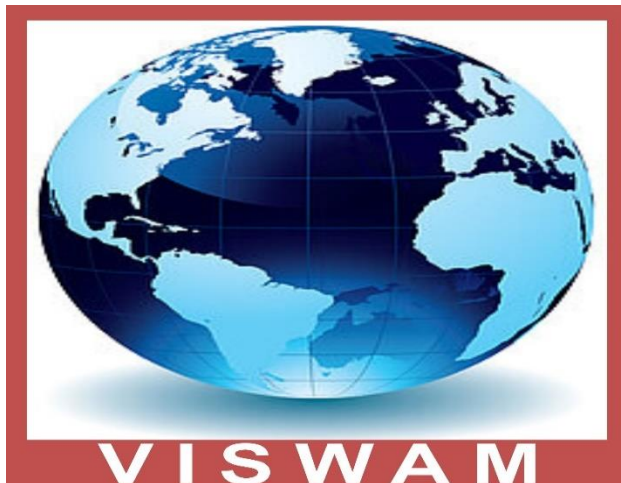


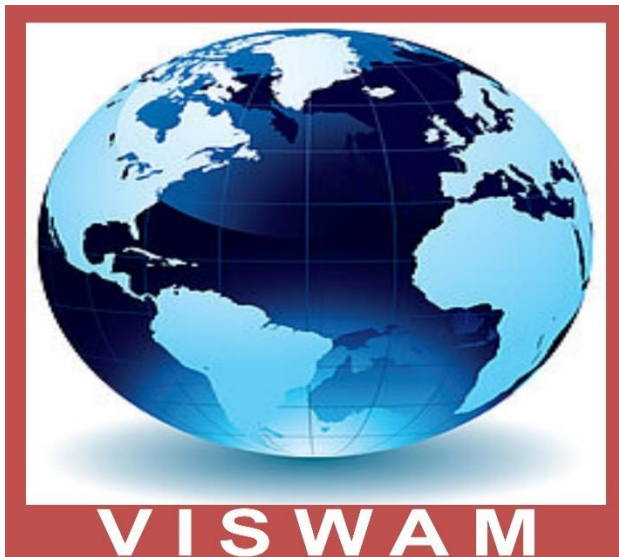
MANUAL FOR ADMINISTRATION



Viswam Engineering College, Angallu, Madanapalle, A.P-517325

CONTENTS

1.	PART-I Governing Policy	3-7
2.	PART-II Human Resource Policy	8-31
3.	PART-III Roles and Responsibilities	32-42
4.	PART-IV Various Committees	43-49
5.	PART-V Various Polices	50-102



PART-I
(Governing Policy)

CONTENTS

1. Introduction	4
2. Governing Body	5
3. Vision	5
4. Mission	6
5. Strategy	6
6. Quality Policy	6
7. Organization chart	7



1. Introduction:

A skilled administrator and philanthropist named Sri M. Prabhakar Reddy established Sir Vishveshwaraiah Institute of Science and Technology in 2006 with the goal of empowering local rural students through education and employment. The Institute's name is changed to Viswam Engineering College (VEC) in the year 2021. The institution has excellent connections to the nearby villages and districts and is situated in the heart of Madanapalle.

The largest tomato market in Asia is in Madanapalle. Among other agricultural products, Madanapalle is well known for its tomatoes, mangos, groundnuts, and tamarind. Rabindranath Tagore adapted the national anthem from Bengali to English and put it to music in Madanapalle. The Rishi Valley School, which uses a cutting-edge multi-grade teaching method and a holistic approach to education, is situated in Madanapalle. The Institution is affiliated to Jawaharlal Nehru Technological University Anantapur, Anantapur. With 237 founding students across four programs, the institution was established. The college currently has over 1200 students enrolled across its 11 programs. Since its founding, the Institution has grown in many different ways and reached many landmarks. The College enjoys an excellent social standing and reputation in the state of Andhra Pradesh. VEC is one of the most coveted educational institutions in the Annamayya district.

The institute upholds strict academic standards by offering a wide range of infrastructure and academic facilities. The Institution is well known for its charitable endeavors in addition to its regular academic pursuits. The college attracts a large number of students from various parts of Andhra Pradesh. The institution received a number of awards and commendations for providing affordable, high-quality education in cities like Madanapalle. The institution's chairman renders services to numerous governmental and non-governmental organizations through philanthropic activities.

2. Governing Body

Viswam Engineering College shall be governed by a governing body(GB).Overall development and monitoring of the governance of college rests on GB.

Functions

The core functions of the governing body :

- To set and monitor the organization's mission, purpose, priorities and the strategies within the boundaries of the organisation's constitution and legal obligations

- To involve the key stakeholders to set and monitor the organisation's mission and maintain positive relationships with them.
- To specify the key outcomes and ensure that there are adequate resources to achieve this.
- Most important risk management
- To Develop policies that will allow the organization to serve its stakeholders. It's management's job to implement these policies.
- To monitor the organisation's programs and services.
- To influence the decisions and finances.
- To report at least annually to all the stakeholders.
- To set the standards for evaluating its own governance performance.
- To Maintain a governing body plan.

Constitution of Governing Body

<u>Name & Details of the Governing body Member</u>	<u>Designation</u>
1. Sri.M.Prabhakar Reddy, Chairman	Chairman
2. Mrs.M.Amaravathamma	Member
3. Legar Advisor	Member
4. DTE Nominee	Nominee
5. AICTE Nominee	Nominee
6. JNTUA Nominee,	University Nominee
7. Educationist	Academician
8. Industrialist	Industrialist
9. Principal of College	Member Secretary
10. Professor of the College	Member
11. Professor of the College	Member

3. Vision

To be a center of excellence for engineering and management education, research, and knowledge application for the good of society with a blend of moral principles and a global perspective.

4. Mission

M1: To promote engineering research and development while offering top-notch education in the field.

M2: To foster entrepreneurship and the development of new, cutting-edge technological applications.

M3: To develop the students into strong, socially responsible leaders.

5. Strategy

To Translate the vision into action and accomplish the mission, Viswam Engineering College should strive to

- Offer UG and PG Programmes in the emerging areas of Engineering and Technology, Management.
- Produce technically competent engineers.
- Develop conducive environment for students and faculty members for academic and research purposes.
- Promote research culture in the institution
- Develop centers of excellence in all engineering disciplines offered by the institution.
- Strengthen industry institute interaction
- Develop and implement a comprehensive Human Resources plan
- To frame the Quality Policy for the academics and research
- To identify the best practices in the institution and to subsequently add more best practices
- To formulate various committees for effective functioning
- To conduct Periodic audits for academics and administration

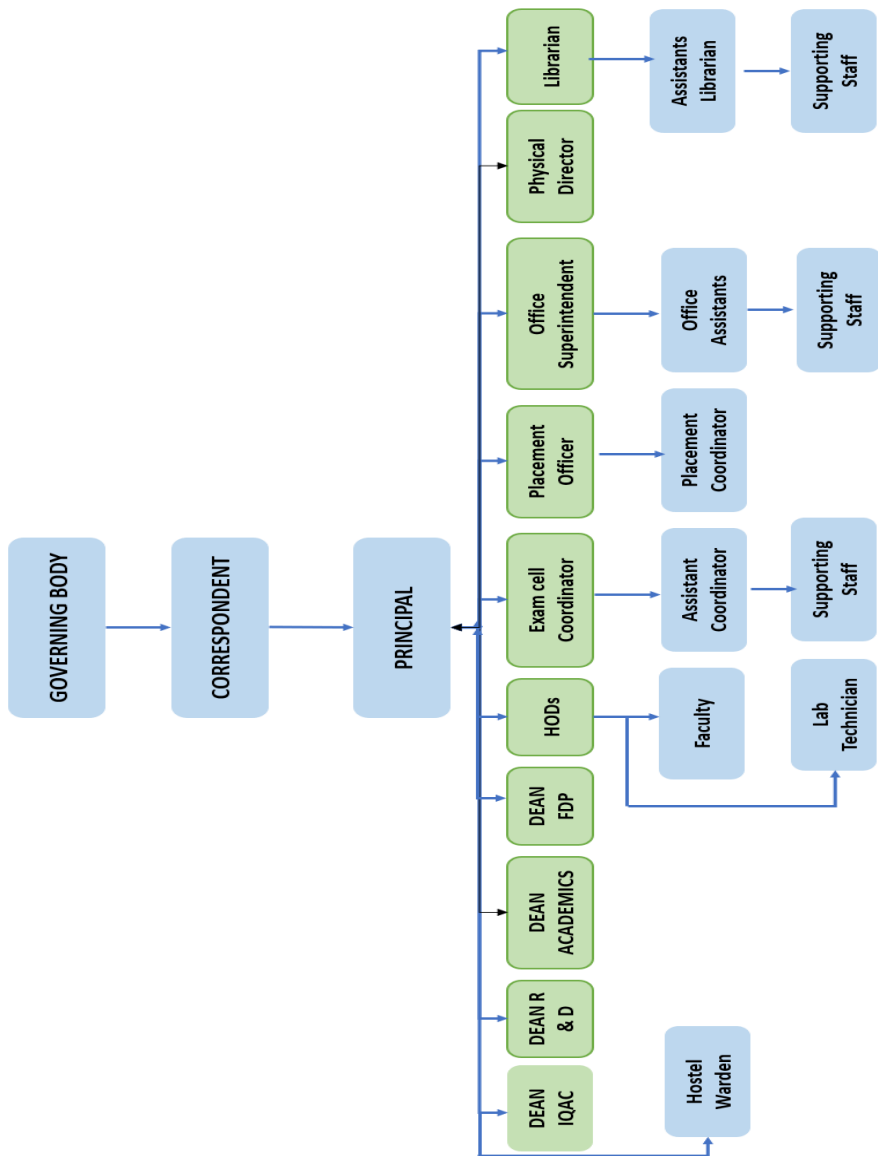
6. Quality Policy

Viswam is committed to provide quality education through dedicated and Best in talented faculty, Best in class infrastructure, Labs and updated research center to the students.

Core Values:

- Contribution to National Development
- Fostering Global Competencies
- Inculcating Value System in Students
- Promoting the Use of Technology
- Quest for Excellence

7. Organization Chart



Part-II
(Human Resource Policy)

CONTENTS

1.	Recruitment	9
2.	Service Rules	12
3.	Job Responsibilities	17
4.	Working Hours	19
5.	Appraisal	19
6.	Leave rules	20
7.	Career Advancement/Promotion Rules	21
8.	Staff Development & Training	23
9.	Awards	24
10.	Grievance Redressal Cell	24
11.	Women's Cell	24
	Appendix-I Minimum Qualification and Experience Prescribed by AICTE for Teaching posts in Degree level Technical Institutions.	25
	Appendix-II Minimum Qualification and Experience Prescribed by AICTE for Non-Teaching posts in Degree level Technical Institutions.	26
	Appendix-III -Arrival Form	27
	Appendix -IV -Clearence Form	28
	Appendix -V -Student Feed back form for Teaching Staff	29
	Appendix -VI Teaching Faculty Appraisal form	30

Human Resource Policy

1. Recruitment

1.1 Cadre Structure for Teaching Staff

- (a). Director/Principal
- (b). Principal/Dean
- (c). Dean/Head/Professor
- (d). Professor/Associate Professor
- (e). Assistant Professor
- (g). Senior Librarian/Librarian/Director of Physical Education

1.2 Qualifications

Faculty is recruited based on the qualifications prescribed by the AICTE from time to time. The norms are listed in Appendix I of Part-II

1.3 Mode of Selection of Teaching Staff

Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases, the following procedure is followed.

- (a). Advertisements are issued in leading newspapers.
- (b). Applications are scrutinized on the fourth day after the last for receipt of application.
- (c). Selection Committee constituted as per affiliating University and AICTE norms.
- (d). Call Letters for interviews sent to eligible candidates specifying date and time of interview.
- (e). Selection committee decides and recommends candidates.
- (g). Letter of appointment issued to selected candidates.

Sometimes depending on emergency/exigencies of the situation, Adhoc appointments are made on contract basis for specified periods.

1.4 Composition of selection Committee

- (a). Chairman/Secretary of the Society
- (b). Principal/Director/Dean
- (c). Head of the departments concerned
- (d). Expert members(Nominated by AICTE/University)

1.5 Cadre Structure for Non-Teaching Staff

(a). Office

- i. Administrative Officer
- ii. Office Superintendent
- iii. Senior Assistant
- iv. Junior Assistant/Data Entry Operator
- v. Record Assistant
- vi. Attender

(b). Labs(other than Computer Labs)

- i. Lab Assistant
- ii. Lab Technician
- iii. Lab Attender

(c).Computer Labs

- i. System Administrator
- ii. Programmer
- iii. Lab Assitant
- iv. Lab Technician

1.6 Qualifications

Non-Teaching staff is recruited based on the qualifications prescribed by the AICTE. The norms are listed at Appendix II of Part II

1.7 Mode of selection of Non-Teaching Staff

All positions are advertised in the news papers or notified in the local notice boards. After scrutiny of applications received, a short listing is made by the Principal; Interview call letters will be sent to eligible candidates to appear for personal interview. The selection committee consists of some or all of the following

- (a). Chairman/Secretary of the Society
- (b). Principal/Director/Dean
- (c). Head of the departments concerned
- (d). Administrative Head.

1.8 All appointments (Teaching and non-Teaching staff) made after selection are forwarded to the chairman for approval and the Governing body is notified.

2. SERVICE RULES

2.1 SERVICE CONDITIONS

- (a) A person shall be deemed to have been appointed to a post at Sir Vishveshwaraiah Institute of Science & Technology provided the post is in accordance with existing AICTE / Government of Andhra Pradesh norms, but shall exclude staff appointed on deputation/ adhoc / on contract or temporarily.
- (b) Every person appointed shall be certified to be of sound mental health and physically sound for service by medical authority as specified from time to time.
- (c) The pay scales of teaching faculty shall be fixed by the Selection Committee as per the scales promulgated by the AICTE from time to time. Currently, the following are the scales as per the Sixth Pay commission prescribed by the AICTE.

CATEGORY	BASIC PAY BAND	GRADE PAY
Assistant Professor	Rs.15600–39100	Rs. 6000
Assistant Professor (Senior Scale)	Rs.15600–39100	Rs. 7000
Associate Professor	Rs.15600-39100	Rs. 8000
Associate Professor (Senior Scale)	Rs.37400-67000	Rs. 9000
Professor	Rs.37400-67000	Rs. 10000
Professor (Senior Scale)	Rs.37400-67000	Rs. 12000

ANNUAL INCREMENT:

- 3% of the Basic Salary (Basic Pay+ Grade Pay) with compounding effect
- 4% of the Basic Salary (Basic Pay+ Grade Pay) with compounding effect for 2 years for a select few 25% in the Pay Band Rs. 15600-39100 on the basis of better teaching and research performance. Fresh appraisals are to be made after two years.

STAGNATION REMOVAL

- An incumbent after reaching the top of the scale in the pay band shall move to the

next pay band without any change in the grade pay.

- Pay of non-teaching staff shall be as fixed by the Selection Committee.

2.2 PROBATION

- (a) All appointments of candidates selected will be temporary and deemed to be on probation for a period of 18 months. After the completion of the period, the services of the employee shall be reviewed and if found satisfactory, his / her services will be confirmed. His / her service conditions will be governed by the rules and regulations of VISWAM in force.
- (b) In the case of tenure or contractual assignments, employees would be deemed to be on probation for a period of 12 months and this period could be extended.
- (c) If candidates are appointed on purely temporary basis in any vacancy, they have no right or lien to claim a permanent post. However, such candidates may apply for such posts in a regular procedure as for open competition.
- (d) If a person initially appointed in a temporary vacancy is subsequently appointed to a regular position, he/she Shall commence probation from the date fixed for appointment on probation.
- (e) Services of any candidate appointed on temporary / adhoc basis can be terminated without any notice and without assigning any reason thereof.

2.3 INCREMENTS

Increments will be sanctioned only on satisfactory performance review. In Teaching Staff, the Report increment is sanctioned based on the

(a1) Annual Appraisal of the employee by:

- Feedback from Students
- HOD concerned
- Principal
- Management

(a2) Course Files maintained by the faculty

(a3) Academic results

(a4) Academic and Administrative Tasks/Activities delegated by the superiors to complete within the target date on day-to-

day basis. Which it is withheld and if so whether the postponement shall have the effect of postponing future increments also. Leave periods shall be taken into account for the postponement.

