

HANDBOOK OF RULES & CODE OF CONDUCT



Geethanjali Institute of Science and Technology

Unit of USHODAYA EDUCATIONAL SOCIETY

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUA, Ananthapur)

An ISO 9001:2015 certified Institution: Recognized under Sec. 2(f) of UGC Act, 1956
3rd Mile, Bombay Highway, Gangavaram (V), Kovur(M), SPSR Nellore (Dt),
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PREAMBLE

The Rules & Code of conduct prescribed herein have been made by Geethanjali Institute of Science and Technology, Nellore, a permanently affiliated institution under the JNT University, Ananthapur, (JNTUA), and approved by All India Council for Technical Education (AICTE), to facilitate the smooth and orderly conduct of its academic programmes and activities. It is expected that the Regulations will enable the staff and students to take advantage of the various academic opportunities at the College and prepare themselves to face the challenges in their professional career ahead. Necessary Amendments and modifications to the rules shall be made as and when required by the Authorities.



PRINCIPAL

**GEETHANJALI INSTITUTE OF
SCIENCE & TECHNOLOGY**
3rd Mile, Nellore Bombay Highway,
GANGAVARAM (V), Kovur (Md),
SPSR Nellore Dt, A.P. Pin: 524137

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VISION

To emerge as a leading Engineering institution imparting quality education

MISSION

- Effective teaching-learning strategies for quality education
- Congenial academic ambience for progressive learning
- Skill development through Industry-Institute initiatives
- Nurturing environmentally conscious and socially responsible technocrats

PROGRAM OUTCOMES:

Engineering Graduates will be able to:

1. **Engineering Knowledge** : Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
2. **Problem Analysis**: Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design/development of solutions**: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
4. **Conduct investigations of complex problems**: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern tool usage**: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. **The engineer and society**: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
7. **Environment and sustainability**: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. **Ethics**: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. **Individual and team work**: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. **Communication**: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. **Project management and finance**: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long learning**: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.



DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

DEPARTMENT VISION

To develop as a lead learning resource centre producing skilled professionals.

DEPARTMENT MISSION

- Provide dynamic and application oriented education through advanced teaching learning methodologies.
- Provide sufficient physical infrastructural facilities to enhance learning.
- Strengthen the professional skills through effective Industry- Institute Interaction.
- Organizing personality development activities to educate life skills and ethical values.

PROGRAMME EDUCATIONAL OBJECTIVES (PEOs):

- Develop expertise in logical reasoning, analysis and design to solve Computer Science and Engineering problems.
- Competent to work as an individual or team member contributing to research and solve real world problems.
- Involve in multi disciplinary teams by indulging interpersonal skills and ethical behavior.
- Engage in Life Long Learning for career enhancement and professional growth.

PROGRAMME SPECIFIC OBJECTIVES (PSOs):

- **Professional Knowledge:** Analyse and apply the concepts of Algorithms, Web Technologies and Data Analytics to meet specified requirements.
- **Software Skills:** Design and implement solutions for computing problems using Java, PHP, Python and Big Data technologies.

DEPARTMENT OF ELECTRONICS AND COMMUNICATIONS ENGINEERING

DEPARTMENT VISION

To become a reputed learning centre producing competent professionals.

DEPARTMENT MISSION

- Provide Quality education through interactive teaching-learning practices.
- Establish Technology-enabled environment for core competencies including robotics.
- Arrange Industry-Interaction to hone professional skills.
- Organize activities to foster social skills and ethical values.

PROGRAMME EDUCATIONAL OBJECTIVES (PEOs):

Graduates of B.Tech in Electronics and Communication Engineering Programme shall be able to

- Apply Engineering concepts to solve Electronics and Communication Engineering problems of social relevance.
- Design and develop Electronic devices and Systems for Industry or pursue research.
- Demonstrate competencies through continuous learning and adapt to multi-disciplinary environment.
- Practice professional values and contribute to the societal needs.

PROGRAM SPECIFIC OUTCOMES (PSOs):

At the time of graduation, student of B.Tech in Electronics and Communication Engineering Programme shall be able to

- **Professional Skills:** Apply principles of Analog and Digital Electronics, Communication Systems, Image processing, VLSI and Embedded Systems to solve diverse problems.
- **Software Knowledge:** Develop solutions for complex engineering problems of social relevance by employing Xilinx, CC Studio, Micro Wind, Keil, NG Spice, Scilab tools.



DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT VISION

To emerge as a competent learning centre producing prospective Engineers.

DEPARTMENT MISSION

- Provide conceptual and practical education through effective teaching-learning strategies.
- Establish adequate Infrastructural support for enhanced learning.
- Interact with industry for upgrading professional skills including smart grid.
- Organise personality development activities for life skills and ethical values.

PROGRAMME EDUCATIONAL OBJECTIVES (PEOS):

- Analyse and solve real world Electrical and Electronics Engineering problems by applying modern engineering concepts.
- Pursue professional career or research.
- Demonstrate Excellence in multi-disciplinary teams through effective inter personal skills and ethical behaviour.
- Engage in continuous learning and adapt to the ever-changing requirements of profession & society.

PROGRAMME SPECIFIC OUTCOMES (PSOS):

- Ability to apply the concepts of Circuit & Field theory, Control systems, Electrical machines, Electrical and Electronics Measurements, Electric Power Systems, Analog and Power Electronics and allied advanced topics to solve Electrical & Electronics Engineering problems.
- Design, analyse and develop solutions for a variety of applications incorporating modern design tools like MATLAB / PSpice / SciLAB

DEPARTMENT OF MECHANICAL ENGINEERING

DEPARTMENT VISION

To evolve as a prospective learning centre for producing quality human resources

DEPARTMENT MISSION

- Impart Technical knowledge through effective teaching-learning practices
- Provide congenial academic environment for honing technical skills
- Develop professional and entrepreneurial skills through collaborations
- Promote leadership skills along with social and ethical values

PROGRAM EDUCATIONAL OBJECTIVES (PEOs):

Graduates of B.Tech in Mechanical Engineering program shall able to

- Analyze Mechanical Engineering problems and provide sustainable solutions.
- Pursue successful professional career in industry, academia or research.
- Engage in continuous learning to keep abreast with emerging technologies with the sense of professional ethics.
- Contribute in multi-disciplinary teams through effective inter personal skills

PROGRAMME SPECIFIC OUTCOMES (PSOs):

At the time of graduation student of B.Tech in Mechanical Engineering will be able to

- Utilize the knowledge of materials and manufacturing principles to plan, design and monitor the production operations of an Industry.
- Employ the governing laws of Thermodynamics, Heat transfer and Refrigeration & Air Conditioning to design and develop Thermo Fluid systems.



DEPARTMENT OF CIVIL ENGINEERING

DEPARTMENT VISION

To emanate as a proficient learning resource - center producing competent technocrats.

DEPARTMENT MISSION

- Provide Conceptual and practical- oriented teaching- learning approaches.
- Offer skill based trainings through advanced and sustainable technologies.
- Organize activities on professional and interpersonal skills through industry interaction.
- Provide learning environment promoting to societal, environmental and ethical values

PROGRAM EDUCATIONAL OBJECTIVES (PEOs):

- Professional Skills: Analyse technical concepts and demonstrate expertise in designs, analysis and implementation of infrastructural projects of Civil Engineering
- Engineering Profession: Engage in engineering profession with teamwork focusing on sustainable technologies and ethical practices.
- Lifelong learning: Adopt innovative technologies and update skills through lifelong learning.

PROGRAM SPECIFIC OUTCOMES (PSOs):

- Domain Skills: To apply the fundamental concepts of Structural, Geotechnical and Water resources Engineering in Civil Engineering.
- Industrial Skills: Develop skills to design sustainable solutions for real time problems of Civil Engineering by employing modern technologies and STAAD PRO



A. RULES AND CODE OF CONDUCT FOR STAFF

1. SERVICE CONDITIONS FOR THE STAFF

- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal or other officers under whom he / she shall, from time to time, be placed.
- He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as detailed earlier.
- Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of any honorary nature without the specific written permission of the higher authorities.
- Whenever any consultation work for any Private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with / without additional remuneration or honorarium as prescribed by the college, from time to time.
- Any staff member, on appointment, except on contract, shall be on probation for a Period of one year.
- All the teaching staff shall be paid AICTE / State Government scale of pay and other allowances as per College norms.
- Staff should be available in the college premises during the entire period of office Hours, on all working days.
- No member of the staff shall apply, during the period of his / her service in this Institution, for an appointment outside or send an application for study or training, except with the prior permission of the Principal and such application should be routed through the concerned HOD/Officer. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken.
- The Principal shall have the right to place any staff under suspension on charges of misconduct.
- In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a duly constituted Enquiry Committee.
- For the development and progress of the College / Department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- Staff members should get prior permission from Management / Principal / Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.
- Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
- All members of the staff shall be governed by general rules / norms practiced by college from time to time.



2. STAFF WORKING HOURS

The working hours for all the Teaching staff members, Library, Physical Education, Training and Placement, Examination Section. Administrative Office (all sections), Accounts, General Maintenance (Electricians, Plumbers,) and Xerox operators, General Maintenance (Sweepers, Helpers, Gardeners and Attenders), Laboratory / Workshop staff (Non-teaching-Technical) of all Departments shall be followed accordingly. The working hours (inclusive of lunch time and breaks) for the staff members of GIST:

| S.No. | Staff type / Department / Section | Monday - Saturday & Sunday turn duties |
|-------|--|--|
| 1 | All Teaching staff, Examination Cell staff, Training & Placement Cell staff, Laboratory / Workshop staff (Nonteaching-Technical) of all Departments, General Maintenance staff & Attenders | 08.30 AM - 05.30 PM |
| 2 | Admin. Office & Accounts section | 09.00 AM - 06.00 PM |
| 3 | Library (Librarian, Asst. Librarian & all other Library staff), Computer centers (Programmers & System Administrators) - Shift - I | 08.30 AM - 05.30 PM |
| 4 | Library (Librarian, Asst. Librarian & all other Library staff), Computer centers (Programmers & System Administrators) - Shift - II | 09.30 AM - 06.30 PM |
| 5 | Physical Director | 08.00 AM - 06.00 AM |

| S.No. | Staff type / Department / Section | Morning (not beyond) | Evening (not before) |
|-------|--|----------------------|----------------------|
| 1 | All Teaching staff, Examination Cell staff, Training & Placement Cell staff, Laboratory / Workshop staff (Nonteaching-Technical) of all Departments, General Maintenance staff & Attenders | 09.30 AM | 04.30 PM |
| 2 | Admin. Office & Accounts section | 10.00 AM | 05.00 PM |
| 3 | Library (Librarian, Asst. Librarian & all other Library staff), Computer centers (Programmers & System Administrators) - Shift - I | 09.30 AM | 04.30 PM |
| 4 | Library (Librarian, Asst. Librarian & all other Library staff), Computer centers (Programmers & System Administrators) - Shift - II | 10.30 AM | 05.30 PM |
| 5 | Physical Director | 09.00 AM | 05.00 AM |

All the teaching and non-teaching staff members should not come late to the college and leave early from the campus without notice. All the staff members shall follow the college timings in principle. Late coming and leaving without obtaining permission should be strictly avoided by all the staff members.



In general and unless otherwise notified all 2nd Saturdays are declared as Holidays only for Teaching staff, Librarian & Asst. Librarian, Laboratory staff, System Administrators, Programmers, Examination Section staff, Physical Director & staff of Placement Cell. For all other staff members, alternate 2nd Saturdays are declared as Holidays. All the teaching staff shall work for 6 days in a week and follow the General Holidays as enclosed and shall avail 12 Permissions in a year with a maximum of 2 permissions in a month. Half a day CL shall be deducted if the maximum permissions in a month exceed two. The biometric punching shall be done as follows while availing permissions, else half a day CL shall be deducted.

Half a day CL will be permitted for all the staff members only between the time limits as prescribed below. The biometric punching shall be done as follows while availing the half a day CL, else full day CL shall be deducted.

| S.No. | Staff type / Department / Section | Forenoon | Afternoon |
|-------|--|---------------------|---------------------|
| 1 | All Teaching staff, Examination Cell staff, Training & Placement Cell staff, Laboratory / Workshop staff (Nonteaching-Technical) of all Departments, General Maintenance staff & Attenders | 08.30 AM - 12.30 PM | 01.30 AM - 05.30 PM |
| 2 | Admin. Office & Accounts section | 09.00 AM - 01.00 PM | 02.00 AM - 06.00 PM |
| 3 | Library (Librarian, Asst. Librarian & all other Library staff), Computer centers (Programmers & System Administrators) - Shift - I | 08.30 AM - 12.30 PM | 01.30 AM - 05.30 PM |
| 4 | Library (Librarian, Asst. Librarian & all other Library staff), Computer centers (Programmers & System Administrators) - Shift - II | 09.30 AM - 01.30 PM | 02.30 AM - 06.30 PM |
| 5 | Physical Director | 08.00 AM - 12.30 PM | 02.00 AM - 06.00 AM |

3. BIOMETRIC STAFF ATTENDANCE SYSTEM

The Biometric system of staff attendance is introduced in the institution with effect from 30th July 2012. All the staff members (teaching and non-teaching) shall give their finger print at the Biometric Attendance Instrument (BAI) situated at the Administrative office in the morning when they are reporting for duty and in the evening while they leave (2 times a day). They shall also sign the attendance register in the morning (only 1 time in a day). All the teaching and non-teaching staff members of the College shall give Biometric attendance and sign the attendance registers as follows:

1. **College Biometric** - To give their **Biometrics two times on every working day** while reporting for duty and leaving the college.
2. **College Biometric** - Whenever the staff member leaves on **permission** in between the working hours, they should give their Biometrics **before leaving** the College and immediately **after their return**. (If the time of return exceeds more than one hour second permission shall be counted).
3. **Vidyawaan Biometric** - **One time** on every working day while reporting for duty.
4. **Attendance register** - To sign the attendance register one time on every working day while reporting for duty.



