Any activity in and around water bodies such as boating, swimming, rowing, and sailing must be carried out under the supervision of a trainer/life guard.

13. If the educational tour has more than 20 participants, efforts should be made to engage a local tour operator, wherever possible, who is well aware of the local conditions.

14. In the event of non-compliance of the student safety guidelines by the Technical Institutions, universities including Deemed Universities imparting technical education coming under the purview of AICTE, the council may take appropriate action after ascertaining the facts.

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MONTHLY ACADEMIC REPORT

Monthly Academic Report to be submitted before 5th of every month by Head of concern Department to Principal.

Action to be taken by HOD & Academic Dean

Format for Monthly Academic Report

(Name of Department)

Session :

From to

| Sr.No. | Name of Faculty | Semester | Subject Taught | No. of Lectures held till date | Syllabus Covered till date | | Assignment Conducted | Defaulter Students(Irregular) Roll NOs. | Action Taken against Defaulter Students | Sign. Of Subject teacher |
|--------|-----------------|----------|----------------|--------------------------------|----------------------------|-----------|----------------------|---|---|--------------------------|
| | | | | | Theory | Practical | | | | |
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Data should be cumulative i.e. from beginning till date of report

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:: JOB RESPONSIBILITIES ::

LECTURER (ASSISTANT PROFESSOR)

● Teaching, ● Instruction in Laboratory, ● Students Assessment and evaluation, ● Assisting in Consultancy and R&D Services, ● Developing resource material and laboratory development, ● Co-curricular and extra-curricular activities, ● Assisting in departmental administration.

LECTURER (SELECTION GRADE)

- Same as those for Lecturers

ASSOCIATE PROFESSOR

● Teaching including Laboratory Work, ● Research activities and research guidance, ● Leading consultancy projects and extension services. Curriculum Development and developing resource materials., ● Innovation in teaching, laboratory work and instructional materials., ● Continuing education activities, ● Academic and administrative planning and development work at departmental level and assisting at institutional level., ● Students counseling and interaction, ● Co-curricular and extra-curricular activities.

PROFESSOR

● Providing leadership in both post-graduate and under-graduate courses in relevant field of specialization, ● Research and research guidance, ● Consultancy services. ● Policy Planning, Monitoring and Evaluation and Promotional Activities both at Departmental and Institutional level, ● Curriculum Development of new programmes, ● Continuing education activities, ● Interaction with industry and Society, ● Students counseling and interaction.

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CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

(i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community; (ii) Manage their private affairs in a manner consistent with the dignity of the profession; (iii) Seek to make professional growth continuous through study and research; (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge; (v) Maintain active membership of professional organizations and strive to improve education and profession through them; (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication; (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

(i) Respect the right and dignity of the student in expressing his/her opinion; (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics; (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs; (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare; (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace; (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason; (vii) Pay attention to only the attainment of the student in the assessment of merit; (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward; (ix) Aid students to develop an understanding of our national heritage and national goals; and
(x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

(i) Treat other members of the profession in the same manner as they themselves wish to be treated;
(ii) Speak respectfully of other teachers and render assistance for professional betterment;
(iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
and

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest; (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities; (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices; (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract; (vii) Give and expect due notice before a change of position is made; and (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided; (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ; (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole; (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CODE OF ETHICS FOR CORPORATE MEMBERS

Effective from March 1, 2004

1.0 Introduction

- 1.1 Engineers serve all members of the community in enhancing their welfare, health and safety by a creative process utilising the engineers' knowledge, expertise and experience.
- 1.2 Pursuant to the avowed objectives of The Institution of Engineers (India) as enshrined in the presents of the Royal Charter granted to the Institution, the Council of the Institution prescribed a set of "Professional Conduct Rules" in the year 1944 replacing the same with the "Code of Ethics for Corporate Members" in the year 1954 which was revised in the year 1997.
- 1.3 In view of globalisation, concern for the environment and the concept of sustainable development, it has been felt that the prevailing "Code of Ethics for Corporate Members" needs review and revision in letter and spirit. The engineering organisations world over have updated their Code of Ethics.
- 1.4 The Council of the Institution vested with the authority in terms of the Present 2(j) of the Royal Charter adopted at its 626th meeting held on 21.12.2003 at Lucknow the "Code of Ethics for Corporate Members" as provided hereinafter.
- 1.5 The Code of Ethics is based on broad principles of truth, honesty, justice, trustworthiness, respect and safeguard of human life and welfare, competence and accountability which constitute the moral values every Corporate Member of the Institution must recognize, uphold and abide by.
- 1.6 This "Code of Ethics for Corporate Members" shall be in force till the same is revised by a decision of the Council of the Institution.

1.0 Preamble

- 1.1 The Corporate Members of The Institution of Engineers (India) are committed to promote and practice the profession of engineering for the common good of the community bearing in mind the following concerns :
 - 1.1.1 Concern for ethical standard;
 - 1.1.2 Concern for social justice, social order and human rights;
 - 1.1.3 Concern for protection of the environment;
 - 1.1.4 Concern for sustainable development;
 - 1.1.5 Public safety and tranquility.

- 3.2 The Corporate Members of the Institution hold a privileged position in the community so as to make it a necessity for their not using the position for personal and sectional interests.

4.0 And, as such, a Corporate Member –

- 4.1 should keep his employer or client fully informed on all matters in respect of his assignment which are likely to lead to a conflict of interest or when, in his judgement, a project will not be viable on the basis of commercial, technical, environmental or any other risks;
- 4.2 should maintain confidentiality of any information with utmost sincerity unless expressly permitted to disclose such information or unless such permission, if withheld, may adversely affect the welfare, health and safety of the community;
- 4.3 should neither solicit nor accept financial or other considerations from anyone related to a project or assignment of which he is in the charge;
- 4.4 should neither pay nor offer direct or indirect inducements to secure work;
- 4.5 should compete on the basis of merit alone;
- 4.6 should refrain from inducing a client to breach a contract entered into with another duly appointed engineer;
- 4.7 should, if asked by the employer or a client, to review the work of another person or organisation, discuss the review with the other person or organisation to arrive at a balanced opinion;
- 4.8 should make statements or give evidence before a tribunal or a court of law in an objective and accurate manner and express any opinion on the basis of adequate knowledge and competence; and
- 4.9 should reveal the existence of any interest – pecuniary or otherwise – which may affect the judgement while giving an evidence or making a statement.

5.0 Any decision of the Council as per provisions of the relevant Bye-Laws of the Institution shall be final and binding on all Corporate Members.

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