2.4 PROMOTIONS

Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis of merit / efficiency, the commitment / dedication of the faculty to the all round development / improvement of the corporate ambience of the institution. Seniority will be the deciding criteria. If Ph.D. is obtained while working at the Institute, an incentive up to three increments/ promotion could be considered.

2.5 RETIREMENT

An employee of the college shall be retired on superannuation on attaining the age of 60 years provided the authority shall have the right to issue orders of retirement of an employee who has attained the age of fifty-eight (58) years for reasons of inefficiency, ill health and the like. The superannuation age may be extended to 70 years in certain exceptional cases as decided by the management.

- (a) This rule stated is not applicable to those who are appointed on contract basis by the Management.

2.6 RESIGNATION

- (a) Any member of the faculty in permanent service shall give three months notice of his/her intention to resign or three month's salary in lieu thereof. The resignation shall be effective from the date of acceptance by the Authority Normally, they will not be relieved in the middle of the academic year.
- (b) Any member of the supporting staff in permanent service shall give one month's notice of his/her intention to resign or shall pay one month's salary in lieu, thereof.
- (c) Any member during probation shall give one month's notice in case he / she desired to be relieved or one month's salary in lieu thereof.
- (d) The appointing authority reserves the right to waive the notice period or the compensation thereof.
- (e)

2.7 TERMINATION

- (a) The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.
- (b) The Management reserves the right to terminate the service of an employee on medical grounds giving suitable notice / suitable salary in lieu, as it may deem fit.
- (c) The Management may terminate an employee whether temporary or permanent if he / she is involved in political activity / a criminal case / has failed to do his duty leading to moral turpitude / negligence of duty.
- (d) Interpretation of rules, notwithstanding anything said anywhere, subject to availability of funds, decision of the Management will be final.

2.8 CODE OF CONDUCT

- (a) Every employee of Sir Vishveshwaraiah Institute of Science & Technology shall devote his/ her whole time to the service of the college and shall not engage directly or indirectly in any trade or business / activity in any other institution which is likely to interfere in the proper discharge of his / her duties. This provision shall not apply to academic work like giving guest lecturers, talks or any other work undertaken with the prior permission of the Pricipal.
- (b) Every employee shall at all times maintain absolute integrity and be committed to the development of the college and do nothing that can go against the dignity and prestige of the college particularly in his relationship with the Management, Principal, Staff, students and visitors to the college.
- (c) No employee, without the previous sanction of the Principal
- (d) Management, solicit or accept in any way to raise subscriptions in pursuance of any objective what so ever except for routine farewell or felicitation functions connected with the college.
- (e) No faculty shall engage himself or herself in undertaking coaching or private tuition for students for remuneration.

- (f) No employee shall except with the previous sanction of the Principal own, wholly or in part, conduct or participate in editing / managing any newspaper or periodical, or any other publication.
- (g) No employee, while on duty, participates in politics or stand for elections either as an independent or on any party.
- (h) No employee shall invite or participate in strikes or incitement there to pertaining to this service or other condition which tends to bring disrepute to the college.
- (i) No employee shall take recourse to any organization / forum / courts or the press in order to vindicate or air his grievances. The Governing Body by the authority vested in it, shall exercise the power, after giving the employee concerned an opportunity to explain his / her case.
- (j) No employee may absent himself / herself from duty without prior permission. In case of proceeding on leave in an emergency without prior permission, he / she must explain the circumstances before rejoining duty.
- (k) Every employee shall be at work punctually at timings fixed unless permitted otherwise by his / her superior. After reporting for duty, no employee shall be absent during the period of work assigned to him / her.

The following shall be considered as misconduct

- i. Failure to exercise efficient supervision.
- ii. Insubordination or disobedience shown to his / her superior officer.
- iii. Gross negligence in teaching or other duties.
- iv. No outsider should be allowed into the college premises so as to endanger college property.
- v. Any act which is immoral and can be punished under the IPC.
- vi. Intemperate habits affecting the efficiency of teaching.
- vii. Failure on the part of an employee in suppressing factual information of his / her previous history.

2.9 DISCIPLINARY PROCEEDINGS

No employee shall be subjected to any punishment unless

- i. The member is informed in writing by the principal in regard to the allegations on which disciplinary action is proposed, and is given an opportunity to make a presentation in person or in writing.

- ii. such representations would be taken into consideration by the competent authority before a penalty is imposed.

2.10 PUNISHMENTS AND APPEALS

All employees of Viswam may for sufficient reasons be imposed the following penalties.

- i. Censure
- ii. Fine
- iii. Withholding of increments / promotion
- iv. Reduction to a lower post or a lower stage in the time scale.
- v. Recovery from pay (whole or partial) pecuniary loss caused to the college by negligence.
- vi. Suspension / Compulsory retirement.
- vii. Removal / Dismissal from service.

All actions indicated above shall be decided by a Committee consisting of the

- (i) Chairman of the Society
- (ii) Principal/Director

The enquiry shall be conducted by a duly constituted Board of Enquiry and no action shall be contemplated or taken unless the employee is given a reasonable opportunity to be heard. The Board of Enquiry shall be constituted by the Principal/Director.

2.11 ARRIVAL AND CLEARANCE FORMALITIES :

All staff arriving after the recruitment and leaving the college after resignation/retirement should follow the arrival and clearance formalities.

3.Job Responsibilities

As per AICTE sixth Pay Commission (2008) recommendations, the job responsibilities of faculties are divided amongst the following four area.

- a) Academic
- b) Research and Consultancy
- c) Administration
- d) Extension Services

They are broadly identified as follows

3.1 Academic

(a) Class Room Lectures.

(b) Laboratory Guidance / Instruction.

(c) Curriculum Development.

(d) Development of Learning Resource Material.

(e) Development of Laboratories, Manuals, etc.

(f) Student Evaluation and Assessment including examination work of University.

(g) Participation in Co-curricular and Extracurricular work.

(h) Students Counselling.

(i) Continuing Education, Summer schools / Winter schools, Symposia – conducting and participation

(j) Books , Publications, Seminars.

(k) Self upgradation by acquiring higher qualifications, keeping abreast of developments in his / her own field.

(l) Out of the weekly working hours, the minimum contact hours of a teacher should be as follows:

(i) Principal/Dean : 4 hours/week

(ii) HOD/Professor: 14 hours/week

(iii) Associate/Ass. Professor: 16 hours/week

*Laboratory load considered as half of teaching load.

3.2. Research and Consultancy

(a) R and D activities, Research/Project Guidance.

(b) Industry sponsored projects/sponsored projects of Governmental National Labs.

(c) Providing industrial consultancy and testing service,active participation in promoting Industry-Institute Interaction.

(d)Innovations,Patents

3.3 Administration

Academic and administrative management of the Department, Policy planning,monitoring,evaluation and promotional activity at both departmental and institutional level.

(a) Design and development of newer programmers and disciplines, participation in National/State Level policy planning bodies, Organization of Institute levels. Help mobilize resources for the Institution, Maintain and cross check accountability, conduct of performance appraisals.

(b)Planning /Development of schedules for classes both at departmental/Institution level.

3.4 Extension Services

(a) Interaction with Industries /Service Institution,Promote community service amongst students.

(b)Help,Develop,Vocational services in the neighborhood,contribute towards promoting/providing non-formal education,promote entrepreneurship and job creation.

4. Working Hours

The normal working hours of the college is 7 hours which includes break with staggered timings i.e 9.20 AM to 4.20PM.The college works on all Saturdays except second Saturday in a calender month.

5.Appraisal

5.1 Performance Appraisal Report

Annual staff performance Appraisal system appraised by

(a) Students through feedback form

(b)Head of the Dept.

(c)Principal

(d)Management

5.2 Transparency & Procedure

The Principal/HOD will discuss the results of the appraisal with every employee. Continuous and sustained performance will be a necessary requirement for internal promotions for selection as HOD's or Sectional Chairman for various committees, selection for incentives and other financial benefits, awards etc. The format for feedback by students is given as Appendix V and the appraisal form of Teaching staff as Appendix VI. The annual appraisal is raised at the end of each academic year.

6. Leave Rules

Leave rules shall apply to faculties and staff and shall be called the "Leave Rules of Viswam"

Leave & OD

The members of faculty and non-teaching staff are informed to strictly adhere to these rules

6.1 Casual Leave (CL) and Medical Leave(ML):

The number Casual Leave per academic year is 12 days per year

Holidays interposed between CLs will be taken as CL. [For eg. CL + General Holidays + CL; / General holidays will be taken as CLs]

No. of CLs and General holidays or ODs for exam duty or ODs for Ph.D. work either prefixed or suffixed should not exceed 7 days.

If it exceeds 7 days, the General holidays or SCL or ODs all will be considered as CL.

6.2 Special Casual Leave (SCL) / On Duty (ODs) for exam related work:

The number of Special Casual Leave sanctioned for the purpose of examination work, namely, practical exam or valuation or invigilation or squad per semester is 7 days only. If it exceeds it will be adjusted against the available CL and if CLs are not available loss of pay will be affected.

6.3 Phone Casual Leave (PCL):

The number of Phone Casual Leave, in case of genuine reasons of emergency per semester is 2. PCL more than 2 per semester will be considered as Loss of pay.

6.4 On-Duty Leaves / ODs for Ph.D. Related Work :

The number of On-Duty leave for Ph.D. related work is limited to 8 for the entire period of the Ph.D. work.

6.5. Permission:

Half a day CL will be affected for each of the permissions availed over and above 2 permissions in a Month.

6.6 Late Attendance:

Late attendance (LR) exceeding 2 per month will be considered as Permission. If Permissions is already availed it will be considered a 1/2 a day Casual Leave. The leave rules given above will apply to all faculty members and Non-teaching staff. For Non-teaching staff SCL and ODs for Ph.D. related work are not applicable.

6.7. Maternity Leave:

1. Up to three months maternity leave with full salary (reimbursable after joining back) shall be allowed to women staff having net regular service of 2 years.
2. The alternative arrangements of duties etc. shall be made by the concerned Dept./ Office.
3. Maternity leave (with full salary) shall be admissible only once in the total service period at Viswam.

7.Career Advancement/Promotion Rules

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E. / B.Tech. and M.E. / M.Tech. or equivalent in the appropriate branch of Engg. / Tech. with First class either in Bachelor's or Master's degree	Experience not required
Associate Professor	Ph.D. with First class at Bachelor's or Master's level or both in the appropriate branch of Engg. / Tech.	5 years experience out of which 2 years shall be after Ph.D.
	(Or)	

	B.E. / B.Tech. and M.E. / M.Tech. or equivalent in the appropriate branch of Engg. / Tech. with First class either in Bachelor's or Master's degree	10 years experience after B.E. / B.Tech.
Professor	Ph.D. with First Class at Bachelor's or Master's level or both in the appropriate branch of Engg. / Tech.	10 years experience out of which 5 years experience as Associate Professor or a total of 13 years experience

HUMANITIES AND SCIENCES DISCIPLINES

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	<p>At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject.</p> <p>Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) or SLET or accredited test for PG and UG level teaching for Lecturers conducted by the UGC, CSIR or similar tests accredited by the UGC.</p> <p>Note:</p> <p>i) Candidates have Ph.D. degree are exempted from the above tests for UG and PG level teaching.</p> <p>ii) Candidates having M.Phil. degree are</p>	Experience not required

	exempted from the above tests for UG level teaching only.	
Associate Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject.	7 years experience out of which 2 years shall be after Ph.D.
	(Or)	
	At least 55% of marks (or) an equivalent CGPA at the Master's degree level (Desirable: 3 publications in International Journal)	15 years after Master's Degree
Professor	At least 55% of marks OR an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject. (Desirable: Post Doctoral Work and guiding Ph.D. students in the relevant subject)	10 years experience out of which 5 years of experience as Associate Professor (or) a total of 13 years experience

- Any faculty seriously interested in promoting or advancing the cause of research and who exhibits interest will be suitably encouraged by the Institute and shall receive special commendations.

8. Staff Development and Training

8.1 Supporting Staff (Administration and Technical)

- Arranging in house training programmes, with the help of resource person from the English and management departments.

Arranging professionals from the industry and government to deliver training programmes in Administration and Accounts on all aspects of management and technical skills needed for running an office in self-financing educational Institution.

b. To impart computer knowledge to all ministerial and subordinate staff with the help of faculty from the computer Department, training such staff in a working knowledge of English is also needed, and this is done with the faculty from the English department. Laboratory technicians are likewise given special exposure to newer equipment and process by Heads of Departments.

9.Awards

(a) "Excellence in Teaching" awards and the "Best supporting staff" awards have been instituted by the Management to recognize deserving staff and the awards are presented every year.

(b) Faculty who show and exhibit dedication and commitment are also recognized by deputing them for special conference and seminars are also issued recommendation letters.

(c) Cash incentives are given to teaching staff for the academic excellence in terms of 100% marks in a theory subject up to pre-final semester.

10.Grievance Redressal Cell

Any employee having any kind of grievance can address his/her problem to the Grievance Redressal cell in writing. Genuine Grievances of the staff and students are considered and remedial measures instituted

11.Women Protection/Empowerment Cell

The activity addresses problems of women employees and empowerment of women. This is headed by a Women Protection cell coordinator. All cases of sexual Harassment can be reported to this cell.

APPENDIX-I

**Minimum Qualification and Experience Prescribed by AICTE for Teaching Posts in
Degree Level Technical Institutions**

A.Engineering and Technology Disciplines

Sl.	Cadre	Qualifications and Experience	Qualifications and Experience for Candidates from Industry and Profession
1.	Lecturer OR Asst. Prof.	First Class Bachelor's OR First Class Master's degree in the appropriate branch of Engineering / Technology.	First Class Bachelor's degree in the appropriate branch of Engineering / Technology OR First Class Master's Degree in the appropriate branch of Engineering / Technology.
2.	Assistant Professor OR Associate. Prof.	Ph.D. with first class at bachelor's or Master's degree level in the appropriate branch of Engineering / Technology with <u>3 years experience</u> in Teaching / Industry Research at the level of Lecturer or equivalent. OR First Class Degree at Master's Level in the appropriate branch of <u>Engng.</u> / Tech with <u>5 year's experience</u> in Teaching / industry at the level of Lecturer or equivalent. Such candidates will be required to obtain <u>Ph.D</u> degree within a period of 7 years from the date of appointment as Assistant Professor.	Candidates from Industry / Profession with First Class Bachelor's / First Class Master's degree in the appropriate branch of Engineering / Technology AND Professional work which is significant and can be recognized as equivalent to <u>Ph.D.</u> degree and with 5 years Industrial / Professional experience would also be eligible.
3.	Professor	<u>Ph.D</u> with first Class Degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and Associate Prof. / or equivalent.	Candidates from Industry / Profession with Master's Degree in Engineering / Technology and with professional work which is significant and can be recognized as equivalent to <u>Ph.D</u> and with 10 years Industrial / Professional experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor, would also be eligible.
4.	Principal / Head of Institute	Qualifications as per the qualifications of the Professor in the respective discipline. In addition, the candidate should be an eminent person in the field with <u>15 years experience</u> in Teaching / Industry / Research out of which 5 years must be at the level of Professor or above.	Candidates from Industry / Profession with Master's Degree in Engineering / Technology and with Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 15 years' Industrial / Professional experience of which at least 5 years should be at a Senior level comparable to that of a professor would be eligible. Desirable: Administrative Experience in a responsible position.
5	Librarian	Master's degree in Library / Information Sciences / Documentation or an equivalent Professional degree with at least 60% marks at Bachelor's or Master's level.	Experience in Computerization, well versed with systems, procedure for a period of 2yrs. at least is required
6	Director / Directress of Physical Education	A Master's degree in Physical Education / Master's degree in Sports with at least 60% marks at Bachelor's / Master's Level	Represented the University College at inter university / inter collegiate at the state or National level.

APPENDIX-II

Minimum Qualification and Experience Prescribed by AICTE for NON- Teaching Posts in Degree Level Technical Institutions

A.Engineering and Technology Disciplines

Administrative Manager	Master's degree from any recognized University in Education, Law, Literature, Commerce, Business Management , etc.	At least <u>7 years experience</u> in a responsible admin. position preferably with working knowledge of an Academic set up, with Computer knowledge.
Accounts Manager (Finance and Audit)	Degree in Commerce, C.A., A.C.S., etc.	At least 15 years' experience in a responsible post in Financial Institution preferably with knowledge of budgeting in an academic background , Exposure to computing system.
<u>Incharge</u> of Exams	Masters' degree in Engineering / Technology	At least 15 years' experience in an Academic environment dealing with examinations; exposed to on line system.
Office Assistant	Bachelor's degree or equivalent knowledge of MS Office.	
Laboratory Assistant (<u>Enge</u>)	First class diploma in the concerned branch.	At least <u>2 years experience</u> in a <u>recognised</u> Academic institution of repute.
Laboratory Assistant (Science)	First class B.Sc., in the concerned subject	At least <u>3 years experience</u> in a recognized Academic Institute of repute.
Laboratory Technician	A certificate from ITI in the relevant trade.	At least <u>3 years experience</u> in the trade desirable.
Assistant	<u>Xth</u> Std. able to drive a Moped / Motorcycle and use a bicycle.	