The staff members availing 1 hour permission shall follow the given procedure:

1. Any staff member availing permission in the morning session shall give his/her finger print at BAI, sign the register and submit permission letter.
2. Any staff member availing permission in the evening session shall first submit permission letter and later give his/her finger print at BAI, before leaving. They shall submit the permission granted slip at the Main gate security while leaving the campus.
3. Any staff member availing permission in the middle of the working day shall first submit the permission letter and give his/her finger print at BAI, before leaving and after returning permission (2 times additionally). They shall submit the permission granted slip at the Main gate security while leaving the campus and show their ID card to the Security personnel while returning to the campus. The non-entries shall be calculated as leave by the system. The monthly salaries are calculated upon the report generated by the BAI system and it is cautioned that salary will not be debited for non-entries.

The data provided by the BAI will be computerized and shall be made to use during preparation of salary statements and any other official statistics as required by the Administration. Any staff member who has not registered on the BAI shall approach EO, for registration. All the staff members shall take due care in submitting their finger prints, by keeping their registered finger in a clean and dry manner without any dust, mehendi, colours or marks. The machine can recognize only bare finger prints and hence all the staff members shall take necessary precaution in using the Instrument.

The Director (A&A) is made official in charge of the BAI and he shall maintain the instrument in proper good condition for usage by all the staff members of the college. He shall take the necessary data and submit the same to Administrative office and Accounts section after due scrutiny by the Principal. The instrument shall be under direct technical supervision of HOD/CSE. No staff member other than the nominated in charges are permitted to access the instrument for data transfer.

If the staff members do not make entries at the Biometric Attendance Instrument regularly, particularly in the evenings and between permissions, the non-entries shall be calculated as leave by the system. The monthly salaries are calculated upon the report generated by the BAI system and it is cautioned that salary will not be debited for non-entries. All the staff members are advised to act cautiously in this regard. Forgetting to give biometrics and sign the attendance register shall be construed as absence of the staff and no relaxation shall be permitted. Director (A&A) shall review the attendance of the staff members and report to the undersigned every day.

4. STAFF DRESS CODE AND CODE OF CONDUCT

All the teaching faculty members and non-teaching staff members of Geethanjali Institute of Science and Technology shall strictly follow the dress codes and shall **wear ID cards** on all working days during their stay in the campus. The male teaching faculty and other Officers shall tuck in the shirts, wear neck tie & ID Cards, neat shaving of beard, shall not wear expensive or objectionable ornaments and shall not have any external body tattoos whereas the female teaching staff and other Officers shall come in sarees, wear ID cards, shall not wear expensive or objectionable ornaments and shall not have any external body tattoos. The **staff shall follow proper dress codes** in the campus and any kind of deviation in this regard shall not be permitted **and viewed as a gross indiscipline. The HODs, AO, EO and Physical Director shall ensure that the system is being implemented in good spirit and commitment.**



The respective HODs/HODi/cs & AO/EO are requested to take appropriate care in maintaining the stipulated rules and regulations of the institution. They are required to **keep a view and pass on the names of such defaulters to the Office of the Principal**. Memos and show cause notices shall be served against the defaulters demanding explanation and suitable disciplinary action will be initiated against them. **One day CL shall be deducted from the account of such staff members as a penalty**. Executive Officer is hereby instructed to assign to security personnel to monitor the dress code and ID card possession of staff members. They shall note the defaulters and bring to the notice of the office of the Principal for further action.

All the HODs, Director (A&A), Physical Director and E.O shall submit their weekly reports on the implementation of dress codes of teaching faculty and staff members in the campus during the working days of the college. All the staff members that they shall strictly follow the **dress codes** which are in vogue at the institution till the end of April every year. Relaxation of wearing ties by male teaching faculty members shall be made during May - June every year due to hot summer conditions.

5. STAFF BEHAVIOUR WITH STUDENTS

All the teaching and non-teaching staff members of GIST to behave politely with all the students irrespective of class / branch of study. They shall not degrade or disrespect the students for whatever reason. Any misconduct of the student shall be reported to the respective authorities or it shall be dealt in an appropriate manner. It is the duty of everybody to develop a congenial and friendly atmosphere in the campus.

Teaching faculty and staff members shall not resort to discussing personal issues of certain girl students with other staff members and students and spreading false rumors. Such issues shall be viewed seriously and necessary Departmental and Legal action will be initiated against all the responsible members. All the HODs are advised to keep watch regularly and report to the undersigned any kind of deviation of dignified behavior by the teaching or non-teaching staff with the students.

6. USAGE OF MOBILE PHONES BY STAFF

Usage of cell / mobile phones by staff members are banned inside the college campus. All the staff members shall restrict the usage of mobile phones inside the campus. The HODs/HODi/cs are requested to observe the disciplinary & functional codes and shall ensure a professional atmosphere inside the campus.

However, exemption is granted to the following staff members to enable them perform official communications only.

1. HODs/HODi/cs/Asst.,HODs of all Departments
2. Director (A&A) / AO/EO/

7. OFFICIAL CIRCULARS

All the Official circulars shall be circulated among the staff members in the Departments properly. A separate file shall be maintained for this purpose and the concerned HODs should take the responsibility to display among their staff members and maintain the same. It is the responsibility of each staff member to regularly visit the Department, notice and read the circulars.



The concerned HODs shall instruct their faculty members to strictly follow the instructions and read aloud the circulars which are required to be circulated for classes, such that all the students can hear and understand the contents. All the students shall regularly keep watching the main notice board for circulars and instructions. They are also advised not to be carried away by any kind of rumors spread out by few staff members and only follow the official instructions being issued from time to time through Circulars/Proceedings/Notices.

All the HODs shall inform their students to regularly watch the Notice Boards for various information, circulars and news. At any later stage students shall not complain that they are unaware of the instructions as it is their basic responsibility to watch out for instructions. Students who take leave shall make it a point to know the instructions that were circulated during their absence either contacting their Class in charges or watching the notice boards.

All Office Circulars hence forth shall not be taken to each individual staff member, instead shall be delivered to the concerned Head of Department. The circulars shall then be kept in a circulation file at the HODs table and all the staff members shall read, note the contents and sign on its rear side within two days of issue of the circular. It's the duty of all the staff members to at least visit the HODs office once in a day and lookout for any fresh circulars issued. After viewing and completion of signatures of all the staff members in the Department, those circulars shall be filed in a different Department – Office Circulars file and maintained by the concerned HODs. Separate files shall be maintained for every academic year. Only the circulars pertaining to students shall be circulated to the classes by the Department attenders and shall be filed in the circulation file for reading of staff members.

It is the duty of every staff member to note the information in office circulars issued by the authorities time to time by regularly visiting the concerned HOD and they shall not claim that they are not aware of what is being circulated.

8. SEATING ARRANGEMENTS OF STAFF

The official seating allotment of teaching / non-teaching staff members shall be officially identified and all the respective staff members are requested to occupy their seating positions with immediate effect. The staff members shall always be available in their respective seats during the college working hours except during any other academic work like class work, laboratory work, Dept. meetings, seminars or any other designated work. Their availability in the respective seats shall help the students to approach and meet the faculty during breaks and lunch periods. The faculty members shall conduct their mentor meetings from their locations and provide an easy access for the students.

The staff members may visit the library/internet centers leaving a note in the movement register available with the Heads of Departments. No staff member should be found discussing personal affairs or disturbing other fellow staff during the working hours of the college. They shall be available in a quick reach to their HODs whenever required.



B. LEAVE RULES FOR STAFF

1. CASUAL LEAVE

All the staff members shall avail Casual Leaves during a year in three spells as follows:

I Spell : January - April - 5 days

II Spell : May - August - 5 days

III Spell: September to December - 5 days

This system is in vogue since July 2008 and is included in the Staff Leave rules of the institution. Any leave availed in excess during the spell shall be treated as loss of pay leave. If Casual leaves taken for more than three days, the pre/post attached weekends and holidays are also treated as CLs. All the staff members shall follow the schedule while applying leave. Special permission has to be obtained in case of exception or emergency and grant of such leave shall be purely at the discretion of the undersigned depending upon the genuineness and merit of the case. Any post applied leave of staff members without proper and prior permission during normal college working days where class work is under progress shall be treated as leave on loss of pay. The regular class work of Students is being severely affected and having consequences on end results due to the absence of such teaching faculty without prior notice.

All the HODs are requested to exercise restraint in forwarding leave letters of their staff. The staff member shall proceed on leave only after prior permission and due sanction. Leave shall be sanctioned purely on a need base with a genuine reason during normal college working days where class work is under progress. The staff members shall plan their family tours and pilgrimage trips during lean days such that it does not affect the regular class work. Liberal procedure shall be followed to sanction leave whenever no classwork is in progress. All the staff members of GIST are hereby instructed that, prior permission should be obtained before proceeding on leave. Any leave taken without prior permission during academic class working days shall be treated as loss of pay leave. Post applied leave letters shall not be considered valid during academic class working days. The staff members shall be present for any pressing / emergency official work or for University / Polytechnic inspections whenever required even during holidays and they shall not be given any kind of permission or leave.

All the staff members shall take prior permission before proceeding on leave. They shall make suitable alternate arrangements for their class work, laboratory sessions, other class periods and Department duties before availing leave. Only during emergencies, they shall be permitted to take leave without prior permission and in such cases they shall submit the leave letters before 10.00 AM on the day of reporting. In such cases they shall inform the same to the respective HODs over phone and shall arrange alternates for their regular class work, lab work and department work on their own. If the Leave letter does not reach the office in time it shall be considered as uninformed absence and shall be marked LOP.

Staff members shall not avail leave without prior permission and submit leave letters after their return at their leisure. Such a practice by staff members during college working days severely affects the regular class work under progress. The Department and students are put great inconvenience and pressure with the unauthorised absence of staff members. All the staff members shall proceed on leave only after prior approval. Leave availed without prior approval shall be accounted as loss of pay. The HODs shall stringently monitor and avoid any such instances in future.



The Director (A&A) shall make necessary arrangements to see that the duly signed attendance registers after proper leave marking by the Administrative office shall reach the table of the undersigned on all working days of the institution. He shall also review the biometric attendance of staff members and submit a weekly report. Whenever a staff member goes out of the Campus either on duty or on permission they have to submit their biometric data before leaving the campus and after returning from their work. If the Biometrics are not marked it shall be assumed and marked as leave. All the students and staff members shall be present on Republic Day and Independence Day every year without fail for the flag hoisting ceremonies. Leave will not be granted on that day. All the staff members and students shall disperse after the parade, flag hoisting and rendering National anthem. Class work shall not be conducted on the two days.

2. GENERAL HOLIDAYS

All the Teaching staff, Examination Cell staff, Training & Placement Cell staff, Laboratory / Workshop staff (Non-teaching-Technical) of all Departments, Library (Librarian, Asst. Librarian & all other Library staff), Computer centers (Programmers & System Administrators) Physical Director shall follow the General Holidays as declared by the JNTUA, Ananthapur. A total of 15 days of CL and 6 permissions (of one hour each) in a year is permitted for all the concerned staff. The detailed list of holidays provided is given overleaf Leave, holidays and permissions per year:

| Category of staff | 2 nd Saturday | CLs | Permissions (1 hour) | Compensatory holidays | General Holidays |
|---|--|------------------------------|--|--|-----------------------|
| Teaching staff, Librarian & Asst. Librarian, Laboratory staff, System Administrators, Programmers, Examination Section staff, Physical Director & staff of Placement Cell | Holiday | 15 | 6 | Considered beyond 6 days of turn duties | As per JNTUA Calendar |
| | Maternity Leave | Paternity Leave | R&D | Self or Children's marriage (Spl. CL) | Vacation |
| | 1 Month Full pay & 2 months half pay (one time in service) | 6 days (one time in service) | 6 / 4 Days for Ph.D registered / Non registered faculty for attending Workshops / FDPs | 6 days (one time in service) | As notified |

| Category of staff | 2 nd Saturday | CLs | Permissions (1 hour) | Compensatory holidays | General Holidays |
|---|--|------------------------------|----------------------|--|----------------------|
| Admin. Office, Accounts, AO/EO, Library staff, General Maintenance (Electricians, Plumbers, Xerox operator) & Attenders | One holiday for every two months | 15 | 6 | Considered beyond 6 days of turn duties | As per GIST Calendar |
| | Maternity Leave | Paternity Leave | R&D | Self or Children's marriage (Spl. CL) | Vacation |
| | 1 Month Full pay & 2 months half pay (one time in service) | 6 days (one time in service) | Nil | 6 days (one time in service) | As notified |



3. STAFF TURN DUTIES

Turn duties (for a maximum of 6 days in an academic year) may be allotted to all the Teaching, Laboratories, Examination Cell, & Placement Cell staff members of the institution (who are eligible for vacation) during holidays of the College to support the academic requirements, student needs and complete the backlog and pending works based on the urgency, need and requirement. A roster shall be maintained by the concerned Head of Department or Section to record the attendance and Biometrics. No compensation shall be claimed for such duties allotted as the staff members are provided with paid vacation during summer.

4. PERMISSION

The number of staff permissions permitted for a staff is curtailed to 6 permission in a year with a maximum of 2 permissions in a month. Half a day CL shall be deducted if the maximum permissions in a month exceed two. The biometric marking shall be scrupulously followed while availing permission, else half a day CL shall be deducted.

Permissions taken for performing official duties shall not be treated as personal permissions. The Director (A&A) shall make necessary arrangements to monitor the staff permissions and review the biometric attendance of staff members while granting permissions.

All the faculty/staff members availing 1 hour permission shall submit their request in the prescribed form forwarded through their HODs and submit the same to the Principal. The counter foils shall be submitted at the main gate before leaving the institution.

5. SUMMER VACATION

Summer vacation for faculty members will be sanctioned in principle during May/June every year. The maximum number of vacation days permitted is indicated against the name of the faculty proportionate to the service of the staff at this institution calculated up to 30th May of the year. All the teaching faculty members shall apply for vacation through proper channel in a letter addressed to the undersigned, giving particulars of their vacation address and contact numbers.

The concerned HOD / HOD i/cs shall prepare the vacation roster of teaching faculty members in their Department and submit the same for approval. The vacation roster should contain the dates of vacation, vacation address and contact numbers of all the faculty members in the Department. The total vacation shall be permitted as a single slot and for any exception, prior permission should be obtained.