ARRIVAL FORM

To
The Principal
Viswam Engineering College
Madanapalle 517325. A.P.

Sir,

Sub: Joining Report –Assistant. Professor / Associate. Professor/ Professor -
Reg.

I, _____, have been appointed as
_____ In the department of _____ I am
Agreeing for the conditions you have mentioned in the appointment order. I
am reporting for duty on _____ F.N / A.N

Thanking you,

Yours Sincerely,

Certificates Submitted

- 1.
- 2.
- 3.
- 4.
- 5.

CLEARANCE FORM



VISWAM ENGINEERING COLLEGE

(Formerly sir Vishveshwaraiah Institute of Science & Technology)

ANGALLU, MADANAPALLE - 517325.

(Approved by AICTE, Affiliated to JNTU, Anantapuramu)

NO DUES FORM (STAFF)

Name: Designation:

Branch:


S.No	Department / Section	Signature of the Person Authorised With Seal	Ramarks
1	Accounts Section		
2	College Office		
3	Examination Section		
4	Central Library		
5	Head of the Dept.		
6	Training & Placement		
7	Principal		

Place:

Date:

Signature

STUDENT FEED BACK FORM



VISWAM ENGINEERING COLLEGE
 (Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu.)
 An ISO 9001 : 2015 Certified Institution
 Madanapalle - 517 325, Annamayya Dist., A.P
 www.viswamengg.in

DEPARTMENT: _____ Year :- Sem :- _____

STUDENTS FEEDBACK FORM

To be filled by the students for teaching evaluation by the students. This will help teachers to improve his/her skills

Rate each item by points according to your assessment of teachers performance on the five point scale given below

Excellent-05 , Very Good-04, Good-03, Fair-02, Poor-01

1.Preparation:

Parameters	EP	LA & C	BEE E	EG	IP	ITWS	EP LAB	SEE WORKSH OP	CP LAB
a. Teacher comes to class in time									
b. Teaching is well planned									
c. Aims/objectives made clear									
d. Subject matter organized in logical sequence									
e. Teacher comes well prepared in the subject									
TOTAL									

2. Presentation & Communication :

Parameters	EP	LA & C	BEE E	EG	IP	ITWS	EP LAB	SEE WORKSH OP	CP LAB
a. Teacher speaks clearly & audibly									
b. Teaching writes & draws legibly									
c. Teachers provide examples of concepts / princ.									
d. Teacher's pace & level of instructions suitable									
e. Teachers offers assistance & counseling to the ready students									
TOTAL									

3.Student's participation :

Parameters	EP	LA & C	BEE E	EG	IP	ITWS	EP LAB	SEE WORKSH OP	CP LAB
a. Teachers asks questions to promote interaction & reflective thinking									
b. Teacher encourages questioning / raising doubts by the students & answers them well									
c. Teachers ensures learner activity and problem solving activity displayed by the students									
d. Teacher encourages compliments & praises originality and creativity displayed by the students									
e. Teacher is courteous & impartial in dealing with the students									
TOTAL									

4.Class Management / Assessment of Students:

Parameters	EP	LA & C	BEE E	EG	IP	ITWS	EP LAB	SEE WORKSH OP	CP LAB
a. Teacher engages classes regularly & maintains discipline									
b. Teaching covers the syllabus & at appropriate pace									
c. Teacher holds tests regularly which are helpful to students in building up confidence in their & application of knowledge									
d. Teachers marking of answer scripts is fair & impartial									
e. Teacher is prompt in valuating & returning the answer scripts & providing feedback on performance									
TOTAL									
Total Score (Out of 100)									
Comments on HOD									
Comments on Principal									
suggestions/ inputs to improve the campus									

STAFF APPRAISAL FORM



VISWAM ENGINEERING COLLEGE

(Formerly Sir Vishveshwaraiah Institute of Science & Technology)

Madanapalle - 517 325

FACULTY SELF ASSESSMENT

Self-Assessment Form for the Academic Year					
Name	:		DOB	:	
Dept.	:		Designation	:	

1.1 Academic Profile:

Course	Qualification	Study Duration		College / University	Specialization
		from	to		
UG					
PG					
M.Phil					
Ph.D.					

1.2 Work Experience:

Post Held	Organization	Work Duration		Years of Experience
		from	to	

1.3 Details of Theory Subjects taught during the two previous academic years

AY	Sem	Subjects Handled	Yr-Br-Sec	Pass %	Feed Back Score	Softcopy of Lecture Notes Uploaded YES / No

1.4 Details of Projects Supervised (Add rows if required)

AY	UG / PG	Project Title	Roll no. of the <u>Student(s)</u>

1.5 Additional Responsibilities carried out

S. No.	Responsibility	Nature of work	Period
1.			
2.			
3.			
4.			
5.			

1.6 Details of events organized (Add rows if required)

<u>S.No.</u>	Name of Event	Role	Dates

2.1 Membership of Professional bodies (Enclose relevant certificates)

Name of the professional body	Membership number	w.e.f.	Permanent / yearly
-	-	-	-
-	-	-	-

**2.2 Details of Workshops/Conferences/Seminars attended
(Enclose relevant certificates)**

<u>S.No.</u>	Name	Dates	Conducting Organization

3.1 Details of Journal publications(Enclose the copies)

S.No.	Title of the paper	Volume, Number, year	Publisher with ISSN Number	National/ International

3.3 Details of Research Guidance

S.No.	Name of Research Scholar	Title of thesis	Year of Registration	Name of University	Name of Supervisor/Co-Supervisor	Present Status

4.0 Any other information: (Guest Lectures, Research Evaluations, Memberships in Academic Boards etc...) Enclose supporting documents.

--

DECLARATION

I hereby declare that the above information and particulars are true and correct.

Date:

Signature of the Faculty

Overall Remarks by Reporting Officer:

Recommendations of Principal:

Approval Remarks of Secretary:

PART-III
(Roles and Responsibilities)

CONTENTS

1.	Roles and Responsibilities of Principal	34
2.	Roles and Responsibilities of Dean R & D	35
3.	Roles and Responsibilities of Dean (Academics)	35
4.	Roles and Responsibilities of Dean (IQAC)	36
5.	Roles and Responsibilities of Dean (FDPs)	36
6.	Roles and Responsibilities of HoDs	37
7.	Roles and Responsibilities of the Teacher	38
8.	Roles and Responsibilities of the Class Teacher	40
9.	Roles and Responsibilities of Technical staff	40
10.	Roles and Responsibilities of Administrative Officer and Office Staff	41

Roles and Responsibilities

1. Roles and Responsibilities of Principal

- To promote the comprehensive development of the institution as the Head of the Institution.
- To recruit the Teaching and Non-teaching staff based on the requirements of the departments.
- To review salary fixation norms as and when required; keeping in mind, the practices in the colleges around.
- To fix salaries, increments, etc., to Teaching and Non-Teaching staff.
- To depute teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.
- To conduct HOD's meeting at regular intervals to know the state of affairs – both academic and non-academic.
- To Plan for campus placements through training and placement officer.
- To review results
- To instruct the Hostel Authorities about the rules to be followed while permitting the students to go outside, including their native places.
- To take enough precautions so that, the teaching staff cannot leave the services in the middle of the semester/year.
- To go round the class rooms to ensure that the class work is being conducted effectively.
- To go through the letters found, if any in the suggestion box and act on them, if required.
- To conduct Governing Body and Academic Council Meetings.
- To get the annual budget sanctioned for conducting various events in the campus, keeping in mind the number of events desirable per year as per AICTE/NBA/NAAC guidelines.
- To decide the requirements of furniture, lab equipment, staff, additional space, etc., and enlightening the management about the requirement and getting the budget sanctioned.
- To conduct Fresher's Day, College Day, Republic Day, Independence Day and other functions.
- To get the budget sanctioned for books and journals.
- Attesting the academic registers and dairies maintained by teaching staff.
- To instruct the teaching staff through a schedule to conduct annual stock verification of lab equipments.
- To monitor the activities of the examination section (JNTU as well as Autonomous)
- To promote the brand building of the Institution by adopting new technologies

2. Roles and Responsibilities of Dean R&D

Dean (R&D) will assist the principal in the following:

- Effective implementation of Sponsored Projects.
- Approval for Faculty members to attend FDPs, workshops, STTPs, conferences, etc...
- Encourage and motivate Faculty and students for adopting Innovative approaches in their field of interest.
- Implementation of Reimbursement policy of the Institute.
- Encouraging staff to register in various Professional Bodies and overlooking the Professional Bodies Activities in the college.
- Provide guidance for submitting proposals to funding agencies as required.
- Assisting the faculty/students in writing research articles, filing patents as required.
- Create and maintain a database regarding faculty expertise and their publications.
- Framing rules for industrial sponsored research and consultancy on case to case basis.
- Act as a bridge between Industry and Institute for Interaction Process.
- Any other R & D related tasks as assigned by Principal/Management.

3. Roles and Responsibilities of Dean (Academics)

Dean (academics) is responsible for all academic matters pertaining to the UG and PG programmes offered by the institute. The responsibilities of dean academics are

- Deciding the number of sections, batches for each theory and laboratory courses.
- Preparation of time table.
- Launch of new academic programmes, up gradation of existing programme structure, course content, etc.
- Adherence of academic rules by all teaching faculty.
- Regular and effective conduct of classes by teaching faculty.
- Follow up of evaluation system in its true spirit and maintain liaison with Dean (Evaluation & Academic Registration).
- Transparency in Evaluation System.
- Students' Feedback - collection, analysis and proper action.
- Maintaining the attendance, leave records of the staff under his/her control
- Development of human resources teaching and nonteaching technical.
- To participate and contribute in the Committees for which they are ex-officio,

nominated or elected members.

4. Roles and Responsibilities of Dean (IQAC)

Internal Quality Assurance Committee dean is directly responsible to the Principal for development of quality culture in the institution through Internal Quality Assurance Committee.

The duties and responsibilities of IQAC are as follows:

- Development of quality benchmarks/parameters for various academic and administrative activities of the institution and carry out the gap analysis.
- 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 carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to POs, PEOs.
- Monitor the action taken by departments on 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 and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) and submit to NAAC.

5. Roles and Responsibilities of Dean (FDPs)

- Provides faculty development by promoting best practices for teaching and learning using learning-centered strategies and innovative education technologies.
- Identifies assessment strategies and instruments to improve learning outcomes and increase research at the individual, department and programmatic level.
- Maintains dialogue with heads of departments regarding department-specific

faculty developmental needs in regard to wellness, mentoring, assessment and evaluation, and learning environments that foster faculty success.

- Works closely with Office of dean (R&D) and Office of principal, Inclusion and Enrichment to ensure coordinated efforts in faculty development.
- Develops, coordinates and presents skill-building seminars and workshops, organizes departmental mentorship and leadership programs and promotes professional development courses.

6. Roles and Responsibilities of the HOD

- Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
- Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
- Send staff attendance register after making necessary entries to the principal office by 9.10 A.M every day.
- Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.
- Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
- Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member has to be submitted to the exam section as per the schedule given. Softcopy of the Mid Exams & Assignment test also to be submitted to the exam branch as per schedule.
- Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
- Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
- Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feed back to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also

monitor whether the faculty members are improving from year/semester to year/semester.

- Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers.
- Counsel the students who are absent for the mid test or irregular to the class work.
- Form the student batches and allot the project guides as per guidelines given by the principal.
- Route all the correspondence through the office of the principal.
- Designate faculty member who will be the Head i/c during his/her absence and make sure that all files and records are available for Head in-charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from headquarters.
- Allocate the students to the teacher-counselors in the beginning of the academic year.
- Inform the concerned authorities of any important information of events taking place in the Department from time to time.
- Arrange special classes if necessary for the benefit of below average students.
- Ensure academic discipline in the department.
- Follow the guidelines / instructions given by the principal from time to time.
- Maintain and update the files as listed in the Enclosure I
- Make arrangements to lock and seal all the laboratories before leaving the premises.
- Plan and conduct the BOS meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the principal.
- Provide necessary inputs to the principal for conducting Academic Council / GB Meeting.

7. Roles and Responsibilities of the Teacher:

- Prepare and submit the complete lesson plan and lesson notes for 2 units of syllabus in advance to HOD at the beginning of every semester/year and cover the syllabus as per the lesson plan.
- Sign in the staff attendance register at 9.15 A.M on every working day unless he/she is on leave.
- Prepare good notes by referring to number of standard text books and

university question papers, Solve Numerical problems in the class before asking the students to solve.

- Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time. Clean the board before leaving the class. Contents must be delivered in English only.
- Suggest the list of books which are to be referred by the students for the subject being taught.
- Mark attendance in the classroom itself and write the academic diary in the attendance register in time.
- Prepare and submit the internal question papers in examination section in time and maintain strict confidentiality regarding the question papers.
- Correct the answer scripts as per the key unbiasedly and post marks in time after verification by the students in the master registers available in the concerned HOD's room and submit the scripts to concerned HOD within stipulated period along with marks award sheet written with his / her
- Submit the attendance register and academic diary to the HOD at the end of every week.
- Consolidate and post the attendance in the master register on the last working day of every month.
- Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
- Not apply any type of leave frequently unless it is essential. Alternate arrangements with the teachers of the same class is mandatory for all types of leave.
- Engage the class work of the colleague who have assigned his/her class in the leave letter.
- Act as "Mentor" for the group of students who are allotted to him/her by the Head of the Department and be responsible for the proper conduct of the Students.
- Involve in the examination work of the College as examinations are part and parcel of legitimate duty of staff member. Alternative arrangements are to be made for exam duty in case of emergency only. Faculty are advised to refrain from making alternative arrangements regularly.
- Route all the Correspondence through the office of the Head of the Department.
- Assist the HOD in exigencies and in developmental works.
- Be available in the Department during the working hours for consultation by the students.
- Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the

prescribed letter signed by the concerned HOD and the principal

- Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.
- Wear ID card as long as you stay in the college campus.
- Not to carry Mobile Phones to the class room / exam hall for any reason.
- Follow the guidelines / instructions given by the principal.

8. Roles and Responsibilities of the Class – Teachers

- Instruct all the students to attend the classes regularly and to follow the dress code.
- Collect the list of absentee students (Period wise) and submit it to the HOD daily.
- Submit the list of students absent for the internal tests to the HOD.
- Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.
- Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
- Result analysis must be done after the announcement of results by the university/ College and also update student record regularly after knowing supplementary exam results in the current Semester.
- Motivate the students to attend the seminars without fail.
- Instruct the students to attend the internal / external exams without fail.
- Motivate the students to present papers in Conferences / Seminars at regional / national level.
- Inform the subject teachers of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
- Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.

9. Roles and Responsibilities of Technical staff :

- Sign in the attendance register at 9.05 AM on everyday unless and otherwise he/she is on leave.

- Be available in the lab during working hours.
- Ensure that the equipment and lab is clean and in good condition
- Report about any non-functioning equipment to the HOD in time through lab in-charge.
- Switch-off fans and lights and lock the doors while moving out of lab, even for a short period.
- Close the windows and lock the doors in the evening while leaving the campus for the day.
- Be available in the lab when extra lab classes are conducted during holidays.
- Be thorough with all the experiments conducted in the lab.
- Maintain the maintenance execution register regularly and submit to HOD twice in a month.
- Be the stock in-charge in the respective lab.
- Assist the Lab in-charge teaching staff during stock verification at the end of academic year.
- Assist faculty in-charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
- Any other work given by HOD from time to time.
- Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.
- Wear ID card as long as you stay in the college campus.
- Not to carry Mobile Phones to the class room / exam hall for any reason.
- Follow the guidelines / instructions given by the principal from time to time.
- Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.

10. Roles and Responsibilities of Administrative officer & Office staff:

“Office Staff” means the employee of Academic, Administration, and Accounts Section.

- Sign in the attendance register at 9.05 AM on every working day unless and otherwise he/she is on leave.
- Shall perform their duties with sincerity and maintain confidentiality.
- Be conversant with the rules and regulations and the relevant procedures involved related to their works.
- Perform as a team and do the assigned as well as any additional work as and when the in-charge allots.

- Pre-plan the day's/week's work and perform the duties assigned from time to time in a systematic way and create a courteous atmosphere. All are expected to improve/update their skills in filing, drafting, most essentially computer operation.
- Inform well in advance about leave of absence and make alternative arrangement to the works assigned and give full co-operation to all other sections with proper dignity and decorum.
- Deal with reasonable concern towards student's enquiries and ensure all possible help and deal politely while talking on telephone.
- Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.
- Wear ID card as long as you stay in the college campus.
- Follow the guidelines / instructions given by the principal from time to time.
- Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal
- Maintenance of principal's office as per principal's direction.
- Student's admission related works.
- All kinds of scholarships and related work.
- Helping the principal in conducting Governing Body / Academic Council Meetings .
- Recording the resolutions of the Governing Body / Academic Council Meeting and dispatching the same to the members.
- Assist the principal for JNTU affiliation works.
- Assist the principal for AICTE / NBA / NAAC related works.
- Maintenance and purchase stationary for the stores.
- Maintenance of leave record of Teaching & Non-Teaching staff.
- Preparation and submission of number of days for salary to be paid, to the account section, for the preparation of salary bills.
- Maintaining the personal files of staff members.
- Maintaining the budget files.
- Maintenance of student's files & records and issue of original certificates to staff & students as directed by the principal from time to time except salary certificate.
- Consult the principal on any other issue which needs principal's directions and intervention.

PART-IV
Various Committees

1. College Academic Committee
2. Public relations, press and Media Publication committee
3. Purchase/stores Committee
4. R&D and Consultancy Committee
5. Training & Placements and Career Guidance Cell
6. Canteen Committee/ House Keeping/Hygiene/ Sanitation
7. NSS Committee
8. Social Welfare (SC/ST) Committee
9. Sports & Games Committee
10. Departmental association Committee
11. General Maintenance Committee
12. Cultural Committee
13. Examination Committee
14. Time Table Committee
15. Library Committee
16. Industry Institute Interaction Committee
17. Innovations and Entrepreneurship Development Cell (IEDC)
18. Website/ICT/Internet Committee
19. Alumni Coordination Committee
20. Internal Quality Assurance Committee

21. Sexual Harassment / Women Welfare Committee
22. Student Mentoring Committee
23. Professional Societies Activities Committee
24. Electrical Maintenance Committee /Computer Network
25. Students, Faculty/Staff Grievance Committee
26. Anti-Ragging Committee
27. Right to Information Committee
28. Medical Committee
29. Transport Committee

Functions of the Various Committees

Committee	Functions
Academic Advisory Body	<ul style="list-style-type: none"> ✓ Attend bi-annual/need based meetings and review agenda and supporting documents before attending meeting.
	<ul style="list-style-type: none"> ✓ Provide support in planning program and identifying resource persons for meeting the identified gaps in the curriculum/ industry requirements and also assist in identifying the resources for funding R & D Projects/ seminar grant / student innovative projects.
College Academic Committee	<ul style="list-style-type: none"> ✓ To review the academic, students, faculty development programs and other related activities of the college.
	<ul style="list-style-type: none"> ✓ To visualize and formulate perspective plans, Master Plan for the development and growth of the college.
	<ul style="list-style-type: none"> ✓ To formulate and plan for resource mobilization through industry interaction, consultancy and extra-mural funding.
	<ul style="list-style-type: none"> ✓ To promote research and extension activities, teaching innovations and student placement programs in the college campus.
	<ul style="list-style-type: none"> ✓ To plan for sustaining the quality of education, quality improvement and accreditation of the college.
	<ul style="list-style-type: none"> ✓ To recommend schemes to promote participation of academic departments in community development activities in the region.
	<ul style="list-style-type: none"> ✓ To consider such other activities for furtherance of academic excellence

Public relations, press and Media Publication, Newsletter coordination committee	✓ Development of rapport, goodwill, understanding and acceptance as the chief end result sought by public relations activities.
	✓ Public Relations are for establishing the relationship among the two groups (organization and public).
	✓ Conducting Press - Meets, Clarifications & Press releases, media alerts, and press conferences – For timely/breaking news by making suitable programs.
	✓ Printing the News Letter with a view to disseminate the Vision and Mission of the department as well as the institute
Purchase/stores Committee	✓ To allot the yearly budget department wise by discussing with the Principal/Management.
	✓ Prioritizing requirements by discussing with corresponding department purchase committee
R&D and Consultancy Committee	✓ To identify thrust areas of research and encourage the faculty to carry out research.
	✓ To identify the budgetary requirements and resources for funding the research and periodically reviewing the progress of research.
Training & Placements and Career Guidance Cell Committee	✓ Identifying training needs and facilitating career guidance to students
	✓ Assessing training requirements of faculty as per the recommendations of department heads
	✓ Evaluating the participation and learning process during the programs
Hostel Committee	✓ To create an atmosphere of harmony and co-operation amongst the boarders of hostel and provide the boarders a peaceful and congenial

	environment to enable them to excel in their studies and personality development
Canteen / House Keeping/ Hygiene/ Sanitation Committee	✓ To establish and Implement the canteen policy and to monitor the discipline in canteen.
	✓ To provide quality food at reasonable / subsidized prices.
NSS Committee	✓ To encourage the students to participate and utilize their knowledge in finding practical solution to individual and community problems.
	✓ To motivate the students to actively participate in various NSS activities inside and outside the college campus.
	✓ To make the students aware about the NSS schemes in India.
	✓ To sort out any NSS related issues.
	✓ To schedule events/planner for the academic year in consultation with the Student's representative and management
	✓ Develop capacity to meet emergencies and natural disasters.
	✓ To inculcate the value of keeping Environment Clean and Green by participating in lectures / seminars related to NSS.
Social Welfare(BC/SC/ST) Committee	✓ Maintain database of students who belongs to BC/ SC/ST community.
	✓ To Make the students aware of the various schemes/Assistances/Scholarships available for students.
	✓ Committee continuously monitors the effective implementation of the social welfare Policies intended for BC/SC/STs Welfare by the Govt. of Andhra Pradesh.

Sports & Games Committee	<ul style="list-style-type: none"> ✓ To device and implement a mechanism for sports activities including students coaching, ground preparation, procurement of sports material and scheduling of the games.
	<ul style="list-style-type: none"> ✓ To device and implement a mechanism for publicizing and motivating the students for participation in games and sports activities and organize inter-departmental sports and games events.
	<ul style="list-style-type: none"> ✓ To coordinate with the university sports division and arrange for the, participation in regional/state/national level sports events.
	<ul style="list-style-type: none"> ✓ To device and implement a mechanism for liaison with the government agencies for grants in sports/gymnasium etc.
	<ul style="list-style-type: none"> ✓ To work out and execute any other activity related with the sports & games. The ultimate objective shall be to provide an environment that enhances the student's personality keeping them fit & healthy.
	<ul style="list-style-type: none"> ✓ To develop team work, management and leadership skills in the students which helps them to keep their positive attitude and be disciplined and confident in their future endeavors.
Transport Committee	<ul style="list-style-type: none"> ✓ To allocate bus routes for the students and staff and allot busses for Industrial visits/ Placement and Training activities/ Co- curricular activities.
	<ul style="list-style-type: none"> ✓ To monitor over all maintenance of the transport.
	<ul style="list-style-type: none"> ✓ Reviewing proposed resolutions by the governing body.

General Maintenance Committee	✓ Facilitating the dissemination of information in the institute.
	✓ To look after the general maintenance of the buildings, generators etc
Cultural Committee	✓ To promote the awareness regarding the Arts and Culture.
	✓ To conduct various events like Traditional Day, Rangoli competition, Dance, Singing competitions etc.
Department Associations Committee	✓ To promote synergy among the students by promoting interactions and exchange of ideas and co-ordinate the non-academic functions like organizing Group Discussions, debates & quiz, preparation for campus interviews and Seminars by eminent personalities from the various industries/fields, within the departments
Examination Committee	✓ To conduct examinations as per the rules and regulations of the university
	✓ Finalizing the internal marks and attendance and forwarding the attendance to university including condonation and detention lists.
Time Table Committee	✓ To consolidate the roll list as per the university guide lines.
	✓ Maintaining of university curriculum course wise and branch wise by preparing the academic calendar day wise.
Library Committee	✓ Serve as an interpreter of the requirements of the library and recommend for funds needed.
	✓ Provide support to the librarian in taking important decisions having implications for the users.

Industry Institute Interaction Committee	<ul style="list-style-type: none"> ✓ To create awareness on industry systems quality, safety and other working standards of the industry by conducting seminars and guest lectures.
Entrepreneurship Development Cell (EDC)	<ul style="list-style-type: none"> ✓ To facilitate the process of identifying the internship opportunities for the desired students.
Website/ICT/Internet Committee	<ul style="list-style-type: none"> ✓ To develop and introduce curriculum on Entrepreneurship Development at various levels including degree/diploma courses of the parent institution and conduct skill development training programs leading to self/wage employment
Alumni Coordination Committee	<ul style="list-style-type: none"> ✓ To design and maintain college website with up to date information. ✓ To recommend, design and deploy new ICT tools & policies when required and review, monitor the existing ICT plans of the college. ✓ To procure and install industry specific software when and where required
Internal Quality Assurance Cell	<ul style="list-style-type: none"> ✓ To conduct Alumni meet once in a year and collect feedback from alumni in order to contribute to the quality policies of the institute. ✓ To coordinate the different departments and maintain the alumni data. ✓ Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution. ✓ Dissemination of information on the various quality parameters of higher education. ✓ Acting as a nodal agency of the institution for quality-related activities

Women Welfare/ Sexual Harassment Eradication Committee	✓ Women's Empowerment through Education.
	✓ Creating awareness and preventive steps towards protection of women staff / female students from sexual harassment in the college.
Student Counselling Committee	✓ To improve the quality of counseling and conduct awareness program on counseling process.
Professional Societies Activities Committee	✓ Conduct awareness programs on recent trends in Engineering and Technology and organize national and international seminars
Electrical / Computer Network Maintenance Committee	✓ Develop, implement, and maintain policies, procedures, and associated training plans for network resource administration and appropriate use.
	✓ Negotiate with vendors, outsourcers, and contractors to secure network products and services
Students, Faculty/Staff Grievance Committee	✓ To solve student's grievances, relate to Assessment/ Victimization/Attendance/Harassment by other students or the teachers etc.
	✓ To solve faculty issues arising from their employment/in-disciplinary action among staff members/termination/ allegations
Anti-Ragging Committee	✓ The Institution follows the policy of zero tolerance to ragging.
	✓ The main function of the cell is to keep vigilance and avoid ragging among students
Right to Information Committee	✓ To receive the application regarding seeking of information from the person approached in proper format along with application fee

	<ul style="list-style-type: none"> ✓ To provide assistance in filling the application in case of language barrier of the applicant
	<ul style="list-style-type: none"> ✓ To check whether the information sought or part thereof is exempted from disclosure under section 8 or 9 of the act.
	<ul style="list-style-type: none"> ✓ To accept or reject the application, if rejected has to be conveyed to the applicant with the reason of rejection
	<ul style="list-style-type: none"> ✓ If accepted to make necessary arrangements for the collection of data.
<p>Medical Committee</p>	<ul style="list-style-type: none"> ✓ To provide the medical facility in the case of emergency

PART-V
VARIOUS POLICIES

1. Code of Conduct Governing body	54
2. Code of Conduct policy for Principal	57
3. Code of Conduct policy for Faculties	59
4. Code of conduct for students	61
5. Code of Ethics	63
6. Code of Ethics for Plagiarism	67
7. Ethics in Higher Studies policy	70
8. Grievance Redressal Policy	73
9. It Policy	76
10. Policy document on providing financial Assistance to Teachers	80
11. Policy for Maintaining Facilities	84
12. Policy on Environment and Energy Utilization	86
13. Policy on Green Campus	88
14. Policy on Human Values and Professional Ethics	89
15. Quality Policy	91
16. Research Policy	92
17. Reservation policy for Admission	94
18. Resource Mobilization Policy	94
19. Scribe Policy	95
20. Women Welfare Policy	96
21. Financial Powers Policy	99

1. Code of Conduct - Governing Body

Need for Good Governance:

Independent and fully empowered Governing Body to:

- Support stated vision, mission and objectives.
- Adopt a stimulating environment and culture to attract talented faculty.
- Encourage a culture of innovation that improves productivity and support the sustainability and development of the institution.
- Construct Global, National and Local collaborations with Academic partners, research and industry to realize the vision.
- Develop a Sound strategy and Continual growth development truck.

Scope of Good Governance:

- The benefits of Good Governance are demonstrated through:
- Integrity in appointments in all levels, both external and internal. Strong leadership and management skills in all of the places where they are needed.
- Processes in place for monitoring the quality of teaching and learning, within institutions for improving that quality with appropriate student involvement.
- Flexible and Competent administration.
- Strong and transparent financial systems, especially regarding

procurement and strong external and internal audit.

- Effective and transparent mechanisms to determine remunerations at all levels.
- Strong Human Resources processes such as appraisal, development and dealing with poor performance. Effective student support arrangements.
- Student participation in management and governance at all levels. Contribution to better performance in accreditation.
- Enthralled awareness in institutional outputs, especially increased employability.

Genesis of the Institution:

Viswam Engineering College was established with the Vision of "Providing Quality Education for Everyone" with envisaged importance of holistic development of students.

Vision:

To be a center of excellence for engineering and management education, research, and knowledge application for the good of society with a blend of moral principles and a global perspective.

Mission:

M1: To promote engineering research and development while offering top-notch education in the field.

M2: To foster entrepreneurship and the development of new, cutting-edge technological applications.

M3: To develop the students into strong, socially responsible leaders.

Objectives of the Institution:

The objectives of the Institution are to

- Offer UG and PG Programmes in the emerging areas of Engineering and Technology, Management.
- Produce technically competent engineers.
- Develop conducive environment for students and faculty members for academic and research purposes.
- Promote research culture in the institution
- Develop centers of excellence in all engineering disciplines offered by the institution.
- Strengthen industry institute interaction
- Develop and implement a comprehensive Human Resources plan
- To frame the Quality Policy for the academics and research
- To identify the best practices in the institution and to subsequently add more best practices
- To formulate various committees for effective functioning
- To conduct Periodic audits for academics and administration

Quality Policy:

Viswam is committed to provide quality education through dedicated and best in talented faculty, best in class infrastructure, Labs and updated research center to the students.

Approval:

The Programs run by the institution are approved by All India Council for Technical Education (AICTE).

Affiliation:

The institution is affiliated to Jawaharlal Nehru Technological University Anantapur (JNTUA).

2.Code of Conduct policy for Principal

The principal is the academic and administrative Final Authority of the institute and works for the growth of the institute. He/She will Introduce the policies approved by the highest decision-making body of the college. He/She shall Maintain coordination among Different statutory committees and non-statutory bodies including Academic Council.

- The principal is the academic and administrative Final Authority of the institute and works for the growth of the institute. He/She will Introduce the policies approved by the highest decision-making body of the college. He/She shall Maintain coordination among Different statutory committees and non-statutory bodies including Academic Council.
- He/She is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of the finance committee and also Chief Controller of Examinations. He/She Supervises admissions, examinations, evaluation for smooth functioning of the system.
- He/She is Vested the Power to nominate Coordinators, Conveners and other administration functionaries in the administration, with the approval of the Academic Council.
- He/She conducts the meetings of the Governing Body as per Set for the guidelines.
- He/She holds Academic meetings as per the norms.
- Coordinates and motivates the faculty, administrative authorities and the supporting staff, so as to fulfill their respective roles more effectively.
- Works to reach the common goal to providing effective education and guide to enable the students to from out promising career and lifelong learning.

- In the matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Council of the college.
- In matters of admissions, the principal will be supported by Coordinator Admissions.
- In matters related to academic work, he/she will be assisted by the Heads of the Departments as well as Co-ordinations.
- Shall closely monitor the class work as per the timetables and the academic calendar with assistance of faculty in-charges.
- Shall closely observe various academic activities like conduct of conferences, seminars, workshops etc.
- Shall hold meetings of the heads of departments to review the progress of the academic work and suggest effective measures to achieve desired academic Results.
- Shall instruct, if necessary, the heads of the departments to conduct remedial classes academically to support the slow learners.
- In matters related to internal examinations, semester end examinations (both theory and practical), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.
- Principal shall also ensure quality assurance and he/she should be assisted by coordinator IQAC.
- Should promote industry-institute interaction for better employability of the students.
- Shall promote internal revenue generation activities with the help of staff and students.
- Arrange finishing school for the students with the active association of Convener Placement and Counselling cell.