The faculty members shall proceed on vacation only after completion of their current academic / administrative assignments. The faculty members may be recalled from their vacation for any important academic / administrative assignment during the vacation period depending upon the necessity and requirement which purely lies at the discretion of the Principal. The faculty members shall carry out external examination duties / valuation work during their vacation period and no other compensation shall be given. **Alteration of assigned Examination Invigilation duties are not permitted.** Extension or swiping of vacation dates lies purely with the Principal. If any faculty member proceeds for vacation without completing their duties, the entire vacation shall be marked as loss of pay.



The faculty members may be recalled from their vacation for any important academic / administrative assignment during the vacation period depending upon the necessity and requirement which purely lies at the discretion of the undersigned. The faculty members shall carry out external examination duties / valuation work during their vacation period and no other compensation shall be given. All the faculty members shall report back for duty on the specified date, failing which the complete vacation period shall be treated as loss of pay.

Summer vacation for Non-teaching (Technical/Administrative/Library/Physical Education/Training and Placement) staff members is sanctioned in principle during May/June every year. The maximum number of vacation days permitted is indicated against the name of the faculty proportionate to the service of the staff at this institution calculated up to 30th May of the year. The Administrative Officer shall prepare the vacation roster of staff members availing vacation and submit the same for approval. The vacation roster should contain the dates of vacation, vacation address and contact numbers of all the staff members availing vacation. The total vacation shall be permitted as a single slot and for any exception, prior permission should be obtained.

The staff shall proceed on vacation only after completion of their current academic / administrative assignments. The staff members may be recalled from their vacation for any important academic / administrative assignment during the vacation period depending upon the necessity and requirement which purely lies at the discretion of the Principal. Extension or swiping of vacation dates lies purely with the Principal.

All the staff members shall report back for duty on the specified date, failing which the complete vacation period shall be treated as loss of pay.

6. HIGHER STUDIES : STUDY LEAVE

To faculty with not less than 5 continuous years of service in the college to pursue Ph.D / post-doctoral research. To Non-Teaching staff not less than 3 years of continuous service in the college to pursue Diploma/Degree courses. However the course pursued should be direct advantage to institute's interest.

- The employee on return should submit full report on the work done during study leave period.
- The employee availing study leave has to execute a bond agreeing to serve the institute for three years after the leave period is over.

i) Study Leave (Full Time) Not Admissible

For studies out of India.

For an employee due to retire within the 3 year on return study leave.

Study Leave (full time) is for maximum period of 36 months in case of Ph.D degree/post doctoral research and 24 months for PG degree.

ii) Study Leave (part-time)

Study Leave (part-time) is granted to employees having more than 2 years of continuous service in the college and are eligible to pursue Ph.D/P.G/Diploma courses provided they are of definite advantage to the institute interest.

Permission to study leave is accorded only when regular class work is not disturbed.

Full pay paid during the study leave (part-time)



C. CODE OF CONDUCT FOR TEACHERS

1. CODE OF CONDUCT FOR TEACHERS

Teachers will strive to:

- Regard themselves as learners and engage in continual professional development.
- Advance the interests of the teaching profession through responsible ethical practices.
- Contribute to the development and promotion of educational excellence and academic ambience.

Teachers shall maintain a respectable work conduct in terms of:

- i. Attending all the departmental and institutional functions and carry out responsibilities assigned with commitment to the best of their abilities.
- ii. Shall not engage themselves in other activities / businesses, which affect their effective contribution in the Department and the College.
- iii. Shall not receive gifts of any kind from the students or their parents for any favoritism.
- iv. Effective preparation for class work with latest information added to the earlier course content.
- v. Preparation of all teaching aids and material required for conducting the class in an orderly manner.
- vi. Adhering to the lesson plan and lecture plan and schedules in covering the syllabus completely
- vi. Follow up assignments and tests given to students, evaluating in time and giving feedback to the students.
- vii. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- viii. Teaching faculty shall be present at the classroom at the appropriate time without any exception, take attendance at the beginning of the teaching hour and close the teaching work punctually at the end of the hour.
- ix. A teacher finding a student committing any act of misconduct in the class or in the premises shall immediately take an appropriate action, like taking correctional action if it is within his/her power, or reporting the matter to the HOD/Principal.
- x. The faculty members shall be available near the class room at least 2 minutes before the commencement of the class. Similarly, the faculty handling a session shall wait for the next faculty before they leave the hall. No class should be left free without faculty.
- xi. Cancellation or rearrangement of class work shall be done only with the permission of the Principal.
- xii. The teaching faculty members shall be present before their classes **5 minutes ahead** and literally the previous faculty member, such as to avoid external movement of students between the periods excepting breaks and lunch periods. Allotted teachers shall be present in the Laboratory, Library, Study and Seminar periods.
- xiii. Teachers/Lab-in charges and technicians shall be present sharp in their respective classes according to the time table. The first period teachers shall open the class rooms, laboratory in charges shall open the laboratories, programmers shall open the computer centers at 08.20 AM.
- xiv. Teachers shall not leave the respective class room until the next class teacher comes and take over the session. Both the teachers shall ensure that students shall not be moving out of the class rooms between the class periods excepting during tea or lunch breaks.



- xv. During the practical sessions, drawing sessions, Communication skills classes or Library periods, the main teacher shall be present in the class and vacate the students from respective class and close the doors of the class room and hand over the keys to the concerned HOD. The keys shall be opened by the subsequent teacher only if required. Under any circumstances no class / laboratory / drawing hall / seminar hall shall be left without teachers at any point of time during the working timings of the college.
- xvi. The keys of Digital Hall, Geethanjali Hall, New Seminar Hall, Training hall in the Administrative block and Guest house (II Floor) will be kept available with E.O. The keys of Placement cell and shall be kept available with the Administrative office (Housekeeping Department).
- xvii. Drawing halls shall be opened by the concerned teacher only and they shall close the hall immediately after the class and hand over the keys to HOD/Mech., Drawing hall shall not be kept open without class work being conducted. Both the main faculty and Assistant teacher shall be present during theory and practice sessions of Drawing periods (completely for 3 or 4 periods as per the time table).
- xviii. All the laboratories / computer centers which are being functioning during the semester shall be opened and closed by the concerned laboratory assistant / technician / programmers only. Other laboratories shall be kept closed unless it has any specific reason for opening and opening and closing shall be done by the concerned laboratory assistant / technician / programmers.
- xix. Teachers shall be present in the class rooms during the break time also. The teacher handling the subject preceding the break session shall stay in the class room and hand over the class to the next teacher after break duration.
- xx. Teachers shall be present in all the class rooms during Lunch break and monitor the students. Duty allotment shall be made by all Departments for all the working days in a week (Monday to Friday) and handover the details to Director (A&A).
- xxi. Lunch and tea break time monitoring shall be done by all the Departments by allocating duties for teaching staff members and the duty list shall be made by all Departments for all the working days in a week (Monday to Friday) and handover the details to Director (A&A).
- xxii. A set of keys are kept available with the concerned HODs. Maintenance and cleaning of class rooms / laboratories / drawing halls / seminar halls / computer centers shall be done by the House keeping Department under supervision of Estate Supervisor and overseen by Director (A&A).
- xxiii. When the concerned HOD is on leave the responsibility of keys maintenance shall be taken over by Asst. HODs or any other senior teaching faculty member in the Department. The HODs shall proceed on leave only after handing over the keys to their immediate relievers.
- xxiv. Leave applications of teaching and non-teaching staff members shall contain suitable alternative arrangements for class work, laboratory work, seminar periods, library periods and other monitoring duties as well. HODs shall forward the leave letters only when the alternate arrangements for all the assigned duties were made by the concerned staff member. Alternate arrangements for theory class shall be done only with teachers handling the particular semester/year and the teachers shall also denote when they shall be compensating the lost class work on a future date taking class work from the alternate teacher.



2. ACADEMIC WORK OF A TEACHER

- i. Class Room Lectures /Laboratory Guidance / Instruction / Curriculum Development.
- ii. Development of Learning Resource Material / Course Files.
- iii. Development of Laboratories, Manuals, etc.
- iv. Student Evaluation and Assessment including examination duties of University/assessment agencies supported by the institution.
- v. Participation in Co-curricular and Extracurricular work.
- vi. Students Counselling.
- vii. Continuing Education, Summer schools / Winter schools, Symposia - conducting and participation
- viii. Books, Publications, Seminars.
- ix. Self-up-gradation by acquiring higher qualifications, keeping abreast of developments in his / her own field.
- x. All academic related work

Teachers Personal Conduct:

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

Discipline to be followed by teachers

- a) Any teacher violating the code of conduct shall be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.
- b) If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, any person can report the same in writing to the Principal.
- c) The Principal shall hold a preliminary enquiry on the matter by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- d) If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- e) He shall proceed with issuing a 'Show-Cause Notice', fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- f) On receipt of the explanation or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- g) The course of action for disciplining a teacher shall be under the following categories:
 - i. Memo and Censure.
 - ii. Warning in writing, with recovery of money, where financial loss is involved in the act.
 - iii. Suspension from work without remuneration /
 - iv. Dismissal or discharge from service.
 - v. Any staff member receiving more than two memos or warnings will be given punishments mentioned under 'iii' or 'iv'.



Where the punishment proposed is in the categories iii or iv, the Principal shall constitute a one man Committee to conduct internal enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principles of natural justice.

- h) The Principal shall report the proceedings of the enquiry Committee with his comments to the Chairman/Correspondent/GB if necessary.

3. MONITORING DUTIES

Corridor monitoring and lunch break classroom monitoring shall be strictly followed by the respective assigned staff members in each department to prevent unruly and mischievous boys harassing or teasing or passing comments on girl students and junior students. Ragging and eve teasing is considered as a punishable offence. Violation of these rules by any staff member shall invite disciplinary action and penalisation to the extent of salary deductions.

The monitoring duties for HODs and HODi/cs are formulated as follows:

| Day of the week | Designation | Locations |
|-----------------|----------------|--|
| Monday | HOD/CSE | Reception, Ground/I/II Floor of All Blocks, Canteen, Workshops |
| | Asst. HOD/S&H | Reception, III Floor of All blocks, Canteen |
| Tuesday | HOD/Mech | Reception, Ground/I/II Floor of All Blocks, Canteen, Workshops |
| | Asst. HOD/S&H | Reception, III Floor of All blocks, Canteen |
| Wednesday | HODi/cs/ Civil | Reception, Ground/I/II Floor of All Blocks, Canteen, Workshops |
| | HOD/EEE | Ground/I/II/III Floor of All Blocks, Canteen, Workshops |
| | Asst. HOD/S&H | Reception, III Floor of All blocks, Canteen |
| Thursday | HOD/ECE | Reception, Ground/I/II Floor of All Blocks, Canteen, Workshops |
| | HOD/S&H | Reception, III Floor of All blocks, Canteen |
| Friday | HOD(A)/EEE | Reception, Ground/I/II Floor of All Blocks, Canteen, Workshops |
| | HOD/EEE | Ground/I/II/III Floor of All Blocks, Canteen, Workshops |
| | Asst. HOD/S&H | Reception, III Floor of All blocks, Canteen |
| Saturday | HOD/IICC | Reception, Ground/I/II Floor of All Blocks, Canteen, Workshops |
| | HOD/EEE | Ground/I/II/III Floor of All Blocks, Canteen, Workshops |
| | HOD/S&H | Reception, III Floor of All blocks, Canteen |

The assigned staff members shall completely oversee the late coming monitoring, break time monitoring and lunch break monitoring of all the staff members of the college and submit daily report to the Principal as per the enclosed formats.



4. FORMAT OF DAILY REPORT ON MONITORING ACTIVITY

| Report on Staff Absenting from Duties | | | | Report on Staff Reporting Late for Duties | | | |
|---------------------------------------|----------|-------------|----------|---|----------|-------------|----------|
| Late Monitoring | FN Break | Lunch Break | AN Break | Late Monitoring | FN Break | Lunch Break | AN Break |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Observations on Monitoring staff and students | | | | Any other Observation or Comments | | | |
|---|----------|-------------|----------|-----------------------------------|----------|-------------|----------|
| Late Monitoring | FN Break | Lunch Break | AN Break | Late Monitoring | FN Break | Lunch Break | AN Break |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

5. COMMENCEMENT OF CLASS WORK

The HODs shall prepare and allocate the workload distribution, time tables, class in charges, mentors, placement in charges etc., before the commencement of class work for the semester / year. They are also required to prepare schedules for organizing guest lectures, symposiums, seminars, workshops, conduct of curricular, co-curricular and extracurricular activities and related matters. Planning and preparation for establishment of new laboratories, procurement of additional equipment/machinery and maintenance works shall also be done before the commencement of the semester.

6. LECTURE NOTES & LESSON PLANS

All the faculty members shall prepare lecture material (lesson plan) for the allotted subjects, covering all the units of the syllabus and submit the same to the Principal through respective HODs for verification before commencement of class work for the semester / year. The lesson plan shall cover the whole syllabus and should let know how a teacher is planning to divide the curriculum and deliver their lectures. Few model problems can also be solved in the material. The lesson plans later may be distributed to the students as teaching and course material in due period. All the teaching faculty members conducting laboratory sessions shall prepare the laboratory manuals wherever necessary and submit the same to the Principal through respective HODs for verification before on or before commencement of class work for the semester / year. The teaching faculty members should submit the lecture notes, course material, and lesson plan in log register for their allotted subjects at the beginning of classwork of every semester of academic year to the Principal for verification. They shall also submit 20-25 short questions and answers in each unit for the University regulation subjects allotted to them.



The question banks collected from the earlier University examinations and preferably solved question papers also shall be submitted.

1. To submit the complete lecture notes for all the units for the allotted theory subject/s in soft and hard copy formats.
2. To prepare 25-30 number of short questions and answers from each chapter in soft copy.
3. To prepare 5-6 number of descriptive questions and answers from each chapter in soft copy.
4. To prepare 15-20 number of objective questions and answers from each chapter in soft copy.
5. Examination section will prepare the question papers for all Mid-term examinations for all subjects from the questions prepared by the faculty members.
6. The hard copies of lecture material, questions and answers shall be prepared as a 'Geethanjali Lecture Material Booklets' and shall be supplied to the students on a fixed cost basis.
7. Question papers of previous University examinations of the subject under R-09, R-13 & R-15 Regulations shall be procured and submitted.
8. Worked out Answers to the University question papers shall be submitted by all the faculty members in their respective subjects.
9. Lecture schedules and lesson plans (Copies from the log registers) in hard copy format.