- Shall make efforts to look after the overall welfare of the staff and students.
- Shall forward monthly salary bills of all staff members of the college to the finance department for necessary action.
- Shall countersign all kinds of scholarship bills in respect of the students of the college.
- Shall have powers to sanction the purchase of stationary, library books, periodicals, consumables for laboratories, etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of the budget.
- Shall countersign T.A bills.
- Shall have powers to sanction advances and final withdrawal of GPF of the staff.

3. Code of Conduct policy for Faculties

Every employee of Viswam Engineering College shall devote his/ her whole time to the service of the college and shall not engage directly or indirectly in any trade or business / activity in any other institution which is likely to interfere in the proper discharge of his / her duties. This provision shall not apply to academic work like giving guest lecturers, talks or any other work undertaken with the prior permission of the principal.

- Every employee shall at all times maintain absolute integrity and be committed to the development of the college and do nothing that can go against the dignity and prestige of the college particularly in his relationship with the Management, Principal, Staff, students and visitors to the college.
- No employee, without the previous sanction of the Principal / Management, solicit or accept in any way to raise subscriptions in pursuance of any objective what so ever except for routine farewell or felicitation functions connected with the college.
- No faculty shall engage himself or herself in undertaking coaching or private tuition for students for remuneration.
- No employee, while in service, participates in politics or stand for elections either as an independent or on any party.

- No employee shall invite or participate in strikes or induce there to pertaining to this service or other conditions which tends to bring dishonor to the college.
- No employee shall take recourse to any organization / forum / courts or the press in order to vindicate or air his grievances. The Governing Body by the authority vested in it, shall exercise the power, after giving the employee concerned an opportunity to explain his/ her case.
- No employee may absent himself / herself from duty without prior permission. In case of proceeding on leave in an emergency without earlier permission, he / she must explain the circumstances before rejoining duty.
- Every employee shall be at work punctually at timings fixed unless permitted otherwise by his / her superior. After reporting for duty, no employee shall be absent during the period of work assigned to him / her.
- Every employee should be punctual to the college. Report 15 minutes before the college timings.
- Every faculty to maintain the dress code (Shirt tucked in, tie and shoes for men and saree for women).
- Every employee to maintain day to day record in a note book and present it to the higher authorities as and when it is asked for.
- Every faculty to take part in at least one workshop/seminar/conference in every semester.
- Every faculty to publish at least one national/International level journal every year.
- Every employee to take part in college promotional activities.

The following shall be considered as misconduct

- a) Failure to exercise efficient supervision.
- b) Insubordination or disobedience shown to his/ her superior officer.
- c) Gross negligence in teaching or other duties.
- d) No outsider should be allowed into the college premises so as to endanger college property.
- e) Any act which is immoral and can be punished under the IPC.
- f) Intemperate habits affecting the efficiency of teaching.
- g) Failure on the part of an employee in suppressing factual information of his/ her previous history.

4. Code of conduct for students

PREAMBLE

Viswam Engineering College is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects students to uphold these standards in their day-to-day decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code.

Students are expected to align their behavior with the Code of Conduct.

RESPONSIBILITIES OF STUDENTS

1. Shall read, understand and comply with institutes policies and take responsibility for actions
2. Shall abide by the institutions policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

STUDENT COMMITMENT

1. Shall be in time to the institution.
2. Shall wear the ID card and follow dress code.
3. Shall be regular and punctual to the classes and maintain 75% attendance to be able to appear for final examination.
4. Follow the instructions of the teacher carefully in the classrooms.
5. Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/clubs and the corridors.
6. Be attentive in class, to bring calculators, drafter, charts and data handbooks as per the schedule of the classes.
7. Meet all deadlines of assignments, submission of projects and lab records.
8. Abide by the rules of various laboratories and not damaging the equipment's.
9. Cultivate the habit of looking at the notice boards of the institute/department every day.
10. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
11. Maintain silence in the library and utilize its resources and space without causing damage.
12. Not to be in the canteen during working hours of the institute.

ACADEMIC MISCONDUCT

1. To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.
2. Note that defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden.

DISCIPLINARY MISCONDUCT

1. Academic integrity must be maintained while pursuing academic studies. To falsify or alter records of academic performance is an academic misconduct. To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences as the malpractice guidelines of JNTUK, Kakinada.
2. Participate in various events, seminars, workshops organized by the institution and contribute towards their success.
3. Student participation is encouraged and must be strengthened through the involvement of students in all levels of college governance.
4. When attending events outside the campus and representing the institution, the code of conduct will still be in effect.

CAUSING DISREPUTE TO OTHER STUDENTS

1. Communicate opinions to others in a fair and constructive manner.
2. Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.
3. Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the institutes identification cards at all times.
4. Use Institutes resources (facilities, equipment, supplies, vehicles) lawfully
5. Avoid use of mobile phones in classrooms and common areas.
6. Not to form any formal and informal groups on the basis of caste, community and religion.
7. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance.
8. To furnish in their own interest, the change in the address/ mobile numbers of parent/ guardian, if any, to the office/department.
9. Violation of University rules is strictly prohibited.
10. Promote sustainability and reduce the impact on environment in all our actions.
11. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations. All

students of the institution should abide by this policy. The institution will not tolerate misconduct and violations are subject to disciplinary actions.

12. The aggrieved student would submit in writing his/her grievance to the HOD/Principal.

PUNISHMENT AND PENALTIES

- Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student has been found to have violated the student code of conduct.

5. Code of Ethics

Viswam Engineering College has well defined code of ethics for its students and employees. Both codes are explained below.

Student's Code of Ethics

Viswam Engineering College adopted a similar Code of Ethics, cited by its members during the Graduation day which states:

"I, as a student of Viswam Engineering College shall recognize this code for guiding my conduct throughout my studies, personal life and career. I shall act at all times with honesty and trustworthiness towards my peers and society.

Accordingly, I shall

1. Hold paramount the safety, health and welfare of the public within the Institution and workplace by promoting a welcoming, respectful and ethical environment that values everyone equally.
2. Uphold the academic integrity of Viswam Engineering College and of the Faculty of Institution and submitting work that is founded on personal achievement and without plagiarism.
3. Conduct myself with fairness and avoid conflicts of interest.
4. Give credit where it is due and accept, as well as give, honest and fair professional comment.
5. Report any concerns to the appropriate governing body.

Employees Code of Ethics

- i. Individual Responsibility:** As an employee of Viswam Engineering College, you have an individual responsibility to deal ethically in all aspects of your work and to comply fully with all laws, regulations, and policies. You are expected to assume the responsibility for applying these standards of ethical conduct and for acquainting yourself with the various laws, regulations, and policies applicable to your assigned duties. Institution's administration, department heads, and others in supervisory positions must assume responsibility for ensuring that their conduct and the conduct of those they supervise complies with this Code. If you are ever unsure about the appropriate course of action, please immediately request assistance from the head of the Institution. However, no one at Institution is authorized to instruct you to engage in any illegal activities under any circumstances.
- ii. Confidentiality:** The Institution is entrusted with many kinds of confidential, proprietary, and private information regarding its stakeholders and other associates. It is imperative that those who have access to this information do not make any unauthorized disclosures of the information, either during or after employment. Records containing personal data of employees and students are confidential. They are to be carefully safeguarded and kept current, relevant, and accurate. They should be disclosed only to authorized personnel having a "need to know" or pursuant to lawful process as approved by the Head of the Institution.
- iii. Honesty and Fairness:** Viswam Engineering College expects from each of its employee's honesty and fairness in dealing with others. You are expected to accept responsibility for your actions and to report information accurately to

fellow employees and supervisors. Supervisors have a responsibility to set examples of honesty and fairness in their relationships with their employees.

- iv. **Institutional Records:** All Institutional records and other essential data must be prepared accurately. Preparing an intentionally false or misleading report or record of measurement is considered a serious offense.
- v. **A Government Corrupt Practices:** You are strictly prohibited from giving governmental officials business gratuities or gifts. You should be aware that the Government of India can and has imposed criminal sanctions on individuals and entities that have improperly given gifts to Indian government personnel, and the promise, offer, or delivery to an official or employee of the Indian Government of a gift or other gratuity would not only violate Institution's policies, but might also be a criminal offense.
- vi. **Honesty and Fair Dealing:** Viswam Engineering College aims to meet its goals honestly and fairly, and seeks advantages through superior performance, hard work, and intellectual skill. The Institution believes that strong competition is the cornerstone of its economy and that unethical or illegal business practices have no part in this competition. The Institution strives in all instances to deal fairly with its customers, suppliers, alumni, competitors, officers, employees, and students and their families that could raise questions of potential or apparent conflicts between personal interests and the Institution's interests. If you become aware of an unapproved conflict of interest on the part of anyone at the Institution,
- vii. **Reporting Requirements:** From time to time, Viswam Engineering College is required to report matters to public or government agencies. Whether or not you are directly involved in that process, you have several responsibilities and need to comply with them from time to time as per the requirements of the Institution.

viii. Use of Institutional Resources: You have a responsibility to use Institution's resources, including time, materials, and equipment, for business purposes only. You may not use Institutional property (such as grounds, buildings, office equipment and systems, tools, materials, assets, and facilities) for anything other than Institutional purposes. Institution's property shall not be sold, loaned, given away, intentionally damaged, destroyed, or otherwise disposed of, regardless of condition or value, without proper authorization. Copyright or otherwise licensed material (including books, articles, computer software programs and tapes) should not be infringed.

ix. Reporting Any Illegal or Unethical Behavior: If you ever think that anyone connected with the Institution may have taken, or is about to take, any illegal or unethical behaviour, or has otherwise violated this Code, you should promptly report the incident to the head of the Institution immediately.

x. No Retaliation: Viswam Engineering College will not tolerate retaliation of any kind against any person who in good faith reports to the Institution's potential issues relating to violations of law or this Code by another party or parties. Consequences of Violations of Policies You are responsible for ensuring that your own conduct and the conduct of anyone reporting to you fully comply with this Code and with the Institution's policies. Violations will result in the taking of appropriate disciplinary action up to and including discharge from employment. Disciplinary action will be taken in accordance with the procedures applicable to faculty or staff, as the case may be. Conduct representing a violation of this Code may, in some circumstances, also subject you to civil or criminal charges and penalties.

If you are ever unsure about whether some action or situation would be consistent with this Code of Ethics, or if you encounter a situation and you are unsure what to do, you should discuss it with your supervisor or an appropriate authority of the Institution before taking further action.

6. Code of Ethics for Plagiarism

Preamble:

Ethics and honesty are the two most important components of the academic activities (be it teaching or research). Teaching & research is a novel profession based on high moral values. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times, it is observed that some of the "academicians" knowingly or unknowingly publish or present other's work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual.

It is therefore important for an academic institute to have in place a policy on plagiarism to avoid such type of acts.

Definition of Plagiarism:

Plagiarism is defined as presenting another person's work as one's own work. Presentation includes copying or reproducing it without the acknowledgement of the source. Plagiarism involves copying of phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source. Plagiarism could be intentional (dishonest plagiarism) or non - intentional (negligent plagiarism).

Objective

- To create academic awareness about responsible conduct of research, study, project, assignment, thesis, dissertation, promotion of academic integrity- and prevention of misconduct including plagiarism in academic writing among students, faculty and other members of academic staff as well as any employee of the institute.
- To establish institutional mechanism through education and training to facilitate responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty or staff committing the act of plagiarism.

Detection of Plagiarism

It is the prime responsibility of an institute or individual to distinguish original content from plagiarized work.

The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism. Our Institute will use the best

software to detect plagiarism. It is of an at-most important for an academic institute to educate its student and teaching community about what constitutes plagiarism, how it is detected and of course the action that is going to follow if plagiarism is proved.

Procedure for handling alleged Plagiarism

Procedural Fairness:

The Institution is committed to deal with alleged plagiarism in accordance with the principles of procedural fairness, including the right to:

- Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond.
- Have a reasonable period of time within which to respond to the

Allegations again them.

- Have the matter resolved in a timely manner.
- Impartiality in any investigation process.
- An absence of bias in any decision making.

Identification and Assessment of Alleged Plagiarism:

Where an examiner detects or is made aware of alleged plagiarism by any person, the examiner must report the alleged plagiarism to an empowered body which confirms first if there is a plagiarism or not; if it is, then whether it is negligent or dishonest type and what is the degree of plagiarism. This empowered body will then submit its report along with its recommendation to statutory bodies which are empowered to take disciplinary actions. The severity of plagiarism can be categorized as Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

Similarities up to 15% -
excluded

Level 1: Similarities
above 15 to 45%

Level 2: Similarities above 45 to 65 %

Level 3: Similarities above 65%

Counseling:

As the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. Institution needs to take steps to strengthen the moral of students so that they do not take support of the unfair-means.

5G Guidelines for Action:

The Institution will form a committee of about 5 experts who will establish whether there is a plagiarism or not, if it is then what is the level. This committee will have a Head of the Department or the Principal as an ex-officio member. This committee will submit its report to the Academic Council for a final decision in this regard.

The committee of experts will use the best possible software's provided National Knowledge Commission for detecting the plagiarism. Depending on the severity of crime the punishment could be

- Fine or warning.
- Rustication for limited period
- Rustication for Permanent

Teaching and Research is a novel profession based on moral values. Ethics and honesty are very important components of teaching and research. Presenting others work as their own is not healthy practice. It may distress on the reputation of the institute. The Research & Development Committee of the college motivates faculty members and students to take up innovative and creative projects, participation at national and international level competitions and publishing research work in the form of journals or books. In practice, due care is taken in terms of code of ethics and plagiarism. All Students and staff must follow the code of ethics:

Rules for the promotion of Academic Integrity and Prevention of Plagiarism

- Students enrolled in academic program must follow the code the ethics. Violation of code of ethics includes submission of item of academic work that has previous been submitted without fair citation of the original work or authorization by the faculty member supervising the work.
- It is responsibility of a faculty of the institute to distinguish original content from plagiarized work. The disclose of the plagiarism is a judgement to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person would also be aware of the tools available to detect the plagiarism.
- Every student of the college submitting project report/ research paper in U.G. or P.G. thesis is required to submit an undertaking by stating that the report or the document that has been prepared by him/her is the original work and is free from plagiarism. There must also a statement in the undertaking that the report has been checked through a plagiarism tool. A plagiarism report must be included in the project report.
- A certificate must be submitted by all the guides or project supervisors indicating that the work done by the student under him/her is free of plagiarism.
- If anyone detects that a case of plagiarism has happened in any document, he/she shall report the matter to the principal and the complaint will be referred to the College authorities to take appropriate action.

7.Ethics in Higher Studies

Keywords: higher education, leadership, ethics, moral values, cultural values.

Introduction:

Education is a sole quality of mankind. It is a very important for the development of the students and an important tool for accelerating the well-being and prosperity. It is a process which continues lifelong from womb to tomb. Education is a tool for total development of a child, if any one aspect of human personality is neglected, it results will be adverse. Without including ethics and moral values in higher education, human development will be incomplete. Concept of Value Based Education (VBE) imparts integrity character, social, moral, spirituality and many more. It develops the quality of humility, strength and honesty in students. Value based education is the only means which can give to our youth into the right direction. It is the urgent needs for value-based education system in India.

All the reports of commissions and committees on education like the Radha Krishna Commission; the Kothari Commission; National policy on education; Ramamurti Committee; Central Advisory Board of Education Committee on policy; Planning Commission core group on value orientation of education, suggest that education plays vital role in designing and developing the national characters.

The values instructed among young generation would remain with them permanently. According to Swami Vivekananda "if education is identical with information, libraries are the greatest sages of the world. and encyclopedias are "RISHIS". Concept of Ethics, Moral values and Education.

What is ethics?

It is the branch of Philosophy that deals with the morality. The word ethics has been derived from the Greek word „ethos“ which means character. Ethics covers the following dilemmas:

- a. How to live a good life?
- b. What are our rights and responsibilities.
- c. The language of right and wrong etc.

Moral decisions – 1. What is good and bad to a person?

The concept of ethics have been resulting from religions, philosophies and culture “it is the activity of man directed to secure the inner perfection of his own personality.”

What are moral values?

These are the set of some precious principles which helps a person in becoming a good human being these values involve a lot of factors like morality, respecting others, helping others, loving others etc. According to Jerry Springer: “we are all born as empty vessels which can be shaped by moral values.”

What is Education?

The root of word Education is derived from Latin words, „Educare“, „Educere“ and „Educatum“. The Word „Educare“ means to bring up and to nourish. The word „Educere“ means to lead out. The word „Educatum“ means to train. So we can say that education is to bring up, to developing and shaping up the individual talent and his inner potentialities. “Education is an ornament in prosperity and a refuge in adversity

Quality of higher education in India

Higher education is a leadership education. Indian higher education system is the third largest system in the world, next to the China and United States. In India The higher education system has grown in a extraordinary way, particularly after independence period, to become one of the largest system of its kind in the world. However, the system has many issues of concern at present, like financing and management including access, equity and relevance, re-orientation of programmes by laying emphasis on health consciousness, values and ethics and quality of higher education together with the assessment of institutions and their accreditation. These issues are important for the country, as it is now engaged in the use of higher education as a powerful tool to build a knowledge based information society of the 21st century.

Causes of ethical fading in Indian higher education system

1. Privatization of educational Institutes: Privatization of educational institutes is another major cause for the declining ethical values in education system. The private institutes are unable to produce a complete „human capital“ with ethical standards.
2. Corruption: The major cause of ethical fading in education system is rapidly spreading corruption. Corruption in education can include bribes and illegal

fees for admission and examination; academic fraud, with holding teacher salaries, preferential promotion and placement, teacher absenteeism and illegal practices in the textbook procurement, meal provision and infrastructure.

3. Teacher's absenteeism: Teachers are the role models of students and in most rural communities, they are the most educated and respected personality. Teacher absenteeism is one of the most serious.
 4. Educator's pedagogy does not engage properly teaching methodologies: Evaluation stresses on routine remembrance. Curriculum design is done by the university and little collection of topics and subjects out of the syllabus. The accumulation or presentation of data is not enough to decide the criteria for quality education.
 5. Lack of value education in Curriculum: Value education is included in the primary education curriculum but at adult stage, which are the most sensitive stages to build the character of the youth, the curriculum finds no space to value education.
 6. Guru and Shishya Bounding going away: There are many more things to discuss, student should learn to respect Guru (teacher), A Guru should selflessly teach his shishya (student), these days the bounding between Guru-Shishya is going away, and there is no respect of Guru. Strengthening the Ethical culture of Higher education
- A. Inter-institutional Level: Include ethics in higher education in the accreditations and monitoring policies and training programmes of accreditation institutions and council such the international council for open and distance education.
 - B. Individual and Interpersonal Level – Promote character education (for student and teachers) as a task of individual and interpersonal. Self-responsibility in order to become or remain globally responsible leaders.
 - C. Communication Level: Strengthen the communication strategy of the institutions for higher education so that integrity, credibility, responsibility and honesty are included.
 - D. Intra-Institutional Level: The following dimensions are part of it –
 1. Develop and integrate special ethics curricula in all faculties and reflect on aspects of values in all courses.
 2. Balance technological innovation with social and organisational innovation.
 3. Integrate in staff recruitment values driven behavior in addition to professional knowledge.
 4. Develop a policy on research ethics with a research ethics committee.

5. Spiritual Level: Enable spiritual praxis of different faith communities on the campus of institution of higher education as a foundation for ethical integrity.
6. Action Level: Strengthen values driven behavior not only by words, but also through individual level and collaborative action such as community service.

Conclusion

Education enables one to lead a better physical, mental intellectual and spiritual life. Ethics deals with the morality and morality refers to personal or cultural value code of conduct or social values. Higher education makes the quality of leadership in students. The Ethics and moral values adept in universities heavily affect the future leaders. It is important to state that the moral value of ethics in life explores what is our origin as human beings. Ethics education is the prospect for a new value alignment. Such education guarantees the training of both the teacher and the student, develops new technologies and conclusively allows a new vision, a new policy, a new market new resources and a new system.

8.Grievience Redressal Policy

The College has a Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any student/faculty, and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment.

Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Redressal Committee or Principal.

Objective:

The aim of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student Student relationship and Student teacher relationship etc.

Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

Suggestion / complaint box have been installed in front of the Administrative Block in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.

Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of fault arises.

Advising All the Students to refrain from encouraging Students against other Students, teachers and College administration

Advising all staffs to be affectionate to the students and not behave in a Vengeful manner towards any of them for any reason.

Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be Immediately brought to the notice of the principal.

Scope: -

The Committee deals with Grievances received in writing from the students about any of the following matters: -

Abuse:unfair practices, complaints of alleged discrimination by students of Scheduled Caste, Scheduled Tribe, OBC, Women, Minority, differently abled students and addressing the scholarship issues and sexual harassment cases and to provide a mechanism to innocent students and stakeholders for redressal of their grievances.

Academic Matters:Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

Financial Matters:Related to dues and payments for various items from library, etc.

Other Matters:Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc.

Functions: -

The cases are attended at earliest day on receipt of written grievances from the students.

The Committee formally meets to review all cases, prepares a statistical report about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure: -

- The setting of the Grievance Redressal Committee for students will be widely published.
- The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations.
- The GRC will act upon those cases which have been forwarded along with the necessary documents.
- The GRC will take up only those matters which have not been solved by the different departments.
- The Committee is requested to Contribute effectively to dispose the grievances at the earliest. On receipt of the Compliant, the staff in-charge will submit the same to the Member Secretary of the "Grievance Redressal Committee". The Committee will meet, with an Information to the complainant on their day of Convenience. An aggrieved Student or Parent may appear in person to present his/her case.
- In case of any false/frivolous Complaint, appropriate action against Complaint might be taken by GRC.

Exclusions:

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals, etc.
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination result.

Establishment of a Grievance Redressal Committee.

In order to comply with the various Regulation of AICTE and affiliating university for addressing, student or Parent's grievances, Viswam Engineering College has constituted "Grievance Redressal Committee" as per guidelines.

The Student or Person, who are willing to launch any complaints, shall send their representation for redressal of their grievance to the Grievances Redressal Committee.

All aggrieved parents and the stockholders may also thenceforth approach to the Grievance Redressal Committee.

Any member of Viswam Engineering College (staff/student) can represent their issue through electronic or paper media to any designated member in the department, cell or committee or through mail to principal. The institute has the following committees to deal with specific matters in order to maintain good order, discipline and harmonious environment on campus. The designated bodies are:

I Internal Complaint Committee: The main role of the committee is to address the complaints from Students and Staff.

II Anti-Ragging Committee: The role of the committee is to monitor, prevent and deter Ragging incidents in the Institution.

III SC/ST Committee: The role of the committee is to monitor, prevent and deter Caste, Scheduled Tribe, OBC, Women, Minority, and differently abled student's related incidents in the Institution.

9. IT Policy

Background and Scope:

Viswam Engineering College has developed the Computer and Network Use Policy to guide individuals in the acceptable use of computers, information systems, and networks owned, leased or used by the institution. All such systems and networks are considered College's property for purposes of this policy. This policy is also intended to describe best practices to ensure availability, integrity, reliability, privacy, and confidentiality of the College's computers, information systems, data, and networks. The institution makes computing and network resources available to faculty, staff, students, and, to some extent the general public, to support the educational, scholarship, research, and service mission of the College.

This policy supplements other Institute's policies and procedures,

including, but not limited to the E-Mail Policy, Peer-to-Peer File Sharing Policy, Social Media Policy, and Connecting Devices to the College Network, should be read together with those policies.

The College reserves the right to amend this policy at its discretion with or without notice. In case of amendments to the policy, the College will make efforts to inform users of changes.

POLICY AND USER RESPONSIBILITIES:

Viswam Engineering College's computing and network resources and services should be used wisely and carefully with consideration for the needs of others. By using the College's computers, information systems, and networks, "you" – user of college computing resources, assume personal responsibility for acceptable use in conformity with this policy, other applicable institute's policies, and with applicable federal, state, and local laws and regulations.

All communications and information transmitted by or through, received by or from, or stored in these systems are College records and property of the institution. You have no right of personal privacy in any matter stored in, created, received, or sent over College computers, storage devices, email, internet, or voicemail system. This includes and not limited to: Citrix, databases, Student Information System – Sonis Web, Blackboard, Simplicity, in-house software applications,

Be aware that even deleted or erased computer, e-mail and voicemail messages may remain stored in college computer servers or telephone systems. By placing information on College's computer systems or servers, or using any equipment, you have consented to the College's right to capture, edit, delete, copy, republish and distribute such information. The Viswam Engineering College Harassment and Bullying Policies and the policy with respect to Confidential Information apply to all forms of communication including written, e-mail and voicemail.

Viswam Engineering College provides access to Internet services such as web- browsing. Use of the College's internet services are only for educational use. This restriction includes any Internet service which is accessed on or from College's premises using College's computer equipment or via college-paid access methods and/or used in a manner that identifies you with the College.

The following is a non-exclusive list of prohibited use of Viswam Engineering College technology resources. In a constantly changing world of information technology, it is impossible to enumerate all non-acceptable uses of college computers, information systems, and networks. The institute reserves the

right to prohibit any use of its computing facilities by any person(s) if and when such use appears to be inconsistent with this policy, other computer uses policies, the mission of the College, or any applicable federal, state or local law.

PROHIBITED USES:

All users may not...

1. Attempt to use technology resources without proper authorization;
2. Attempt to obtain privileges or access for which you are not authorized;
3. Attempt to learn another user's password(s) or personal information;
4. Attempt to alter or obscure your identity or your computer's identity, including but not limited to IP Address and email address, while communicating on network, system or application;
5. Attempt to access, modify and/or delete another user's files, configuration or application without the expressed agreement of the owner or by an Administrator;
6. Share confidential computer, system, application, or network password with any other person;
7. Attempt to interfere with or disrupt computer or network accounts, services or equipment of others including, but not limited to, consumption of excessive IT resources, (e.g., local area network or Internet bandwidth) through the propagation of worms, Trojans, or viruses;
8. Attempt to "crash" any College computing facilities, including any so-called "denial of service attack";
9. Attempt to monitor, intercept, analyze or modify network traffic or transactions;
10. Attempt to alter or reconfigure any IT resources, (e.g., network infrastructure, servers, wireless);
11. Attempt to use unauthorized devices when connecting to the College network - view device policy on the College Website
12. Attempt to remove, duplicate or export confidential / sensitive data in any digital format, outside of college systems and network, without prior written consent by an administrator. This includes any/all data stored: on premise and/or externally hosted third party provider.

- Examples of confidential / sensitive information include, and are not limited: social security numbers; financial account information; Family Education Rights and Privacy Act (FERPA) protected records, Health Insurance Portability and Accountability Act protected records; employee records; and accounting records.
 - Contact the IT Department or IT Administrator for more information.
13. Download and/or share copyrighted material for which you do not have the proper authorization - view email policy on the College Website
 14. Attempt to copy software or any intellectual property in a manner that appears to violate copyright law, or otherwise infringing on any intellectual property rights of others;
 15. Compose, transmit, or access data containing content that could be considered discriminatory, offensive, pornographic, obscene, threatening, harassing, intimidating, or disruptive to any other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, color, religion, creed, sex, gender, gender identification, sexual orientation, ethnicity, national origin, ancestry, age, disability (including HIV-AIDS status), marital status, military status, citizenship status, predisposing genetic characteristics, or any other characteristic protected by law.
 16. Abuse email privileges- view email policy on the college website.
 17. Consume any food or drink in any Viswam Engineering college computer lab.

Federal, State and Local Laws:

All computer and network users are bound by applicable federal, state, and local laws relating to harassment, copyright, security, and privacy relating to digital media. The IT Department will cooperate fully with any local, state or federal law enforcement officials investigating any illegal use of institute's information technology resources.

IT Department Responsibilities:

Beyond controlling access and protecting against unauthorized access and computer or network threats, the IT Department plays a proactive role in developing, implementing and enforcing security or network procedures. Using hardware infrastructure and software tools, utilities and applications, the IT Department will maintain a network and computing environment enabling authorized campus users secure, reliable access to internal and external networking resources and applications.

The IT Department will respect and strive to ensure users' privacy and intellectual property while managing the computing and network infrastructure and information application transactions and data.

At times the IT Department may need to reconfigure network and/or computing resources. These actions include, but are not limited to, temporarily disabling access to an individual system, temporarily disabling access to/from a specific segment of the College Local Area Network. Though rare and short in duration, these tips are necessary to isolate problems and threats, enable quick resolution, as well as for periodic system maintenance/upgrades.

Policy Enforcement:

Viswam Engineering College at all times retains the right, without notice, to search all directories, indices, data storage devices of any type, files, databases, e-mail messages, voicemail messages, Internet access logs and any other electronic transmissions contained in or used in conjunction with College's computer, e-mail, voicemail and Internet access systems and equipment.

IT Department senior staff and administrators will investigate alleged violations of this policy in order to ensure compliance. The IT Department may restrict individuals from the use of computers and networks where violations of this policy or federal, state, or local laws is suspected and/or found. Violations of this policy by a student may result in disciplinary action.

10. Policy Document on Providing Financial Assistance to Teachers

This policy is in force in order to attend conferences workshops organized by Institutions of National repute, Universities and Colleges and towards membership fee of professionalbodies

OBJECTIVES

- To encourage the teaching staff for presentation of research papers in conferences workshops
- To support the teaching staff to avail opportunities for discussing the novel developments. the emerging challenges. future perspectives in their fields Of interest.

- To support the teaching staff to promote teaching-learning. research. Extension activities and governance through participation in conferences workshops.
- To enhance their academic credentials in line with UGC expectations

POLICY AND GUIDELINES

Major categories for providing financial support to the teachers to promote

- Teaching Learning and related activities
- Research and related academic activities
- Co-curricular, Extracurricular and Professional development Activities

ON DUTY LEAVE

Duty leave of a maximum of 30 days in an academic year may be granted for the following

- Attending conferences, congresses, symposia and seminars on behalf of the college and attending meetings of recognized Teacher Associations
- Delivering lectures in institutions and universities / colleges at the invitation of such institutions or universities, received by the colleges, and accepted by the Principal & Director
- Working in another Indian or foreign university, any other agency, institution or organization when so deputed by the university / college
- Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university / college or any other academic body;
- The duration of leave shall be such as may be considered necessary by the Sanctioning Authority on each occasion. In case where duty leave exceeds 21 days at a time in view of travel time or any other relevant reason, the sanctioning authority shall consider sanctioning additional time on each occasion.

ELIGIBILITY

- a) Those invited to attend academic conferences/ seminars/ symposia/ workshops. The level of the programme and the standing of the institution organizing the event should also be truly international/ national/professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.
- b) Financial assistance may be provided in the following purposes
 - For Teachers delivering key- note addresses/ plenary lectures.
 - Those contributing a paper.
 - Those invited to Chair a session.
 - Those invited under International Collaboration Exchange Programmes.
 - Those invited to give SymposW talks/ invited lectures or invited to discuss arts.
 - For enhancing knowledge base through training and attending workshops
 - Professional/ Faculty Development Programmes.

PATTERN OF ASSISTANCE

- Each eligible teacher is entitled to a grant of Rs 10,000 per anum to spend on these activities
- Admissible expenditure will cover economy class Train fare by the shortest route; Railway Station tax, registration fees; and daily allowance as per rule. Late registration fee will not be reimbursed.
- TADA will be admissible as per rule.
- If the lodging and boarding charges are included in the registration fee, DA shall be regulated accordingly. This will apply to both categories of travel.

APPLICATION PROCEDURE

Employees shall apply in the proper format to the principal at least 20 days before the date of commencement of international / national event respectively. For international events, the application shall be submitted through the respective Head of Department which will be placed before a Standing Committee and sent to the principal with its recommendations. In case of Officers, these shall be routed through respective Controlling Officers.

Mode of Approval

- The Standing Committee shall scrutinize the applications to be forwarded to the competent authority. The Committee shall consist of the, Principal, Head Of respective Department and a subject expert (from within the school) shall form the Standing Committee to scrutinize the applications of teachers. (For international events only)
- The Committee shall verify the suitability of the event for academic progression of the applicant, standing/status of the organizing agency; and likely impact on the departmental academic activities.
- The applicant's proven record of research output and publication of the previous presentation for which such assistance was taken, if any, will be the important criteria.
- In respect of officers, the possible impact of the proposed programme on overall administrative functioning shall be considered.
- In case if multiple applicants are there from the same department preference may be given to those applicants who have secured partial assistance from external sponsors / sources.
- Granting of financial assistance will depend on the grant received from UGC for the purpose and availability of funds in the College
- As far as possible Professors and Assistant Professors should be encouraged to go on invitation.