7. LABORATORY PERIODS

The faculty member allotted Laboratory duties shall be physically present in the respective laboratory for the whole duration. The laboratory staff should take care of properly opening and closing of their respective laboratories/computer centers/workshops well in time on all the working days. They should also keep the equipment, machinery, systems and instruments in perfect working condition and should also clean and maintain them regularly.

Expert teams shall be inspecting the laboratories and computer centers, to review the maintenance, working condition of equipment/instruments/computers, stock registers, observations, records and related aspects. The laboratory class teachers are requested to explain and perform all the experiments/programs, record the readings in the observation, perform the calculations and arrive at the results and graphs before the visiting Committees.

8. COLLEGE TEACHER - STUDENT - PARENT PORTAL

The College Portal for e-learning www.gistedu.in has been launched successfully for enabling the faculty, students and administration to access and upload information related to daily tests, assignments, learning material, department announcements and any other necessary information.

All the faculty members shall log on to the portal with their assigned user IDs and start feeding the data relating to tests, assignments and other uploads. All the respective data pertaining to the students for whom the faculty members are handling class work are required to complete the updates and regular feed of data need to be done. The activities of the faculty members on the portal shall be observed by the concerned HODs and any negligence on the part of the faculty members shall be viewed seriously.

All the students are advised to log on to the portal using their user IDs and get information about the notices, marks and any other learning material attachments or links. This portal shall be a first step in implementation of e-learning at GIST to get derived benefits and improved technology usage in the regular academic environment. HOD/CSE will be the Technical Coordinator for the portal and all queries, complaints and suggestions shall be addressed to the Technical Coordinator.



9. STUDENT MENTORS

The Heads of Departments shall allot student mentors for B.Tech., students of all courses and years, from among the available faculty members in their Departments. A minimum of 15-20 students shall be allotted to each faculty member. The mentors shall meet their students preferably twice in a month discuss academic, curricular and co-curricular issues and submit a report through the HODs to the undersigned before 5th of every month. The faculty members acting as Student Mentors shall be assigned the responsibilities to make themselves available at the main building entrance on specified days and monitor the dress codes followed by the students. The students who do not follow the stipulated dress codes shall be sent back for rectifying.

The student Mentors are hereby instructed to meet personally the parents of their group of students and discuss the progress of their wards. They are also instructed to appraise the parents about the academic, training and development initiatives of the institution in brief. The Mentors shall also collect the particulars of parents like their address, contact numbers, their educational qualifications and profession and maintain the details in the Mentor register.

They shall also indicate the date and time of the meeting in their record. A detailed report on this activity shall be submitted to the Principal at the end of every semester through Director (A&A). The faculty can utilise holidays or free periods at the college according to their individual time tables for completing this activity. This is viewed as an important activity as it brings in student – teacher – parent – institution association and develops a new strong positive and constructive relation among all the stake holders which shall contribute to the holistic development of the students.

10. FACULTY SELF APPRAISAL

All the teaching faculty members shall submit their self-appraisal forms in the prescribed formats to their HODs before the last working day of May every academic year. The teaching faculty members who have served the institution during previous academic year and the new joined teaching faculty members shall fill in the exclusive formats supplied to them. The staff members shall attach copies of all educational certificates, experience certificates, conference/seminar certificates, 1st page of the publications and 1st page of the books published if any along with the format.

The HODs shall check and evaluate the data, give suitable remarks, grades and recommendations, after thoroughly going through the forms and submit the same to the Principal confidentially before 1st week of June every academic year. The evaluation given by HODs shall be treated confidential and shall be considered during the award of increments in addition to the feedback of students, results and participation in department work and assignments effectively.

11. STOCK VERIFICATION

Stock verification of all the departments, laboratories, computer centers, library, physical education and NSS division in the College campus shall be carried out during April / May every year. Suitable committees shall be constituted in this regard to carry out the stock verification with Conveners and members nominated by the Principal.



The Conveners shall lead their teams in carrying out stock verification and submit the report in a prescribed format after the completion of assigned work. The verification work shall commence during May and completed before June every year. The completion reports after duly certified by the Convener and concerned Heads of Depts., shall be submitted to the Principal. The Convener shall lead their teams in carrying out stock verification and submit the report in a prescribed format after the completion of assigned work.

The concerned HODs shall relieve the faculty members as and when required till the completion of verification. All the Heads of Depts., shall keep all the records updated in their respective Laboratories / Departments and Computer centers etc during stock verification process.

12. DEPARTMENT BUDGET

The budget proposals from all Departments / Sections / Executives are invited during February/March every year for the subsequent financial year. All the concerned HODs/ AO / EO / Librarian / PD / T&PO / Exam Section I/c, / Hostel wardens shall submit detailed proposals to the before 20th March every year. **The proformas for Capital and Revenue budgets will be made available with the Accounts section for broad classification of various heads of accounts. Any Department specific entries can also be made in the given space.**

13. DEPARTMENT MEETINGS

The Heads of Departments shall conduct Department meetings regularly (preferably once in a month) and submit the minutes to the Principal within two days of conduct of the meeting. The meetings shall be conducted on 5th of every month (if it falls on a holiday it may be conducted on the subsequent working day). A copy of notice for the meeting shall be marked to the Principal every time. The Principal may prefer attending the Department meetings depending upon the convenience.

The college working hours will be extended by 30 minutes for two days in a week (every Wednesday and Thursday) to facilitate the Department faculty to arrange Department meetings, Class committee meetings, Mentor meetings, faculty seminars and other development work related to their Departments. Students shall make use of the time in interacting with their teachers and Mentors, attending Library, Internet center, laboratory and Office for any work.

The routine meetings at all Departments should be conducted and the minutes of meetings are required to be forwarded to the Principal according to the following schedule. The action taken reports shall also be maintained by the Departments. The signed hard copies and documented softcopies shall be submitted before the stipulated dates. All the HODs shall nominate suitable staff members of their Departments for various Committees / Sub Committees for regular conduct of meetings and academic activities and necessary reporting. The nominated lists may be submitted to the Office of the Principal before 15th July every year. All the nominated members shall hold the office for the current academic year until and unless modified.



| Description | No. of times to be conducted in a semester | Probable period of conduct | Deadlines for submission of minutes / reports to the Principal |
|-----------------------------------|--|---|---|
| Department faculty meeting | 3 | Before 5 th of every month | Before 8 th of every month |
| Class Committee meeting | 3 | Before 15 th of every month | Before 18 th of every month |
| Mentor - student meeting | 6 | 1 st and 3 rd week of every month | Before 25 th of every month |
| Anti-ragging subcommittee meeting | 2 | 1 st and 8 th week of the semester | Before 20 th July / 10 th Sept. / 30 th Dec. / 5 th March of every year |
| Disciplinary committee meeting | 2 | 4 th and 10 th week of the semester | Before 20 th Aug. / 10 th Oct. / 30 th Jan. / 5 th April of every year |
| Grievance subcommittee meeting | 1 | Last week of the semester | Last working day of the semester |
| Results analysis meeting | 1 | Within three days of announcement of results | Within one week of announcement of results |
| Department Association meeting | 2 | 2 nd and 8 th week of the semester | 3 rd and 9 th week of the semester |

All the Academic Departments of GIST shall conduct weekly meetings as per the given schedule. All the teaching faculty members and technical staff members shall take part in the meetings with few student representatives whenever necessary. The aspects like syllabus coverage, student performance, corrective action taken, mentor reports, results analysis, progress reports, class in charges reports and any other academic related issues shall be discussed in detail during the meetings. The Departments shall minute the meetings and maintain a file. The action taken reports shall also be maintained simultaneously. All the members shall attend the meetings without fail and contribute to the academic progress. No permission shall be granted for any staff member of the Department during the day of the meeting. The Principal shall be randomly attending the Department meetings to review the progress.

| Description | Members to be present for the meetings |
|-----------------------------------|--|
| Department faculty meeting | All Department faculty members |
| Class Committee meeting | All the faculty members handling theory and practical subjects for the concerned class |
| Mentor - student meeting | Mentors and students assigned to them |
| Anti-ragging subcommittee meeting | HOD designated staff (teaching and non-teaching) members (4 to 8 members) |
| Disciplinary committee meeting | HOD designated staff (teaching and non-teaching) members (4 to 8 members) |
| Grievance subcommittee meeting | HOD designated senior faculty members (2 to 3 members) |
| Results analysis meeting | All the faculty members who have handled theory and practical subjects for the concerned class in the previous year/semester |
| Department Association meeting | All Department faculty members |



| Department | Day | Time |
|-------------|---|---------------------|
| ECE | 1 st & 3 rd Monday | 04.40 PM – 05.40 PM |
| CSE | 1 st & 3 rd Tuesday | |
| EEE | 1 st & 3 rd Wednesday | |
| MECH | 1 st & 3 rd Thursday | |
| CIVIL | 1 st & 3 rd Friday | |
| POLYTECHNIC | 1 st & 3 rd Saturday | |
| NBA | 2 nd & 4 th Monday | |
| NAAC/IQAC | 2 nd & 4 th Tuesday | |
| R & D | 2 nd & 4 th Wednesday | |
| NR Wardens | 2 nd & 4 th Thursday | |
| S & H | 2 nd & 4 th Friday | |

If the day of the meeting falls on a holiday, the meeting shall be conducted during the consecutive working day. Transport arrangements for the staff members shall be made in a single route after the meetings.

14. OFFICIAL COMMUNICATION LANGUAGE IN THE CAMPUS

In addition most of the faculty members are not conversing with the students in English, which in turn will dilute the communicating abilities of a student. Few faculty and staff members are even found to call the students without any dignity and respect which will have a serious bearing upon the personality of the student. The faculty members and all the staff members shall maintain a dignified relationship with the students.

15. CENTRAL LIBRARY

Libraries are considered both as pilots and lifeboats of new information age. Information technology since last decade has changed the way of traditional library services to electronic and virtual. An academic library is defined as an entity in a post-secondary institution that provides an organized collection of printed or other materials, or a combination thereof; a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of the users; an established schedule in which services of the staff are available to the users; and the physical facilities necessary to support such a collection, staff, and schedule. This includes libraries that are part of learning resource centers.

The Central library has been built to International Standards. Specialized collections of Books, Journals & Non-book materials are available in Basic Sciences, Engineering, Technology and Humanities. The Collection replete with around 4000 titles, 32000 Volumes of Books, 2500 CDs\ DVDs and 119 back volumes. The Central Library subscribes 64 Journals & magazines and accessing hundreds of e-Journals. The Library has 4TB hard disk of NPTEL video courses. Apart from central library all departments have separate departmental libraries. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The library has huge collection of books apart from journals, magazines, CD-ROMs, cassettes, projects, back volumes and reference books etc. The library has been serving the academic community over the years and presently it is serving around 2500 students and 200 staff members



The Central library has been partly automated by AutoLib Software systems. The services are provided better and faster for the convenience of students and staff members of the college. Various activities are performed with the help of software installed in the library like OPAC, E-Gate, Circulation, Reports of different types, stock verification, fine generation etc. Students and staff ID cards can also be utilized as library cards by pasting bar code stickers for easy scanning while accessing library and books borrowing.

Objectives:

These goals and objectives are accomplished through following actions:

- ✓ Identify, acquire, organize, preserve, and provide access to pertinent recorded knowledge to all users engaged in learning, teaching and research activities in the college.
- ✓ Right book to the Right reader at a Right time in the Right format.
- ✓ Foster idealism and strengthen the struggling aspirations of human spirit among readers
- ✓ Converting the library into an intellectual workshop
- ✓ Offer formal and informal instruction to promote information literacy among students and staff members.
- ✓ Communicate library services to raise awareness and promote utilization of library resources effectively.
- ✓ Primarily, library is a service organization and acts as a repository & hub of access to knowledge resources.
- ✓ Providing an environment conducive to the optimum use of library materials and an appropriate schedule of hours of service and professional assistance
- ✓ To be a Centre of Excellence in Disseminating S & T information on cutting edge technologies for the national development.

Classification:

- In the technical section Classification and cataloging work is being carried out. We are classifying our books according to Dewey decimal classification, 22nd edition and books are arranged on the racks according to Anglo American Cataloging Rules-II (classified order).

Membership of library

- All the Students and Faculty members are mandated to become members of Library.
- For becoming the members of the central library, the faculty and students have to fill library membership form with their admission details, duly signed by Director.
- The Identity card (Bar coded) itself will be Library services access card for its users.
- Library will remain closed on festivals.

Library Automation:

The library is partially automated with Integrated Library Management Software (ILMS) AutoLib designed and developed by AutoLib Software systems, Chennai. Through the software, the library provides various services and facilities like OPAC, (Multiple Searching), e-gate, circulation, stock verification and preparing various reports. The users can search the Library Online Catalogue by Author's name, title, subject, and other keywords with in the campus through LAN. All the Departments are provided with OPAC facility to search books, journals and other reading materials available in the library. All the books, CDs, Projects, Back volumes and Sc Book bank Scheme books are accessioned with Barcode stickers for automatic scan while issuing and returning to the library for students and staff members.



E-Gate:

Library users are log-in to the library through e-gate at the entrance of the library. While entering in to the library, users can scan their Roll number (Scanning of Roll no ID with Barcode) with the scanner provided at the entrance of the library and log-out while returning from the library. Reports will be generated on usage of the library.

OPAC:

Online Public Access Catalogue (OPAC) is provided at the entrance of the library for searching the availability of library materials. Searching can be done through various searches like author, title, subject and any other related words. The same facility is provided to all the Head of the departments for searching library materials at their location through LAN.

Membership: DELNET**Database: NPTEL Videos****Sections:**

The library is broadly divided into several sections based on the collection and services offered for effective utilization of its resources

- Text Book Section
- Periodical Section
- Reference Section
- Lending Section (Circulation Section)
- Digital Library and Internet
- Competitive Examinations Cell
- New Arrivals
- Back Volumes
- Book Bank Scheme
- Projects
- Digital Library

Services:

We undertake the following services in order to effective utilization of library sources:

- Ask A Librarian
- OPAC
- Circulation (Issue and Return)
- Photocopying Service (Xerox facility)
- Reference Service
- Library Orientation or User Education
- News Paper Clipping Service
- Referral Service

Reference Service:

The function of libraries is three-fold. Libraries acquire information, organize that information in a way it can be retrieved, and disseminate the information that the library has acquired. Reference services fulfill this last function. Reference services may vary from library to library, but most libraries have an information or Reference desk where assistance from a librarian is available. There are three main types of reference assistance:

- Assistance or instruction in the use of the library, including location of materials, use of the catalog, use of computers to access information, and the use of basic reference sources.
- Assistance in identifying library materials needed to answer a question.
- Providing brief, factual answers to questions, such as addresses, statistics, phone numbers, etc. that can be quickly located.



Reference Sources:

Reference sources such as dictionaries, encyclopedias, directories, Gazetteers, almanacs, atlases, etc. are research tools that can help you with your paper or project. Reference sources provide answers to specific questions, such as brief facts, statistics, and technical instructions; provide background information; or direct you to additional information sources. In most libraries, reference sources do not circulate and are located in a separate reference collection. This practice makes reference sources readily available and easily accessible.

Reference sources are designed to be consulted rather than read through. Their design is generally dependent on the type of information and treatment provided. There are thousands of reference sources available that cover practically every subject. Although the term reference "book" is frequently used, reference sources can be books, serials, on-line databases or the Internet. A large part of using reference sources well is choosing the right one.

Think about the kind of information you need and how you will use it. If you are unsure which reference tool is best suited to your information need, a reference librarian will be able to assist you.

Quick Reference guides for selecting the right type of reference source:

| For information about... | Choose... |
|---|---|
| Words | Dictionaries |
| General information/Overview of topic | Encyclopedias |
| Names & addresses of people, organizations, institutions, companies | Directories |
| Profiles of people | Biographical Dictionaries |
| Places/Maps | Gazetteers or Atlases |
| Facts and Statistics | Almanacs |
| Formula, Tables, How-To-Do-It | Handbooks and Manuals |
| A person's work | Reviews or Criticisms |
| Dates, outlines, historical timelines | Historical tables, Chronologies, Historical yearbooks |
| Periodical Articles | Indexes or Abstracts |
| Books and other sources | Bibliographies or Guides to Literature... |



REFERENCE SOURCES:



If you need

TV/Video source

| | | |
|--|-------|--|
| up-to-the-minute news | | World Wide Web, broadcast media |
| current daily information local information | | newspapers, web-based news, broadcast media |
| in-depth, thorough coverage of a topic | | Books |
| background information | | subject encyclopedias |
| statistics and data | | Statistics reference books, online statistical sources, government web sites |
| research on a focused topic | | scholarly journals |
| historical information | | books |
| popular events | | magazines, broadcast media |
| primary research | | scholarly journals newspapers |
| editorials and expert | | |
| current data from government agencies | | World Wide Web |
| reliable, broad overview of topics | | subject encyclopedias |

(Chart content courtesy Clark College Library)



Book Bank Scheme:

A separate Book Bank Scheme is maintained in college our library. Government of Andhra Pradesh, Social welfare department is asking every year for the last three years for the requirements of books to SC students studied in our college and then we will send list of prescribed books according to the university syllabus. Based on the available budgets, they will supply books. As of now around 2500 books are available in our library for the same students. After receiving, all the books are accessioned in a separate Accession Register. Books are issued to those students for the current semester and completion of it, the same books will be return to the library. This process continues every semester and a separate file is maintained for circulation of books.

Competitive Examinations Cell:

The main objective establishing the cell is to provide reading material for under-graduate and post-graduate students preparing for various competitive examinations. In this cell, we arrange various books and other material relating to GATE, IES,GRE, TOEFL, GMAT, CAT, MAT, BSNL, RRB, SSC,UPSC, APPSC and other job oriented examinations.

Digital Library:

In order to provide access to full-text e- journals, e-books and other databases from various publishers and associations, we established Digital Library with in the Central library with Internet and Intranet facility provided to access e-resources.

Digital library is established with 15 terminals available for users to browse the internet through 100 Mbps broadband connectivity. NPTEL videos in 4TB Hard disk and other E-resources links are provided to access from the digital library. Remote access is providing for accessing e-resources from DELNET database. Various links are provided for accessing Open source material in the digital library. The following are the services provided through digital library.

- Multimedia Enabled Digital Library
- Access to e-resources (E-Journals, e-books; e-theses, e=reports etc)
- NPTEL/Spoken Tutorials
- Downloading and copying of documents
- In- house Project Reports
- DELNET access

Library Blog: Gist Central Library (Gate way of Global Information)

We developed our library blog (www.gistlibrary.wordpress.com) exploring the sources and services offered inside and outside the library and various features about the library, its importance, available resources like Text books, Reference books, Journals & Magazines, Non-book materials, Projects, Back volumes and other e-resources. Detailed notifications, website links, previous solved papers of different examinations which are mainly for Diploma, under-graduate and post-graduate level. Direct links will be provided to the websites of various e-resources & databases and other recruitment boards for notifications, model papers. Websites links of various e-journals, e-books and other inspirational videos will be provided for direct access. Newspaper clippings of the Events conducted inside and outside the college with regard to education and other related programmes being uploaded every day or when the programmes conducted.

Quotes:

Inspirational quotations and instructions are framed in different parts of the library for making the library a Centre of excellence.



16. INTERNET CENTER

The Internet center is made available to the teaching and non-teaching staff members on all working days from Monday to Saturday between 08.20 AM – 10.00 AM and 03.00 PM – 04.40 PM only.

The staff members who are free from regular/academic work during the above said period shall avail Internet facilities if they require. They shall not disturb the sessions intended for students. Every staff member who use computer systems at the computer centers / Internet center shall make proper entries in the log registers available with the center in charges.

Internet center shall be kept open till 05.30 PM during all the working days. Necessary arrangements and turn duties shall be prepared by the HOD/CSE.

17. COLLEGE TRANSPORT FACILITIES

The teaching faculty members who intend to use the college transport facility regularly shall make a written request to the Principal in writing and are required to fill up the format (available with E.O) and submit the same through proper channel to the Administrative Officer for issue of Bus Pass, indicating the alighting point / route sought. The requests shall be sent to the Principal through proper channel. Seats shall be reserved to them in the allotted buses and they shall always travel in permitted routes and buses only. Such members need to take the responsibilities of acting as in charges for the respective buses/routes whenever required.

Teaching faculty members who do not travel regularly shall not be allotted any seat in the buses. They are instructed not to travel in any route and cause inconvenience to the students traveling regularly. However, they shall take necessary permission from the Administrative Officer in case of necessity and for such member seating is not guaranteed. They shall occupy any vacant seat if available.

Staff members shall not evacuate the students from their seats and cause inconvenience to them as they would have paid for the travel.

The teaching staff members who are permitted to travel in college transport free of charges are nominated as in charges for various buses operated from the institution in transporting the students from and to the college. The staff members availing free college transport facility shall be assigned with duties as Bus in charges. They are required to check the student passes, bus timings, discipline of students in the buses, avoiding unauthorised entry of students or staff in their concerned buses and any other related duties.

The staff members who are willing to take up this responsibility alone shall be given free transport facility and others shall be charged at concessional rates. The in charges shall maintain strict discipline of students during the running of buses. They shall ensure that the buses are plying as per the scheduled timings, stopping at the designated stops, allowing only the students as permitted in each bus / route, checking bus passes of students in case of a doubt / emergency, permitting students having bus passes into the buses etc., They shall keep in touch with the Administrative / Executive Officer for any emergencies.

The Bus In charges are allotted duties on day basis during a week and they shall check the Identity cards and Bus Passes of their students on the allotted days both in the morning and evening trips. They shall not permit any other student, staff or outsider to travel in their buses and monitor discipline of students. They shall also ensure that the buses are running on scheduled timings and take appropriate steps to attend any case of exigency or emergency.



Suitable alternate shall be made by the concerned staff member while they are on leave / permission and intimate the same to E.O in advance. The list of Bus routes and numbers, allotment of duties are attached. The allotted staff members are requested to sign on the route allotment sheet indicating their willingness.

18. ELECTRICAL MAINTENANCE

Any complaint with regard to Electrical maintenance shall be entered in the Electrical Maintenance Register available with the Executive Officer. The Technician i/c, shall attend to the problem and rectify the defect in consultation and directions from E.O and Administrative Office.

All the HODs, Executives, Faculty members, Laboratory In charges, Wardens, Staff members and Students shall utilize the services of the General Maintenance Department with respect to all electrical maintenance related issues in the campus.

D. HUMAN RESOURCES

1. HUMAN RESOURCE PLANNING

The Principal shall take stock of faculty and staff requirements in the month of March every after obtaining the faculty and other staff requirements from all the respective HODs and arrive at the number of faculty and other staff required for the subsequent academic year considering the following guidelines. The Principal will consider appointing a Professors / Associate Professors / Assistant Professors in each discipline, to meet the prescribed teacher-student ratio and cadre ratio of AICTE.

i) Recruitment of Teaching & Non-Teaching Staff

The following procedure shall be adopted for recruiting personnel for both Teaching & Non-teaching positions as per the guide lines set by AICTE & JNTUA.

Department - wise requirement shall be obtained well in advance before starting of every/current academic year

Newspaper advertisements in leading dailies calling for applications from qualified and competent persons shall be issued.

Applications received shall be scrutinized and short listed by the concerned Departments.

Call letters shall be sent to short listed candidates to appear for an interview before selection Committee.

The final list of candidates selected shall be appointed on regular / temporary / contract basis as per the requirements and as notified.

The entire teaching faculty appointed by the above Committees are required to appear before University selection Committee being conducted every year to get their post ratified.

ii) Selection Committees

The Principal will constitute a selection Committee for recruiting teaching faculty in each discipline, consisting of the

Principal

University Professors (subject experts)

HOD of respective department

Management Representative

Senior Faculty from the concerned department.



iii) Walk-In-Interviews

In case when selected candidates failed to turn up, such vacancies are filled up by giving another newspaper advertisement calling for walk-in-interviews from qualified persons to appear for an interview before the selection Committee consisting of

Principal
HOD concerned
Management Representative
Senior Faculty from the concerned department.

iv) Mode of Selection

Demo lecture / Personal Interview

Well qualified and experienced candidates are identified and invited to serve GIST in Research / Teaching and Non - Teaching areas. All the above appointments are made on regular / contract basis with the approval of concerned authority.

v) Orientation

Every teacher appointed in the College shall be given a brief introduction

About the College by the Principal on the day of his/her joining, the incumbent introduced to the respective HOD

The HOD will give a brief introduction of the department and will introduce the new Incumbent to all the Teaching and non-teaching members of his team.

He/she will also take him/her around to the campus, explaining him/her the various Codes of conduct to be observed in availing the facilities in the College.

The HOD will also ensure and obtain that all the registration formalities, including Joining report etc, with the assistance of the office team.

The HOD will introduce the new faculty member to the students in the very first class, he/she is going to handle in every section of his/her assignment.

vi) Position and Pay Scales

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

Principal – HOD – Professors - Associate Professors and Assistant Professors

In addition, each department shall have support staff like Lab assistants, department clerk and department attendant.

The Principal's Office will have the following positions of hierarchy in the administrative department.

Director (A & A) - Administrative Officer - Executive Officer – Accountant - Clerical Assistants - Office Assistants

The positions and pay scales shall be followed as per the AICTE / State Govt. / College norms from time to time, commensurate with the qualification and experience.

vii) Increments

Staff Members become eligible for annual increments prescribed at the end of minimum 12 months of service in the Institution. The Annual increments shall be given to eligible staff members during the month of July every year. Additional Increments shall be given to staff members based on their performance, self-appraisals, contributions and results achieved in the university examinations, at the discretion of the management.



2. PROMOTION POLICY

All promotions shall be considered on merit-cum-seniority basis. The Principal shall appoint a Committee for promotion purposes, in which he shall be the Chairman, with two Professors and one/two invited experts from Industries/other Institutions. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate seeking promotion, for any misconduct he/she committed during the service.

Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject, however, to the condition that he/she had completed the required years of service in the present position as prescribed below and should have obtained AICTE prescribed qualifications exemplary academic performance and student feedback. Those who are promoted shall be placed in the pay scale applicable to that category. All decisions on promotions shall be taken up from the month of July every year.

3. RETIREMENT FROM SERVICE

All teaching and non-teaching staff retires on completing the age of superannuation, which is 65 years for Principal, 62 years for teaching and 60 for Non-Teaching. One time extension of 3 years shall be given to teaching faculty members depending their commitment and expertise. When a faculty member completes the age of superannuation on a day falling during the academic year, he/she shall retire on the 1st of May of the succeeding year.

The college will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him/her. The age of superannuation as mentioned above shall not be applicable to the professors of Emeritus and Special Category Appointments.

4. RESIGNATION

Any teaching faculty member willing to resign from his/her position shall submit their resignation letter through proper channel before 31st March for the current academic year. They shall be relieved appropriately after completion of the assigned academic duties. Thereafter it will be presumed that the faculty member will continue in service for the forthcoming academic year. No faculty member shall be allowed to leave the institution during the midst of the academic year for any reason whatsoever it may be. Such an act will clearly disturb the academic environment, schedules and put the students into great trouble.

If any faculty member still would like to resign during the middle of academic year, (for reasons like personal, marriage, appointment to Government / Public sector service, research positions, shifting institution, selecting positions abroad etc.,) they shall have to either serve full 3 month notice period or should be ready to pay three months latest drawn salary for getting relieved properly. Service certificate and Relieving letter shall be issued to only those faculty members who follow the relieving procedures properly. Faculty members or any other staff member who did not perform well in academics or duties based upon the feedback, reports and observations shall also be relieved with their consent.



The staff members who submit the intimation letters shall be relieved appropriately after completion of the class work and assigned academic duties for the current academic year. Thereafter it will be presumed that all other faculty members who have not submitted any resignation intimation request will continue in service for the forthcoming academic year. No faculty member shall be allowed to leave the institution during the middle of the academic year for any reason whatsoever it may be. Such an act will clearly disturb the academic environment, schedules and put the students into great trouble.