Monitoring the Outcome

- The faculty should submit a detailed report along with the bills for adjustment (preferably) within a month of returning from the event.
- If the settlement/adjustment is not been processed in one month's time of return, 25% of the sanctioned amount shall be withdrawn as penalty. However, in extraordinary circumstances, the Director may condone this.
- For faculty attending the Training programme/Workshop/ should give a presentation in the department explaining the outcome/learning.

- The Faculty attending International Conference/Seminar/Symposia, should publish his/her paper in a peer reviewed International/National journal within a year failing which his/her sanction would be withheld till his publication subsequent to sanction.
- However, for local languages, the decision of the School Academic Committee shall be final.
- The faculty attending National event Conference/Seminar/Symposia should publish his/her paper/abstract in proceedings or in some other journals.
- The officer availing the facility should make a presentation about how the skills learnt may be utilized to strengthen the administration.

Processing of the Application

The Principal's decision is binding and final. Prior permission for at least a month needs to be taken given the deadline-based nature of the events, and likely increase in the registration and travel cost due to delay, it is in the better increase in the applicant to abide by this. The institute will not be responsible increase in costs due to delays.

11. Policy for Maintaining Facilities

- The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose as per the requirements in the interest of students.
- Laboratory: Record of maintenance account is maintained by Lab Technicians, Lab In charge and supervised by HODs of the concerned departments.
- Maintenance of laboratories are as follows: - The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

Library:

- The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the principal.
- Suggestion box is installed inside the library room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding

library enrichment.

- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- Other issues such as weeding out of old titles, schedule of issue return of books etc. are chalked out / resolved by the library committee.

Sports:

Regarding the maintenance of sports equipment in the college physical director is deputed. College participated in various indoor and outdoor sports competitions organized inside and outside college.

Computers:

1. Centralized computer center established to enrich the students.
2. Each department having appropriate computer for their requirements.
3. Internet and WIFI Enabled campus.
4. Open access journals facilities are available.

Classrooms:

1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the principal regarding classroom furniture and other.
2. Administrative officers will take in charge for student's academic requirements.

Additionality:

1. There are lab assistants in every department, who maintains the stock register by physically verifying the items round the year.
2. Department wise annual stock verification is done by concerned Head of the Department.
3. Regular maintenance of Computer Laboratory equipment's is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge.
4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
5. College campus maintenance is monitored through regular inspection.
6. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.

7. Updating of software's is done by lab assistants.
8. Maintenance is done for the maintenance of wooden, furniture, electrification, and plumbing.
9. Regular maintenance of the water cooler and water purifier is done regularly. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

12. Policy on Environment and Energy Utilization

Viswam Engineering College bequeaths a clean and ecologically pleasant campus, where eco-friendly teaching and activities work together to foster sustainable and environmentally friendly behaviour. The Green Campus concept allows the institution to take the lead in the regeneration of environmental culture by promoting environmental ideals among students and faculty. In order to imbibe eco-consciousness in themselves and the world around them, the Institute also encourages students and staff to adopt, implement, and support environmentally friendly practices. The growing human footprint on the planet is generating significant environmental issues that are only going to become worse over time. A massive effort is required to offset the detrimental impacts of human activities on the environment, which, in turn, affect how we interact with the world and with one another. All problem-solving strategies must be used in order to create appropriate change.

Objectives:

- To encourage the students to maintain a clean and green environment.
- To educate the students to create awareness amongst the public.
- To instill in the students, the value of the environment and the issues that it faces.

This environment and energy policy is binding for all the components of the institution and applies to all its staff and students to the various activities undertaken by the institution. It will help us to implement efficiency and environmental awareness to conserve natural resources and limit their usage.

- To assess our energy usage and measure its impact on the environment.
- To install solar panels for the generation of alternate energy.
- Turn off your monitor when you leave your table. Whenever possible, shut down rather than log off.
- Turn off unnecessary lights and use daylight instead.
- Use LED or compact fluorescent bulbs as much as possible.
- Switch off lights, and fans in conference rooms, classrooms, and lecture halls when they are not in use. Avoid the use of decorative lighting.
- Use the fans only when they are needed.

- In hostels install water heaters with non-conventional energy resources.
- To reduce local air pollution emissions using bicycles, public transportation, and use of pedestrian-friendly roads.
- To undertake a tree plantation drive.
- To encourage the use of advanced technology to minimize energy consumption, atmospheric emission, and noise.

Promotion of "Save Energy Tips" in and outside the Institute:

- Activate power management features on your computer and monitor so that it will go into a low-power "sleep" mode when you are not working on it.
- Turn off your monitor when you leave your Table.
- Activate power management features on your laser printer.
- Whenever possible, shut down rather than log off.
- Turn off unnecessary lights and use daylight instead.
- Avoid the use of decorative lighting.
- Use LED or compact fluorescent bulbs.
- Keep lights off in conference rooms, classrooms, and lecture halls when they are not in use.
- Use the fans only when they are needed.

Renewable energy

Solar energy is the cleanest and most abundant renewable energy source. The Institute promotes solar energy, the stakeholders are encouraged for promoting and adopting renewable energy.

Pedestrian-friendly pathways:

The campus has sufficient space for parking vehicles of staff and students. Roads inside the campus are well maintained. Pedestrians can walk safely on the pathways.

Waste management

The Institute practices the three R's (Reduce, Recycle, and Reuse) to tackle waste.

Some initiatives are as follows:

1. Green dust bins are used for bio-degradable (wet-waste). Blue dust bins are used for non-biodegradable (dry-waste).
2. Utilizing half-used paper for rough work.
3. Women's restrooms are provided with incinerations to destroy sanitary napkins for easy disposal in an environmentally friendly way.
4. Canteen waste is used in biogas production.
5. The waste from vegetables and food is composted and used as fertilizer.

6. Encouraged to use the electronic form of content instead of paper.

13. Policy on Green Campus

A Green Campus is a place where environmentally friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to the environment, social and economic needs of the mankind.

Objectives of the go green program: The first step of the Go Green Program involves establishing a viable Green Campus Committee, within the organizational structure of the Institute. Hence, to give this initiative more clarity and authenticity, we now roll out a POLICY DOCUMENT spelling out the strategies, plans, and other allied tasks to make this Program functional officially.

We believe that greening the campus is all about sweeping away wasteful inefficiencies and using conventional sources of energy for its daily power needs, correct disposal handling, purchase of environment-friendly supplies, and effective recycling program. The administration of the Institute believes that everyone has to work out time-bound strategies to implement green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus. Every individual of Viswam Engineering College will work, may he/she be a student, faculty, and support staff to foster a culture of self-sustainability and make the entire campus environmentally friendly.

- Understanding various environmental issues and the need to address them.
- Sensitizing people about the need for the protection of the environment for a sustainable and healthy future.
- Instill a sense of responsibility for the environment and a personal commitment to protect and preserve the environment.
- Undertaking technological setup aimed at an environmentally and economically strong impact.
- Ensure environment-friendly practices in the college.

Green Campus Initiatives:

- Installation of Solar Power Station
- Waste water Management/ Rainwater harvesting
- Maintenance of water bodies and distribution system in the campus

- Plastic free Campus
- Tree Plantation Drive
- Use of LEDs only
- Digital Library

Waste Management: Our college believes in reducing or minimizing the waste. The following initiatives are practiced:

- Use more read-out material in soft form. Reduce the hard readout material. Use more E-mail for officially communicating the information needed, online reading, etc.
- Keep a stack of paper that has been printed on one side and use it for day-to-day rough work.
- Minimize the use of fertilizers and pesticides in the college grounds, opting for the use of compost produced on-site wherever possible.
- Ensure that all cleaning products used by college staff have a negligible harmful impact on the environment.
- Use two types of bins separately for biodegradable and non-biodegradable wastes in the college campus as well as in hostels. Reusing the classroom furniture by altering them, thereby reducing the metal waste.
- Providing washrooms to women with incinerators to destroy sanitary napkins

for easy disposal in an environmentally friendly way.

Viswam Engineering College has taken initiative to generate awareness on the green campus. To protect its own environment with its green campus initiative and keeps pollution-free campus.

14. Policy on Human Values and Professional Ethics

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, **truth**, etc. that enhance the fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most places and times and practice. They enable the interpretation of “right and wrong” and provide ways to understand humans and organizations.

Objectives of Professional Ethics & Human Values in Engineering

- To understand the moral values that ought to guide the Engineering profession and resolve the moral issues in the profession.

- To justify the moral judgment concerning the profession.
- To develop a set of beliefs, attitudes and habits that engineers should display concerning morality.
- To create an awareness of Engineering Ethics and Human Values.
- To inspire Moral and Social Values and Loyalty.
- To appreciate the rights of others.

The principal human values include

- a) Love & Compassion: Love manifests in sincere care for others, kindness, empathy and compassion for all. True unconditional love leads to compassion. It may be seen in operation in human acts of generosity, mercy and charity.
- b) Peace: Peace contains values like equality, humility, optimism, patience, self-confidence, self-control, self-esteem etc. Its scope includes peace at the levels of individuals, society and the world.
- c) Truth: Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. It is marked with values like accuracy, fairness, honesty, sincerity, justice, fearlessness, integrity, quest for knowledge, determination, etc. In professional life, the simplest manifestation of truth is in-sincerity which can be seen in terms of commitment to work.
- d) Non-Violence: Non-violence refers to restraint from consciously doing any harm through one's thoughts, speech or action to any entity, living or non-living. Non-violence demands abstinence from hatred and nurturing love and compassion for all beings.
- e) Righteousness: Righteousness is the backbone of core human values as it involves the conduct of life and action by practicing propriety and decorum at every stage. It covers ethical guidelines, ethical behavior and moral values.
- f) Renunciation: Renunciation connotes a caring attitude towards all living beings without any selfish motives. It is seen in the austerity, self-control, and selflessness of a person.
- g) Service: Service is an action performed out of love. It also stands for compassion and sacrifice for others. The value of service demands equanimity without any conditions or discrimination based on caste, creed, race, region and religion.
- h) Peaceful co-existence: Peaceful co-existence describes cohesive and coherent relationships. It contains psychological and social values such as

benevolence, compassion, consideration, morality, forgiveness, brotherhood, equality, perseverance, respect for others, environmental awareness, etc.

- i) Discipline: Discipline indicates regulated values followed by the individual for all beings. It contains values like regulation, direction, order, etc. Values are to be learned through practices to form the foundation of strong human culture.

The core values followed by Viswam Engineering College

- Quality Education and Research
- Striving for Excellence
- Strong Professional Ethics
- Student Centric Academic Environment
- Social Well-being and Development
- Respect for All

15. Quality Policy

- Viswam Engineering College is committed to provide quality education to the students enabling them to excel in the fields of Science & Technology and Management to cater to the changing and challenging needs of the society and industry through the following initiatives:
- Contributing to the academic standing and overall knowledge development of the students. Maintaining state of the modern infrastructure and congenial learning environment. Enhancing the competence of the faculty to a very high level and to make them adopt all modern and innovative methods in teaching learning process.
- Inculcating moral and ethical values among the students and staff.
- Collaborating with industry, other institutions, and organizations for mutual benefit.
- Disseminating technical knowledge in the region through continuing education program.

- Ensuring continual improvement of Quality Management System.

16. Research Policy

Academic institutions are expected to perform threefold activity which includes teaching research and extension. Research happens to be one of the pioneer aspects of aspect of academic activities which help the institution to achieve excellence in the field of education. It also includes the quality of learning and knowledge development. Research and developmental activities help to create and disseminate new avenues in knowledge, promotes innovation and these will motivate better learning and teaching among faculties and students of Viswam Engineering College (VISM)

Research is the foundation of knowledge that brings new energy, builds state-of-the-art facilities, promotes research publications, develops collaborations, and becomes part of an active community that shares the mission objectives. Taking these into consideration, (VISM) framed and implemented its Research Policy.

Purpose

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and inculcate research aptitude among the students the policy shall serve as an overall framework within which research activities may be carried out. It also aims to identify thrust areas of research having social relevance and thereby supplementing the Vision and Mission of the college. The Research policy also emphasizes contribution towards society and to the nation at large.

Scope

This Research Policy forms the basics of the research ethics of the college and is implemented in all the departments it serves as the guidelines for the functioning of the Research council of the college.

Custodian of the Policy

The implementation and updating of the research policy are carried out by the Director of the Research Council. The Research policy shall have a Research advisory Cell to function under the Principal, Viswam Engineering College, Madanapalli and to assist and advise in matters related to research within the college.

Objectives of Research Policy

The principal objectives of the Research Policy are as follows:

- To develop desired awareness regarding research in the faculty of Viswam Engineering College, Madanapalle
- To establish the right kind of research culture through various research initiatives and programs.
- To establish Research Centers in different disciplines with emphasis on socially relevant topics.
- To encourage faculty members to publish research papers and undertake various research projects of social and academic importance.
- To publish a research journal, to provide a platform to the faculty members, as well as researchers and academicians in the college as well as in those from academia across the country
- To create awareness in society through various research initiatives and by giving due publicity to the socially useful research projects that will be undertaken by the college.

Research Policy

The college shall have a well-defined research quality which shall act as a guideline for the scholar, teachers, and all other concerned personnel.

- To encourage original quality basic and applied research in the fields of science, literature commerce, and all related and other relevant fields.
- To identify the emerging areas of research and encourage the faculty members to undertake research in these areas.
- To establish links with industries and business organizations to identify potential areas of research, surveys, and their basic research inquiry.
- To acquire Projects, market surveys, and other research activities to acquire assistance from other business houses, industries, NGOs, boards, and forums.
- To identify faculty members who can work as leaders in the field of research and encourage them to undertake research projects, studies, and surveys.
- To provide financial assistance for the publication of research papers and research findings.
- To offer a suitable platform to the faculty members, scholars, and students of Viswam Engineering College to publish their research findings and encourage them to bring to the notice society issues of contemporary importance.
- To organize various workshops to develop appropriate research skills among the scholars and faculty members

- To depute faculty members to various workshops, seminars, and conferences in their respective fields as areas of contemporary importance.
- To establish suitable infrastructure in the college that will help to undertake different research projects.
- To enrich information and data resources suitable for undertaking quality research projects and enquires.
- To undertake all other such activities which will inculcate research culture in the college.

17.Reservation Policy for Admission

As per Andhra Pradesh Government rules and regulations, 52.5% of the total seats in B.Tech and MBA are reserved for Scheduled Castes, Scheduled Tribes, Backward Classes, PH, NCC, Sports, Extra Circular Activities, Ex-service men, defense personnel residing in either of the two states. Remaining 47.5% of these seats are reserved for Open Category as well as for above said castes. The Category wise reservation is as follows as per rules enforced.

S.No	Category	Seats to be reserved
1	Schedule Castes	15%
2	Schedule Tribes	6%
3	Other Backward Classes	25%
4	Physically Handicapped	3%
5	NCC, Sports & Extracurricular Activities	1.5%
6	Children of Current or Ex-Servicemen	2%

33.33% or 1/3rd of total seats have to be reserved for girls category wise where there are no separate colleges for them.

However the student has to get minimum cut off marks in EAPCET/ECET test for B.Tech admission, ICET test for MBA admissions & PGCET for M.TECH Admissions.

18.Resource Mobilization Policy

Institutional Strategies for mobilization of fund and optimal utilization of resources

Viswam Engineering College aims persistent academic and non-academic reforms to encounter over charging needs of the society by maintaining excellence, resource mobilization, accountability. The fees paid by the students at the time pf joining the course is primary receipt to the college. Any shortage in the receipts would be met in

the form of overdraft from the banks. These funds are utilized mainly for the laboratory updating for the betterment of the student's community. The institute. The college has a defined system to evaluate effective and efficient utilization of available financial funds for the growth of academic and infrastructure areas.

The power rests in the hands of the principal in preparing the institutional budget by considering recurring and non-recurring expenses. The HODs and Administrative Departments are requested to prepare and present the budget for the fourth coming year. This includes different co-ordination of various cells like NSS, Exam cell, Placement Cell.

All the major decisions regarding finances are taken by the Institute's

General Body Verification and analyzation by the Governing Body under different heads such as T & P upgrading software, Internet charges, Library Books, Journals, repair and maintains, consumable Furniture, fixtures printing and stationary is adopted.