5. TERMINATION OF SERVICE

The Principal shall have the power to terminate the services of a staff member of the college, for any of the following reasons:

- a. Serious misconduct and willful negligence of duty / Gross insubordination
- b. Physical or mental unfitness
- c. Misbehavior and harassment of women employees / other staff / students
- d. Participation in any criminal offence involving moral turpitude
- e. Involvement in any anti-social activities or demonstrating political inclinations.

E. DUTIES AND RESPONSIBILITIES

ACADEMIC STAFF

1. PRINCIPAL

Principal is overall responsible for establishing an ideal institute by promoting the various circular, co-curricular & extra-curricular activities, administrative and financial matters.

Shall advise the Management in all educational, financial and administrative matters of the institute.

Shall Report to the President / Secretary & Correspondent of the Executive Committee

Responsible for human resource planning for teaching and non-teaching staff for long and short term requirements.

Assist the Secretary and Correspondent in the annual budget preparation

Inspect the departments and their functioning on day to day

Liaison and coordinate with JNTUA, AICTE, and other professional bodies, engineering and allied departments/industries etc.

Work to develop the institute in all areas for an all-round growth of the institute

Arrange and organize the various faculty and staff development programmes

Participate in Governing Body meetings as a member secretary, advice in various policy decisions and ensure implementation of decisions

Advise the HODs and faculty in various academic and administrative matters

Represent the institute in various State and regional level bodies, societies, councils as required.

Optimize the resources available in academic, administration, finance, etc.

Implement integrated and uniform systems in academic, administration, finance, etc. where and when ever it is possible

Conduct regular meetings of the various committees for better liaison and coordination in academic, administration, finance, etc. and to exchange the ideas and to cooperate in various activities

Faculty Recruitment



2. VICE - PRINCIPAL

Monitor smooth running of the classes & ensure timely completion of syllabus
Dissemination of Syllabus Changes, Preparation and Circulation of Time-Tables (Class, Room)
Monitor academic discipline among the students, smooth running of the Class tests and ensure timely evaluation of the test answer scripts. Take necessary action on failed students and absentees
Consolidate the weekly activities and sending MIS reports (Academic) to the Principal
Conduct weekly meetings to the staff to know the difficulties if any and progress
Interact with students to know their academic problems and take necessary actions
Complete the Academic audit (Twice in a month) and prepare necessary reports
Based on the reports, take corrective actions if any for the timely completion of syllabus
Make sure that the time tables are ready before opening the academic sessions
Maintain Lesson plan, Question bank, Lab Manual & Tutorial Question of all subjects
Check the readiness of class rooms, laboratories
Monitoring Seminar / Guest Lecture (Students / External Faculty), Monitoring Tutorial Classes
Analysis of University Exam / Mid Exam / Class Test results - Preventive Action
Faculty / Staff / Students discipline and counseling
Monitoring of Lib books issues of students, maintenance of College website
Prepare & Maintain consolidate Attendance / Academic Performance of all students for all semesters
Maintain all attendance / mid exam papers / Internal marks as per JNTUA requirement
NSS / Department Symposium / Fresher's Day / College Day / Sports Day Activity Follow up
Arranging Governing Body meeting (Twice in a year)

3. DIRECTOR (ADMISSIONS & ADMINISTRATION)

Admission of Students (Convenor / Spot Admission / Management Quota)
Advertisement / Banners / Posters / Brochure
To ensure that all matters pertaining to discipline which are referred to him should be dealt with appropriately through the discipline committee and suitable recommendations are given to the Principal for further action. To suggest any timely measures to improve the quality of discipline.
To deal with ragging menace through a systematic and timely approach.
Awareness: Make the senior students aware of ills of ragging and consequences if indulged, by way of posters, notices, counselling lectures by faculty, class in charges, HODs, Principal/ Management Representatives, undertakings by students, parents etc
Avoidance: Enforce measure to avoid contact between first years and seniors by staggering timings of first year activities, formation of anti-ragging squads and continuous surveillance with them at possible areas of ragging such as canteen, toilets, terraces, eating points and bus stops etc
Act: In case ragging is reported, take appropriate disciplinary action.
To provide inputs for the academic calendar for various co and extracurricular activities.
To ensure proper conduct of co-curricular activities through respective in charges.
To ensure through respective In-Charges proper functioning of amenities such as Canteen, Transport, Stores, Hostels Sports and Games
To redress any suggestion / complaint from the students through respective In-Charges.
Interaction with all student Mentors & counselors (Twice in a month)
Maintain and Update faculty database, Office Automation
Maintain faculty evaluation and teaching credentials.
Maintenance of Stock Register (All Hostels / Admissions)



4. HEAD OF RESEARCH AND DEVELOPMENT

Develop and promote the integration of research programs and research initiatives in the Institution. Lead the quest to establish Centers of Excellence via facilitating research creativity and innovations throughout and collaboratively with global academic and/or engineering industries. Conduct a program of research to maintain scientific & engineering expertise in accountability. Support research development among faculty and students. Establish research programs in the college in accordance to the HOD's and faculty's priorities. Lead, facilitate and support grant-writing activities for research investigations within the college and throughout its collaborative partnerships in academics and industry. Advise to build research infrastructure within the college and collaboratively to facilitate and advance research productivity. Build relationships with engineering industries throughout India. Build relationships with local, national and international foundations and facilitate communication and interaction with federal funding agencies. Advise and assist faculty on research proposals, patenting, research contracts and intellectual property issues. Assist faculty members in identifying and securing the resources necessary for successful extramural Funding. Develop mechanisms for identifying research funding sources and systems to support grant applications. Arrange new faculty orientation program, Manage scheduling, delivery, and effectiveness of FDP. Provide support to activities of the Faculty Development Committee. Make sure of FDP contain Mentoring Programs, Workshops on teaching, learning, leadership & research skills, and succession planning. Encourage the faculty & Student to attend the Conference / FDP etc.,

5. HEAD OF DEPARTMENT

Responsible for the overall discipline of the students and staff of the department
The teaching load is equally distributed as per the norms.
Should assist in the preparation of time tables (class room) and monitor it through teacher and day time tables
Monitor Daily student and staff attendance
Mid examinations
Maintain the files and registers related to the Department
Encourage faculty to develop new teaching aids, tutorials and Lab exercises extension to syllabus specified.
Encourage in-house projects by all students
Monitor progress of subjects through teaching plans and lecture schedules of the faculty
Conducting Departmental and Class Committee meetings as per the academic calendar
Generation of student data required for Student Information System (SIS).
Taking Student Feedback for each Subject (Two times in a Semester-First Feedback one month after Commencement of Class work and the Second at the of the Semester).Appropriate action to be taken by the HOD's in Consultation with the Principal.
Submission on time the mid-term, Laboratory Internal and External marks and internal marks of the students to the Examinations office
Taking Suitable action on the feedback received from the parents, employers
Conduct Technical Workshops / Seminars / Conferences / Student Symposiums the National / International level for the academic development of the Faculty and students.
Organizing Workshop / Seminar / FDP (Minimum 1 per dept / year)



Maintenance of Stock Register (All Laboratories / Workshops / Computer Centers)
Results orientation Committee reports follow-up.
Mentor reports, Log registers are need to submit in the office as and when required.
Make sure that the entire faculty noting down the content of all the Dept. Circulars and they should be verified randomly by H.O.D's.
All the students' related circulars must be circulated to all the concern classes without fail.
H.O.D's should make an arrangement of one faculty to stand in the corridors for morning 1st hr time for observing latecomers.
Make sure that all the Faculty are to maintaining dress code (Tuck, Tie, Shoe, No Jean Pants for Gent Staff, No dress for Lady Staff except on Saturday).
Make sure that all the faculties are going to the class room at least before 5 mins.
All the staff must follow the office wall clock.
If anybody missing invigilation duties without proper intimation may considered as LOP.
Examination Section, Spot valuation Centre, Exam Halls are restricted areas. Nobody is allowed without permission.
Department wise anti ragging committees need to submit the reports frequently.
Cell phones of the staff members must be in silent mode and minimizing the usage.
Make sure that all the staff are sitting at their specified places only.
The faculty utilizing the college transport facility, needs to submit the Transport Id Card Checking report daily without fail.

6. HEAD OF EXAMINATIONS AND EVALUATIONS

All University examinations, Internal Examination and Online examinations will be monitored by examination section in-charge day to day.
He is responsible for coordination of all departments for proper functioning of examination section. He shall also communicate with University regarding issues related to students.
Preparation and Circulation of mid-term examination timetables before the start of the academic session.
To prepare mid exam and Lab exam time tables as per University academic calendar.
To ensure that mid exam papers as per the norms in sufficient copies as per the strength of the class along with attendance sheets should reach the departments before exam due date.
To ensure proper conduct of the examination
To preserve the Question papers of Midterm exams and End exams for future review.
To preserve the evaluated Mid exams and Lab answer sheets, End exam answer sheets branch wise, year wise for a period of one academic year and have them destroyed after the due date as per norms
Any change in schedule due to valid but unavoidable reason duly approved by the Principal should accordingly be made and communicated to students through departments.
Maintenance of stock register and updating it regularly (Exam Cell)
To ensure that all the examiners be paid remuneration as per the University Norms immediately after the examinations are over.
To coordinate and organise the University valuations as the Institution is a recognized University Valuations center



7. TRAINING AND PLACEMENT OFFICER

Training and placement of the students in the industry/Industry Institute Interaction.

To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.

To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.

To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.

To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.

Collection of data in the prescribed proforma during III Year II Semester from Students of all the Disciplines related to their bio-data.

Preparation of latest bio-data students discipline wise for selecting the students for placements.

Co-ordinating with various companies for conducting On/Off/Pool Campus Selection Tests/Interviews for students of different disciplines. In the event of any On/Off/Pool Campus tests, providing the required information to the Companies and Students at different stages.

Keeping an up-to-date year-wise data regarding students going abroad pursuing higher studies in India.

Keeping an up-to-date year-wise data regarding students selected/joined in different companies.

Preparation of printed matter giving details about College, Department, Course Structure etc and giving it to companies with the information to know about the College.

Co-ordinating with various companies for students carrying out final semester project work on current areas either at company premises or at the College.

8. HEAD OF IICC

To ensure proper planning/coordination/execution of industrial / information / Industrial Visit / In plant Training / Internships (Winter & Summer)

Placement / Industry Institute Interaction / MOU Signing

Follow up of APSSDC / APITA Soft skill Training Programs, Arranging Industrial visit of students.

To arrange entrepreneurship camps and to motivate the students for self-employment.

To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.

9. LABORATORY INCHARGE

The Laboratory Incharge (Lab I/C) is responsible for the safety, upkeep of all the equipment in the room as listed in the inventory for the room.

The Lab I/C should maintain the following documents - The inventory of the laboratory, Layout, Lab Time Table, Log Book for daily usage, Complaint Register, Lab Manuals, List of Experiments

The Lab I/C should ensure proper discipline at laboratories by ensuring the following:

No bags or eatables are to be allowed into the lab, Excess talking/unnecessary movement of the students is avoided and Chairs are in proper position at the time of leaving, Equipment is switched off or made inactive as per authorized procedure before leaving

All fans/ lights wherever not needed are in OFF condition, Room and equipment are maintained neat and clean at all times, assist the class teachers in the laboratory proceedings.

Suitable motivation boards and list of experiments are displayed. Lab I/C should be conversant with all the lab experiments and exercises.

Lab I/C should be conversant with the key, location, locking procedure of the room, emergency procedures in case of fire, accident etc.



10. SUBJECT TEACHER FOR LABORATORY

The Subject Teacher for Laboratory, in consultation with Subject Teacher for the corresponding theory subject and teachers for the same subject but for other sections, is responsible for preparing the list of experiments, as prescribed by JNTUA.

In addition, supplementary problems are to be developed for skill development and concept understanding. The teacher should be thorough with the experiments designed.

The problems should be made known to the students well in advance for their preparation.

Ensure attendance is taken as per the procedure and seating is done as per the order.

Teacher should make sure that observation book is maintained by every student.

At periodic intervals, teacher should ensure that the records are maintained neatly by all students. The experiments/programmes listed in the syllabus should mandatorily be described in the record books.

Assist students in case of queries. Prepare and update the lab manuals continuously.

Internal assessment is done as per JNTUA regulations. This may include continuous assessment and/or lab exams at the end. Sessional marks are handed over to the respective departments by due date.

As an Internal Examiner, assist the External Examiner for the conduct of university lab exam.

Take the attendance of students for the Lab, Verify the observation books, Make students to upkeep Records, Day to day assessment.

Conduct Final Lab Internal Exam, Finalise internal marks [Session Marks].

Assist External Examiner to conduct the Final Lab Exam., if detailed as Internal Examiner.

Creating and Implementing New Exercises over University Syllabus requirements.

11. CLASS INCHARGE

The class coordinator has to ensure about maintenance of student list and their databases.

Has to maintain an up-to-date attendance of the class

Ensure that the next day attendance sheet of class is generated and handed over to class representative before the classes get commenced on that day.

Ensure that the filled in sheet is returned to the Attendance Data Entry Operator in the Evening on the same day.

Problems regarding the class room (or) with the teaching aids should be addressed to.

By periodic meetings with the students verify about any difficulties of subject (or) faculty (or) both, and the same should be assisted.

Is responsible for collecting & maintaining the student feedback of teachers twice a semester, One month after course commencement and before last 10 days.

Maintain the regular Result Analysis of class.

Is Responsible for coordinating effectively between students of class & HOD, has to ensure, through class counsellors, assisting and counseling students observing their performance.

12. STUDENT MENTOR

Should maintain the record of the students which shall include contact details, admission details, academic record, co/extracurricular activities details, achievements and disciplinary actions if any etc. Meet them at least once a fortnight for the counseling sessions and record it. Know the physical, mental, emotional status of the student and provide assistance or bring it to higher authorities notice wherever necessary. Long absenteeism to classes or internal exams, abnormal academic performance, unusual or unacceptable behavior should definitely be brought to the notice of the parents and college authorities. Emphasis should be made on attitudes, value systems, hard work and career planning in all the counseling sessions. In short, Mentor should act as a buddy, a guide as well as a mentor.



13. LIBRARIAN

- Librarian is responsible to manage all operations of the Central Library with provided information resources and human resources as well.
- Librarian keeps himself aware about current developments on resources and literature, and select publications for the library's collection.
- Categorizes, prepares and catalogues these materials. He also recommends material, and help individuals to find the information that they need.
- Analyzes and organizes collections by subject using standard classification scheme like DDC.
- Educates individuals on how to use the library systems to find the information they need.
- Conducts Library Orientation programs to students.
- Conducts awareness program on e-resources to faculty fraternity.
- Train library staff to do different operations like Circulation, Plagiarism check, SDI Service, Document Delivery Service in Central Library.
- Assists patrons to get their information needs in the library.
- Answers readers' enquiries using library systems and specialist computer applications.
- Assists readers to use computer equipment, conduct literature searches and promoting the library's resources to users.
- Manages budget and resources.
- Library selects, develops, catalogues and classifies library resources.

EXAMINATION SECTION

The examination section will be monitored by following structure.

Chief Superintendent, Examination section in-charge, Department examination in-charge, online in-charge and Examination section assistant

The Examination Cell is a highly confidential and restricted zone in the college. In order to maintain high order of confidentiality, no staff members or students are permitted inside the Examination Cell and its Office. Only staff members allocated official examination duties are permitted to enter the examination office and after the completion of the duties, entry is restricted. The Examination Cell and its office, examination halls, valuation center, store rooms are highly restricted areas and only authorized personnel shall have official access. Any other staff member or student found tres-passing the confidential and restricted zones or violating the rule shall be heavily penalized.

It is the duty of every staff member and student to uphold the credibility of the institution and ensure that no malpractice, impersonation or violation of code of conduct during University / Institutional examinations and valuations shall occur. Sincere cooperation is expected from all the staff members and students in this regard to maintain professional dignity and ethical standards.

The HODs/HODi/cs shall allot faculty members from their Departments as indicated against each Department for the purpose of Examination section related works. The allotted faculty members shall be associated with the examination section and perform the required work as needed by the section and instructions from In charge, Examination (Academic) Section. Their tenure as members of Examination section will be for one complete academic year.



| Department | No. of faculty to be assigned |
|------------|-------------------------------|
| ECE | 1 |
| CSE | 1 |
| EEE | 1 |
| IT | 1 |
| MECH | 1 |
| S&H-Maths | 4 |
| S&H-Mgmt | 1 |

The Examination Cell (EC) of GIST is constituted to oversee all the examination related duties in the institution with HOD (E&E) heading the unit. The Examination Cell is a highly confidential and restricted zone in the college. In order to maintain high order of confidentiality, no staff members or students are permitted inside the Examination Cell and its Office. Only staff members allocated official examination duties are permitted to enter the examination office and after the completion of the duties, entry is restricted. The Examination Cell and its office, examination halls, valuation center, store rooms are highly restricted areas and only authorized personnel shall have official access. Any other staff member or student found tress-passing the confidential and restricted zones or violating the rule shall be heavily penalized.

It is the duty of every staff member and student to uphold the credibility of the institution and ensure that no malpractice, impersonation or violation of code of conduct during University / Institutional examinations and valuations shall occur. Sincere cooperation is expected from all the staff members and students in this regard to maintain professional dignity and ethical standards.

1. INSTRUCTIONS TO CHIEF SUPERINTENDENTS

- Principal shall act as the Chief Superintendent, who should be thorough with Examination System.
- Only teaching staff are to be drafted as invigilators.
- Subject teachers should not be posted as invigilators in the examination halls where the students are writing/write the examination in that subject.
- Any informal behavior of the student is noticed during the examinations, a malpractice committee should be formed and the student should be booked as per the malpractice rules of the JNTU Anantapur.
- Seating arrangement is to be made in such way that two or more number of different branches are to be accommodated in each room and ensure that there should not be the same subject/branch student in all sides(i.e., in front, backside, both left and right sides).
- If the chief superintendent is going for leave during the external examinations he should alter his duty and same should be intimated to the controller of examinations.
- Any discrepancy in Hall Tickets/Name/Photo on Hall Tickets must be brought to the notice of CE before commencement of those Examinations.
- Proper account of answer booklets shall be maintained with due care.
- The Answer Booklets must be packed branch wise subject wise in separate bundles along with D-Form and to be handed over to the concerned ACE on day to day basis.
- No extra copies of question papers should be taken.
- Internal marks should be finalized as per the guidelines of the JNTU Anantapur.
- The data requested by the JNTUA should be sent before the specified date of the university.
- Any discrepancies noticed after releasing of university results should be bring to the notice of the controller of examinations within 15 days after releasing of results.



2. INSTRUCTIONS TO INVIGILATORS:

- Please confirm the date of invigilation duty and session from the consolidated duty list available in your department.
- Invigilators should not carry their cell phones to the examination hall. Any violation of this will be viewed very seriously and cell phones will be confiscated.
- Make sure that suitable alternate arrangement is made well in advance if you are unable to do the duty. Send the copy of the leave letter with alternate arrangement to the Chief Superintendent at least one day before the duty date. Do not take leave without making alternate arrangement. This absence will be viewed very seriously.
- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement and examination material. Please be in the Examination Hall at least 10 minutes before the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the Candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Manuals, notebooks, text books, Programmable Calculators, Cell Phones and iPods are not allowed for the examinations.
- Please stand at the entrance of the examination hall to check and admit only the candidates who have the hall ticket and ID card. Instruct others to report to Chief Superintendent Office for duplicate Hall Ticket.
- Get the signature of the candidates in the Attendance Sheet provided by the office. Mark "ABSENT" for candidates who are absent.
- Check whether the register number in the Hall Ticket and the register number written in the answer sheet are the same. This is important. Check whether the photo of the candidates in Hall Ticket matches with the person writing examination.
- Only then sign in the space for the Invigilator provided in the first page of the main answer sheet. Ensure the answer sheet number is written in the attendance sheet.
- Be Vigilant and be constantly alert to find out Malpractice.
- No Cell Phones, Programmable calculators and I pods are allowed in the Examination Hall. If any student has Cell Phone, please take the cell and hand it over to the Chief Superintendent with details. In case of any doubt call the Chief Superintendent through the attenders. Do not leave the hall under any circumstance without making alternate arrangements.
- Candidates are not permitted to leave the Examination hall during the examination time for any purpose. They can leave after handing over the answer sheet
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Arrange the answer sheets in ascending order of register number for branch / subject. Tally the candidates present and the number of answer sheets you have received. Check before leaving the Examination Hall, so that no written answer sheets are left in the hall even by mistake.
- Drawing sheets should be folded to the size of main answer book and the stamp showing the Hall Ticket Number should be visible on the top after folding.
- If any candidate strikes off all answers in his/her main and additional answer books, ask the candidate to write, "Struck off by me" on each page.
- Malpractice cases, if any, should be reported to the Chief Superintendent/Observer immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.
- Additional sheets stamped by the Exam Section only are valid.



During the Midterm examinations, all the invigilators shall make sure that the students shall not be let out from the examination hall till the end of the examination. They should be on constant vigil and observe that no student is involved in copying or malpractice. All the invigilators shall be on rounds and observe the invigilation duty with due seriousness. They shall not sit or take rest, chat with other staff members, use mobile phones during the duty period. Disciplinary action shall be initiated against the staff members violating the rule.

It is strictly instructed that all the students and staff members shall wear ID cards around the neck during on all working days their stay in the campus. If any student is found without ID card a fine of Rs. 50/- will be imposed and necessary action will be taken on defaulting staff members. The students and staff shall follow proper dress codes in the campus and any kind of deviation in this regard shall not be permitted.

3. NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS:

Practical examinations have to be conducted in the respective Laboratories / Workshops / Drawing Halls only.

Both the examiners (Internal and External) have to assess the students for 50% of marks assigned for practicals. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.

Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.

Both the examiners must sign on the Answer Sheets as well as on the award lists. Exam Cell will provide a copy of this letter to all examiners.

ADMINISTRATIVE STAFF

1. ADMINISTRATIVE OFFICER

Coordination with Directorate of Technical Education / APSCHE / JNTUA and AICTE / Higher Education (Ministry)

Drafting letters to University / AICTE / Govt. / APSCHE / UGC / MHRD / JNTUA / NAAC / NBA

Coordinating with JNT University & AICTE Affiliation work

Liaison with Police / Panchayat / Labour dept. / other Govt. and private agencies as and when required, with the approval of Chairman

Preparing Staff Appointment and Relieving order, Staff details according to AICTE / JNTUA

All work related to purchase & other administrative works.

Maintenance of Passwords EAMCET, E-CET, POLYCET & PGECET

Coordination with SC/ST/BC/EBC / Minority /welfare department for Scholarship

Attendance & Leave Letters Maintenance of Teaching and Non-Teaching as per Rules

Faculty / Staff vacation details: Maintaining of Teaching & Non - Teaching staff Attendance Registers

Outward Register - Student Reports & Correspondence and other Correspondence

Issue of T.C / Students & Staff Address Maintenance.

Maintenance of Stock Register (All General / Transport / Administrative office / Electrical)

Course Completion / Bonafide / Conduct / Fee details Certificate / RTC Bus Passes Maintenance of

Student admission Register

Maintenance of all Buses (i.e. Fitness, Insurance, Road Tax, Pollution), Daily checking of all Vehicles

Meter Readings enter in Log Book, Maintenance all Bus Repair works



2. EXECUTIVE OFFICER

Coordination with all concerned for preparation of Calendars, College Magazines, Brochures, Invitation, Greeting Cards and advertisement etc.

Principal Cabin files maintenance.

Maintenance of all Record Related to Xerox like Servicing, Accounts Maintenance, Keeping of Record and Filing

Supply of Stationery items to all Depts. according to Indent Maintenance of all Stationery items and Office materials and Students record notebooks.

Books, Uniforms, Lab Coats and calculator for First Year UG Students.

Assisting to prepare the indent for purchase of Lab materials as sanctioned by the Principal

Maintenance of Stock Register (All Furniture / Seminar Halls / General)

Assisting Admin office whenever requires assistance.

Inward Letters - Collection & Distribution, Issuing ID Cards for Staff & Student and Duplicate ID if necessary, Stock Inventory Maintenance

Sending Daily Attendance Report to parents and Office

He should liaise with the security in charge for the overall safety of the college.

He should carry out surprise visits to ensure the movement of personnel and material is as per the procedures.

He should periodically inspect to ensure that premises are locked with power switches made safe and windows closed.

Daily Checking of Bus Passes, Mentor reports should be collected and can submit to Director.

Daily Attendance monitoring by Class In charge and common message system monitoring-Required data to be collected

Monitoring Timetables & Displaying them in front of the Class Rooms, Faculty are in the class rooms as per the timetable or not must be checked and report need to submit

Extended working hour's timetable including Lab, Library, Net, and Study Hours for Hostel Students.

Permission Slips of faculty and students along with gate pass register if any must be submitted by security next day morning

Any other works instructed by Management & Principal.

Listing and observing the duties of Security

Parking of the vehicles must be taken care by Security and sign boards are required to display regarding parking.

3. ACCOUNTS OFFICER

Staff Salary - Maintenance of LIC, IT, EPF etc.

Group Insurance & Property Insurance Remittance

Preparation of Pay Bill for Teaching and Non-Teaching

All Bank Transactions

Liaison with Head Office in Connection with Accounts - Maintained of All Account Books.

Payment Regarding Purchase & Maintenance of Accounts

Daily Financial Report - Internal & Consolidated for Head Office.

Collection of all fees

Remittance IT (TDS Amount) of Staff

Preparing DD for University / AICTE and other activities



4. ESTATE AND MAINTENANCE OFFICER

Cleanliness and Housekeeping of the institution (Inside & Outside Buildings)

Delegation of work and supervision of Attenders & Sweepers Coordination with Department for arrangement of Conference / Seminars / Meeting/Functions etc. including coordination with Transport Dept.

Arrangement of Stores / Stationery, Inventory, Annual Stock Verification and Waste Management
Campus Maintenance, Monitoring of Building construction Works

Liaison with Purchase / Stores, Maintenance of Stock Register (All Maintenance / General)

Regular Cleaning of water tanks, water coolers, wash rooms, waiting halls

Maintenance of water treatment plant, pump sets, lighting, hostels

Coordination and maintenance of equipment and services, compile feedback and provide prompt services in time

He has to liaise with local authorities for uninterrupted supply of municipal and bore water as per the requirement of the college, steady as well as peak loads.

He has to supervise the maintenance team for general cleanliness of rooms, corridors, toilets, stair and surroundings.

He has to direct with maintenance team for prompt repairs such as leaks and blockages in toilets, broken window panes, or any such maintenance works.

He has to liaise with gardeners for the upkeep of college lawns, pathways, surroundings and gardens.

He is responsible for the quality management of hygiene of college.

He should periodically inspect the condition of water coolers and ensure that quality of drinking water is safe. He should periodically inspect the toilet cleaning for proper upkeep.

He should periodically inspect the canteen premises, wash areas for safe upkeep.

Upkeep and maintenance of FIRE Extinguishers

House Keeping of All areas-Have to maintain Log Book for cleaning certificate. Guest House Maintenance.

Monitoring and submitting the status of Attendance of House Keeping, Scavengers and Attenders & Security. Any other works instructed by Management & Principal.



F. COMMITTEES / CELLS OF GIST

The following permanent Committees of the College which were constituted over a period of time to perform regular and specified duties during the complete academic year. The Convenors of the Committees shall maintain complete record of all minutes, activities and outcomes of their respective Committees. Whenever any member of the Committee is getting relieved, the Convenor of the respective Committee shall make necessary replacement after consultation with the Principal immediately such that the prescribed work does not get affected. All the members of the Committee shall actively take part to meet the objectives of the Committees and stick on to the timelines. A Quarterly / Half yearly report of the Committees as deemed shall be submitted to the Principal by all the Convenors, indicating the progress of the activities and any other difficulties encountered during implementation of the scheduled tasks. The HODs shall permit the Committee members to attend meetings and perform activities without affecting the regular class work and academic duties.