All the time of insufficient financial funds, the management seeks loans to meet the expenditure. The College Management never took a backward step on providing high quality education with an affordable cost to the students. It clearly shows sincere contribution in the provision of education social commitment in the form of serving the society by the institute, through empowering the young words

19.Scribe Policy

POLICY FOR PERSONS WITH DISABILITIES

Viswam Engineering College was established in the year 2006 with an aim of bringing quality engineering education closer to rural students. The college has created a resourceful and inspiring academic ambience and world-class infrastructure. The college is a Private Self Financing Institution. The College is approved by AICTE, New Delhi. The College is permanently affiliated to Jawaharlal Nehru Technological University-Anantapur (JNTUA). The college envisages the comprehensive development of students and offers qualitative, enduring, and enriching education making it a dynamic hub of academic excellence.

Objectives of the policy:

- To create an inclusive culture to avoid discrimination, exploitation, and exclusion of disabled students and staff from all areas of work and education.
- To ensure implementation of all legislations concerning persons with disabilities.

- To ensure full participation of persons with disabilities and to provide them the equal development opportunities.
- To provide all the facilities in the campus for barrier-free movement of persons with disabilities.

Disabilities:

Disability is a term that includes motor and sensory limitations like mobility, vision, or hearing impairments. It also includes disabilities resulting from chronic illness and syndrome. Many disabilities vary in degree and type of limitation, therefore, accommodations must also vary and should be tailored to the needs of the individual.

Viswam Engineering College will constitute a specialized committee for people with disabilities which will be responsible for preparing, executing, and amending policies and guidelines for persons with disabilities.

The major functions of this committee for persons with disabilities include

- To address all disability-related issues on the campus
- To ensure overall accessibility for people with disability in the entire college campus
- To determine major grievances pertaining to any matter of persons with disabilities. If it is not resolved it should be sent to the higher authorities.

Accessibility policy:

Providing access means making all the services, activities, and benefits thereof, fully available to qualified people with disabilities. The institution provides various provisions for creating a disabled friendly campus. The college administration and faculty members ensure appropriate/reasonable accommodations for each person with a disability and be willing to resolve access problems. The campus is barrier free and accessible for differently abled persons.

20. Women Welfare Policy

Policy on Women’s Health, Empowerment, Respect & Safety

Viswam Engineering College is committed to gender equity, nondiscrimination and women empowerment. We, are committed towards the inclusion of women’s talents, skills, experience and energies across all sectors and levels of economic activity. As we strongly believe that we have a duty of care towards our women employees and in the wake of increasing incidents of violence and atrocities against women, the College felt the need to formulate a policy on women safety, travel guidelines to be adhered to equally by the College and by the women employees (collectively titled the “Policy”). As always, we are committed to giving every woman employee a just and fair hearing on issues raised with respect to their safety.

This Policy applies to all employees and students in various departments, sections of Viswam Engineering college

In tune with the national policy, the College strives towards the following

- Equal access to education for women.
- Eliminate discrimination, increase enrolment and retention rates of women
- Improve the quality of education for women to facilitate life-long learning as well as development of occupation/vocation/technical skills by women.
- Developing gender sensitive curricula to address sex stereotyping as one of the causes of gender discrimination.

Strategic Objectives

The College aims to maintain its positive gender balance in its student community and teacher community.

- Women students' representation to be maintained above 60% in both undergraduate and postgraduate levels of programs
- Women teachers' representation to be maintained above the national average of 42%. PROPOSED

Proposed Action Plan

- Continue the women-friendly practices of the College
- Sensitization of students and staff about the National and College policies regarding gender equity, non-discrimination and prevention of harassment.
- Highlighting presence of women and achievements in admission campaigns and promotional activities.

Guidelines for the College

These guidelines of the College can be classified under the following heads:

- Physical Guidelines
- Educational Guidelines

Physical Guidelines

This focuses on the safety of female employees, whilst they are on the job/ inside office premises. The College shall ensure adherence to the below mentioned guidelines:

- Establishment of Women Empowerment Cell
- Establishment of Women Counselling & Guidance Cell
- Establishment of Prevention of Sexual Harassments Committee (POSH Committee) as per the UGC (Prevention, Prohibition & Redressal of Sexual Harassment of Women Employees & Students in Higher Education Institutions) Regulations, 2015
- Enactment & thorough enforcement of the Annual Gender Sensitization Action Plan through which various promotional or awareness activities could be organized at different levels
- Effective Grievance Redressal Mechanism
- Identification documents (driving license, photo ID, address proof, Finger prints) to be collected from all employees, security guards and casual staff visiting the premises of the College.
- Adequate number of professionally hired security guards shall be posted at all campuses and at all times especially during the late evening working hours.
- 24 X 7 Helpline Number to be provided by the College
- CCTV Cameras and other safety devices at almost every corner at various campuses

Organizational Guidelines:

The College will create a positive atmosphere at the College where woman/ female students are encouraged to come to study/ work, secure in the knowledge that she will be treated with dignity, respect and will be protected from harassment.

- Clearly displayed emergency contact numbers and a designated officer(s) available round the clock to be contacted in emergency.
- Well lit work areas, staircases and parking lots till the last woman employee/ student leaves the premises of the Universities.
- Strict surveillance of visitors- Details of all the visitors such as name, organization, address, purpose of visit, person visited, time in and time out to be recorded in a register. This should apply not only to the visitors coming for educational purposes but also to courier staff, delivery boys etc.

- Ensure to provide training and refresher training of the College's policy on sexual harassment, on gender discrimination or gender biased approach and the complaint process.

Guidelines for the woman employees:

As the College believes in maintaining the highest safety standard for its women employees, in keeping with those efforts, we encourage employees to plan their day better and avoid staying back at office beyond 7:00 pm. In case a women employee needs to work beyond 7:00 p.m., the following procedure needs to be followed:

- Needs to get approval from Campus Unit Head ("Campus Head") and Principal/ Director well in advance by providing required details as prescribed by the College from time to time.
- Based on the written approval from the Campus Head and the Principal/ Director, women employees can stay beyond 7:00 p.m. The employee may report any concern that she may have with respect to the any awkward or intolerant incident immediately to the Campus Head and the Principal/ Director.

21. Financial Powers Policy

1. Financial Powers

1.1 Secretary/Corespondent/Chairman:

As a Chairman, he is vested with full financial autonomy and enjoys unlimited powers:

- (a) To appoint as per the norms and fix the remuneration / salary to the teaching / non – teaching staff of the college and also sanction increments.
- (b) To purchase fixed assets within the limit sanctioned in the budget.
- (c) To make investment decisions and also arrange for resource mobilization to meet the financial requirements of the college.
- (d) To authorize the payment of purchase bills and to confirm the oral sanction given if any to Principal / Dean / HOD's etc., over and above the delegated powers.
- (e) Delegate financial powers down the line in case of any exigency.

(f) Introduce adequate checks & control systems to enforce financial discipline.

(g) To enter into any contract for any service / work.

CHAIRMAN shall exercise the powers vested with him judiciously for the effective management of the financial system. All the financial actions of CHAIRMAN are subject to ratification by the Governing Body

1.2 Principal/ Director : Principal/ Director is delegated with financial powers up to a maximum of RS. 200,000/- for purchase and unplanned up to RS. 50,000/-.

(a) To authorize purchase of consumables or laboratories over and above the power of the Head of the Departments.

(b) To permit reimbursement of traveling and other expenses for official purposes within the permitted limit to be decided by the CHAIRMAN.

(c) To entertain guests.

(d) To sponsor faculty / staff for any academic and co-curricular activities as per norms.

(e) To authorize any other expenses, he may deem essential.

The Principal may in case of any contingency obtain oral permission from the CHAIRMAN, if the expenditure to be incurred exceeds his powers and get ratified by the CHAIRMAN along with required receipts.

1.4 Heads of Departments: The HODs are delegated with powers up to Rs. 20,000/- for sanctioned work and Rs.10,000/- for unplanned work

(a) To make urgent consumable purchases for lab.

(b) To make small non-recurring expenses.

(c) To incur any other expense deemed necessary.

2. Travelling, Conveyance and Telephone Expenses

(a) CHAIRMAN Principal on production of the relevant bills should reimburse the expenses for vehicle / Phone. Dean, HODs and other executive provided with Transport facility may be reimbursed the charges actually incurred subject to production of necessary bills if the vehicle is not available for any reason.

(b) The faculty staff sponsored for any outstation programmes and trainings etc. authorized by the principal can be reimbursed the expenses incurred, the amount actually spent or II sleeper fare whichever is less. Daily allowance as approved by CHAIRMAN will be paid.

(c) The Staff on official work can be paid the local conveyance expenses at the rate approved by CHAIRMAN. Auto fare shall be reimbursed only if the place of visit is not connected either by Train or Bus.

3.Sports and Games

To encourage the activities in the field of sports & produce quality sportsmen / sportswomen, it is necessary to expose them to matches / tournaments organized by the university / sports bodies. The participant students shall be provided the allowances under:

	DA	TA
(a)Outstation & distance above 50 km.	Rs. 75/-	
(b)Within city & distance upto 50 km	Rs. 25/-	Rs. 20/-

The claims with necessary details duly authorized by Physics Director and Principal shall be submitted for sanction.

4.Staff Loan / Salary Advance

Any request for loan / advance shall be made by the permanent staff to CHAIRMAN for his consideration as per norms.

5. Budget

All the departments including the Library, Transport should critically analyse their requirement taking into account the syllabus, technology, upgradation, quality / quantity, etc. and prepare the budget estimates for next academic year before the beginning of financial year.

Each laboratory or a subsection of a department should prepare the estimate in the format given in annexure-A and B. This is to be done separately for recurring and nonrecurring. Each department should consolidate the same and review in the Departmental Development and Monitoring Committee before submitting for the Institute Department and Monitoring Committee. The same is required to be ratified by GB for implementation. The implementation need to be done in a phased manner monitored by Development and monitoring Committees of Institute and the respective Departments.

6. Purchase

(a) The Purchase Committee, headed by COO, meets periodically and decides on the purchase to be made and call for quotations from the Vendors who have the capacity and capability, financial soundness and reputed standing. The quotations will be called by the stores department as directed by the purchase committee. The performance of the vendors may be ascertained from the market reports; discrete enquires which will form the basis for final selection of the Vendor.

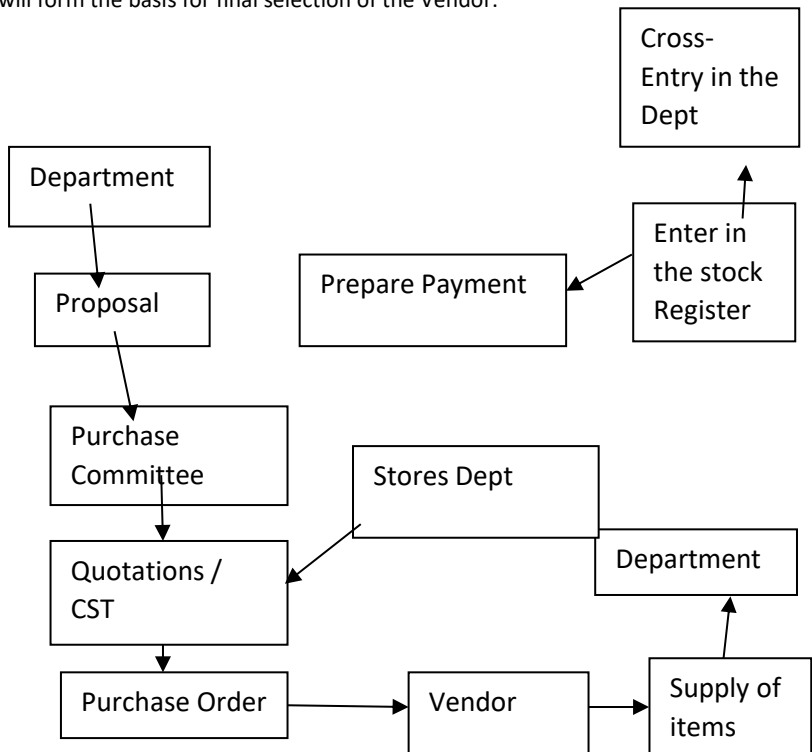


Fig 6.1 Purchase Procedure

A complete database of the product relevant to the concerned departments, Suppliers and prices to be prepared and used at the time of taking decisions.

- (b) Instances of poor quality / difference in quantity should be brought to notice of the Stores Department for taking corrective measures and review the concerned vendors.
- (c) The stores Incharge is responsible for all the receipts, issued and balance. He will be made accountable for all his actions and he has to maintain the proper records to be made available as and when called for.
- (d) The purchases can be made in case of emergency and by cash on the unit cost of the item to avoid undue delay.

7. Stores

- (a) The enquiries are to be invited by the stores / HOD as per the format from suppliers asking them to send their lowest quotation.
- (b) The Purchase Committee shall forward the quotations received to stores / HOD for compilation & Preparation of comparative statement.
- (c) The purchase Committee will decide upon the vendor and purchase order is issued by Secretariat.
- (d) The stores receipt for all purchases has to be prepared by user dept. after inspection of the material to record either acceptance or rejection
- (e) The materials accepted to be entered in stores procurement register.
- (f) The stores will issue the item on receipt of requisition from the concerned Department.
- (g) The departments are expected to maintain for each laboratory
 - (i) Asset Register (for non-consumable item)
 - (ii) Consumable stock register (itemwise folio, details of receipts and issue, balance)
 - (iii) Relevant registers as prescribed from time to time.

8.Inventory

8.1 Stores Incharge is responsible for maintaining the master registers

- (a) Master stock Register
- (b) Master Consumable Register
- (c) Master Furniture and Fittings Register

8.2 These registers are maintained chronologically, with item details, Bill details, Cost, department Lab/subsection to whom the item issued, along with the contra entry of labs, Corresponding Lab stock register entry details and the signature of Lab-Incharge with date.

8.3 The departmental lab/subsection should maintain

- (a) Lab/Section Stock register (for non-recurring items)
- (b) Lab/subsection consumable register (for recurring items)

8.3. Percentage inventory check need to be done whenever there is a change in responsibilities.

8.4. Surprise check for certain attractive items need to be done once a year at least as designated by principal.

9.Finance and Audit

9.1 Finance officer is responsible for all cash and bank transactions. he has to maintain the following documents

- (a) Day book-manual & computerized
- (b) Reconciliations details at least once in two months with all the banks with which accounts are operated.
- (c) Tuition fee registers batch wise
- (d) Pay Bill Registers
- (e) Fixed Deposit Registers
- (f) Fee Receipt Books

9.2 Pay and Allowances

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

9.3 Student Fees

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

9.4 Computerization

Every transaction is to be computerized.

9.5 Audit

Records of Viswam are to be submitted in time to Society so that the college accounts are audited by a chartered accountant. The audited reports to be placed before the governing body for its approval.

10. scholarships

10.1 scholarships and who Responsible

Scholarship clerk on the direction of the principal collects the applications from the concerned departments and distributes them to needy students. He will collect the filled in applications and submit them to the concerned departments. Some departments send their officers to interview the applicants to know their genuineness. Clerk in charge of scholarships inform the students and arrange interview on the designed date. The scholarship clerk will be in constant touch with the department people and receive the cheque for scholarship.

10.2 Mode of Collection and Disbursement

The cheques will be collected from the departments and the individual crossed cheques will be prepared after deducting the tuition fee and distributed to the students. In the case of BC students, the amounts will be directly paid to them by crossed cheques as they all pay tuition fee in the beginning of the year.

11. Augmentation of Income and Cost Control

The institutional development and planning committee will review once in a month the financial aspects viz the collection of fee dues, expenditure incurred, i.e., the budget allocation, utilization of funds allocated and also to suggest steps to curtail / reduce the

wasteful expenditure, if any and for speedy collection of fees pending. In a top –down approach, these action plans are discussed for implementation at Departmental levels through Departmental Development and planning committees.

12. Banking

The students remit fees at the beginning of the academic year at the Bank / college mostly by draft or through bank by direct remittance of cash into GRIET principal's accounts. Bankers to the college are willing to provide ATM / debit cards to all the account holders. This will facilitate the students from upcountry, to pay the fees without any hassle if they open their accounts at their place and pay the fees through debit cards. This will also avoid risk of holding accumulated cash with the trust / college. The students will also be benefited in that they can develop the savings habit and they need not idle away their valuable time at the college.

13. endowments

Viswam should create and maintain endowment fund as it has the maturity and backed by its alumnus positioned globally.