ACADEMIC COMMITTEES

1. GOVERNING BODY

- Governs and Steers the overall direction of the organization
- Adapts strategic plans and formulates new policies
- Oversees the finances and accounts
- Supervises and evaluates the functions of the management
- Protects the rights, interests and wellbeing of all the staff working in the organization
- Steers relations, collaborations and alliances among stakeholders
- Advocates ethics and value implementation in the organization
- Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve institution of new programmes of study leading to degrees and/or diplomas.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives of the college.
- The Governing Body shall meet at least twice in a year.

2. INTERNAL QUALITY ASSURANCE CELL (IQAC)

- Monitors academics, curricular, extra-curricular and co-curricular activities
- Evaluates the quality of education and services provided in the institution
- Ensures detailed documentation of events, programmes and academics
- Forms Committees with members of the organization from various departments
- Makes decision on introducing new courses or projects for efficient output based education
- Sets quality performance indicators in domains of education, research and administration pertaining to departments/programs and other units of the Institution.
- Develops benchmarks for quality performance indicators
- Improvises on strategies to evaluate quality performance indicators
- Evolves and implement self-evaluation proforma for faculty members and executives
- Evolves and implement stakeholders' feedback assessment
- Facilitates periodic academic and administrative audit
- To ensure high student achievements in academics.



- To provide a value added education to make students more employable.
- To provide adequate and well qualified staff who will contribute effectively to student learning and organizational development.
- To continually improve student services to promote overall development of student and support systems to create an ambience conducive to learning.
- To evolve and implement management and administrative mechanisms that are responsive, reliable and efficient.
- Principal/ HOD should initiate appropriate remedial action based on the audit report and make the actions aware through appropriate committee meetings.

The 'Internal Quality Assurance Cell' shall focus on quality development initiatives in the institution. Impetus shall be given in directing the Departments towards the goal of accreditation. Various procedures related to regular academic activities, curricular and co-curricular activities shall be planned and implemented. Necessary formats and database shall also be developed and all the staff members shall be given due training and practice in following the quality norms. Few students shall also be made partners in the sub-committees constituted from time to time.

3. COLLEGE ACADEMIC MONITORING COMMITTEE

- Assists students to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds
- Be accessible and available to students to respond to their questions and concerns
- Clarifies academic policies, College & University regulations, program requirements, procedures, promotion credit requirements and other college information
- Maintains professional integrity, confidentiality, respect, and sensitivity in advising
- Helps students to define and develop educational plans, assisting in the selection of appropriate course work and opportunities to achieve students' goals
- Conducts meeting with advisers assigned to know their progress in studies, difficulty in understanding subjects, requirement of help sessions/remedial classes in specific subjects
- Identifies advisers having poor English communication skills and arranging special sessions/programmes through English department faculty members for enhancing their English communication skills.
- Follows-up with the advisee on any report of unsatisfactory work, poor attendance, unsatisfactory performance in class tests/assignments/Mid-Exams and chalk out an action plan in discussion with concerned HOD & faculty members to improve advisee's performance & oversee the implementation of the Help sessions/Remedial classes/tutoring.
- Maintains an up-to-date Advising Portfolio, with a summary record of performance to date (grade reports, transcript, requirements completed, etc.), attendance reports, dates of conferences (meetings), up-to-date information and details of help sessions/tutoring/Remedial classes conducted to improve the performance of Advisees, etc.
- Suggest developmental activities, keeping Vision and Quality Policy of the Institution in focus, in tune with the regulations of the higher bodies like JNTUA, AICTE, State Government, Industry and technology.
- Convert the plans to goal-oriented time-bound action plans.
- Feel the pulse of the organization through appropriate feedback for mid-course corrections.
- Monitor the implementation at appropriate level.
- Suitably acknowledge the proposals and implementation efforts by the Organizational members.



4. COLLEGE ACADEMIC COMMITTEE

The College Academic Committee is constituted with Principal as the Chairman, all the HODs, Asst. HODs and senior faculty as members. The Committee shall meet one week before the last working day of every course, review and approve the final attendance percentages of students after considering the presumptive attendance. The students falling short of attendance as per the University regulations shall be recommended for detention and the students having attendance between 65–75 % may be recommended for condonation as per the University regulations, based upon the genuine and valid reasons for shortage of attendance. Addition and deletion of members, reconstitution of the committee shall be done by the Principal depending upon the need and necessity.

All the teaching staff members shall submit their log registers containing complete data of student attendance, course plan, lecture schedule, details of topics coverage, conduct of assignments, extra classes, alternative classes, entries of assignment marks and mid examination marks to their HODs. The HODs concerned shall verify all the entries, give suitable remarks at the end and duly certify the registers within one week of completion of final mid (internal) examinations and submit all the registers of their Departments to the office of the Principal.

The Committee

- Reviews the completion of syllabus as per submitted lesson plans
- Reviews seminars/ conferences attended by the faculty and students
- Monitors the attendance and finalized list of detained candidates
- Reviews and formulates policies to enhance students' learning motivation
- Decides the subjects offered and the number of lessons for each form
- Introduces and promotes different teaching methods
- Enhances teachers' development through holding different professional development activities and College orientations
- Enhances the teaching efficiency through perfecting the appraisal system
- Reviews the student progress periodically
- Identifies the students with attendance issues
- Monitors and reviews campus attendance policies
- Develops action plan

5. COURSE MATERIAL SCRUTINY COMMITTEE

Course Material Scrutiny Committee is constituted to monitor the progress of activities with regard to collection and preparation of lecture and support materials and distribution to students of all branches studying at this institution.

6. RESULT ORIENTATION COMMITTEE

A **Result Orientation Committee** for B.Tech., courses shall be constituted with the teaching staff members every year. The Committee shall be made responsible for improvement of University results of B. Tech., students during final examinations. The Committee shall look into the aspects of syllabus coverage, conduct of daily tests, test papers preparation and quality, absenteeism of students for tests and class work, follow up in coordination with Mentors, conduct of re-test for absentee students, monitoring study hours, monitoring student home works, monitoring special classes, conduct of grand tests, monitoring faculty log registers for posting of syllabus coverage as per the lecture plan and preparedness of students for final examinations.



All the faculty members handling B.Tech class work (both theory and practicals) shall take necessary instructions and guidelines issued by the Committee and comply with them scrupulously. The Convenor of the Committee shall directly report to the HOD/S&H and Principal for regular appraisals about the progress of activities.

7. ISO - COMMITTEE

The preliminary work for complying with ISO standards at GIST has commenced. All the staff members of Departments, Examination section, Placement & Training division, Library, Physical Education, Administrative Office, Finance section, Hostels and Maintenance sections shall follow the standards as instructed from time to time. The Concerned HODs / Officers are requested to keep all the necessary records and data pertaining to their Departments / sections for scrutiny. The schedule of visits is enclosed and all the staff members shall be available in their departments during the preparatory work for ISO preliminary assessment.

A Committee is constituted to oversee all the procedures, make due follow up as per the pre-defined schedules and cope up with necessary documentation for ISO Audits. All the HODs/HODi/cs, Officers/Officer_{i/cs}, faculty members, teaching and non-teaching staff members are humbly requested to cooperate with the Committee in taking the institution a step further towards **Quality** improvement and implementation of standard procedures.

All the HODs and Asst. HODs are requested to keep prepared all the ISO documents, Department's requirements, material related to conduct of Symposium and Seminar, Newsletter etc., Discussions will be made on the proposals to be submitted to AICTE for grant of funds, proposals for institution rewards by JNTU, conduct of examinations like GATE, VRO examinations, ongoing paper valuations and scrutiny, academic schedules, conduct of tests, seminars, projects for final year B.Tech., and M.Tech., students etc.,

All the teaching and non-teaching staff members, HODs, Librarian, Training & Placement Officer, Physical Director are requested to keep all relevant files related to ISO documents, Department's requirements, conduct of Symposium and Seminar, Website updating, Newsletter etc.,

8. TIME TABLE COMMITTEE

The College Time Table Committee for every academic year / semester shall be constituted with teaching faculty as members. The Convenor and members shall coordinate together, discuss with their respective Departments and formulate Class Time Tables for the Odd/Even Semester of the Academic Year. They shall take necessary precautions to check that no Overlapping or clash of timings in the final Class Time tables.

All the HODs/HODi/cs and other faculty members in the Departments shall cooperate with the Committee in framing the Class Time tables. The finalised Class Time tables in a common format along with the names of Class in charges, faculty members allotted for laboratories, Department Seminar/Association periods, Library/Internet periods, Aptitude, Communication skills, NPTEL, Digital Classes, Test periods, Yoga/Meditation/Sports periods etc., shall be submitted by the Convenor along with due signatures of the respective HODs/HODi/cs to the Principal before a specified date.



The Committee

- Prepares class time table at the beginning of each semester
- Allots suitable timings and rooms for regular classes, lab wise subject allotment, tutorial and remedial classes considering also the department specific requirements
- Prepares Academic Calendar by gathering information from various Committees and Heads of the Departments and the Principal.
- Reviews and maintaining the schedule and timetables process
- Ensures Accuracy in time tables without any discrepancies
- Each branch / Department should depute a representative who should be available with the list of subjects, faculty for the subjects, along with the existing load of faculty and their preferences (like inabilities for some medical reasons etc.,
- Time Table should be finalized giving preference to HOD, senior faculty and to faculty who take multiple sections like Basic Sciences. Management subjects.
- Always arrange classes diagonally so that time of the day is evenly distributed, some in the beginning of the day, some in the middle and some at the end of the day.

9. LIBRARY COMMITTEE

Library committee primarily deals with is formed for formulation of library policies and procedures for smooth functioning of the library. The following are the procedures followed.

- Formulates policies such as Library Material Purchase Policy, Book Bank Policy, Remote Login Usage Policy, Weeding Out Policy
- Proposes library budget for the Institution and the departments
- Organizes various library activities and programmes
- Extends Library services beyond college hours
- Promotes remote login facility for accessing online resources
- Implements open source web based Library Management System
- Extends membership to corporate houses and alumni students
- Join membership in prestigious libraries and institutions of national importance
- Maintains knowledge repository for preserving of faculty publications and institutional publications
- Adopts measures to enhance readership
- Seeks feedback on library functions from readers
- Updates library collection including college newsletters and magazines

RESEARCH AND DEVELOPMENT

1. THE R & D CELL

The team and support all the Research activities in all Departments of the institution, Convene meetings, prepare plans for release of GIST In-House Research Journal with two issues annually, recommend and certify all the research and technical papers of faculty and students for publication / presentation, conduct trial presentations of students before approving and forwarding, organizing faculty seminars every week, submission of proposals for research grants from apex bodies, prepare plans for organizing National / International Conferences and Student symposiums and all related activities.



The Committee shall be responsible for organizing weekly faculty Seminars, encourage faculty members for applying major and minor projects from funding organizations, patents, consultancy works, extension activities and research related activities. The Committee shall plan, support and oversee the National / International Conferences organized by various Departments of the institution. The Committee shall meet every fortnight and devise its charter of activities and minute the proceedings and report to the Principal through the Convenor on all related issues and matters.

- Creates and maintains research conducive environment
- Promotes research and innovation culture among faculty and students
- Interacts with R&D organizations and institutes
- Establishes centers of excellence and innovation labs
- Monitors and proposes funding from college budget
- Identifies organizations and industries to undertake collaborative research
- Identifies thrust areas of research in each department

As a part of the institutional effort to promote Research and Development culture in the college, the College Management extends the following facilities in addition to the existing R&D rules and regulations to all the teaching faculty members of the institution. The faculty members who are presenting or publishing their research work in National & International Conferences shall obtain prior permission through proper channel from the Principal. Duty Leave shall be granted for peer reviewed presentations depending upon the level of Conference, organizing body and association with leading publishers etc.,

Financial support towards Registration charges and travel allowance (two way III A/C Sleeper fare by shortest route for Professor and Assoc. Professor cadres and Sleeper Class fare by shortest route for Asst. Professor cadre) only shall be permitted for any faculty member @ one International Conference (within India) for every two academic years of service in this institution and @ one National Conference (within India) for every one academic year of service in this institution.

The faculty members who are publishing their research work in peer reviewed National & International Journals shall also obtain prior permission through proper channel from the Principal. Support shall be extended to faculty members submitting papers with institution identity only and including Principal / Senior faculty member in the Department as a co-author. Such faculty member after returning shall present the same in regular faculty seminars being conducted at this institution. They shall also give an undertaking that the full paper shall be included in the In-house Research Journal of GIST.

For the faculty members who are pursuing part time Ph.D., at any recognized University, 6 days of Duty leave shall be granted in a calendar year to attend Conferences / Workshops / Ph.D., Coursework and FDPs. For the faculty members who have not yet registered for Ph.D., programme, 4 days of Duty leave shall be granted in a calendar year to attend Conferences / Workshops and FDPs. If any faculty member wishes to avail more than the permitted days, they shall utilize from their vacation leave.

Permission shall be granted for attending such programmes only during non-class work days. The faculty members who intend to avail this benefit shall obtain prior permission through proper channel from the Principal. The faculty members who are attending such programmes shall present the same in their Department for the benefit of other staff members and students. Amendments and modifications to the system shall be done whenever situation demands. The Principal's decision shall be final and binding in all the aspects under this R & D promotional scheme.



All the teaching faculty members holding Ph.D degrees in various Departments of the institution, shall follow the regulations as prescribed for their career advancement. The performance appraisal of such faculty members shall be evaluated based upon the criteria given as follows:

1. Two Publications per year one in peer reviewed and Indexed (Scopus / Thomson Reuters / Web of Science) International Journals with a reasonable Impact factor and the other publication in National or International Journal with or without indexing.
2. One funded Minor project approved and sanctioned by any of the funding agencies like UGC / CSIR/ SERB / DST / DRDO / AICTE etc., shall be successfully completed for every Two years of service in the institution and one funded Major project shall be successfully completed for every Three years of service in the institution.
3. One Patent under IPR shall be registered either under Indian Patent Act 1970 & Patent Rules 1972 or internationally through USPTO / PCT for every Two years of service in the institution.
4. Industrial Consultancy should be undertaken by designing and developing solutions to critical Industrial problems. The faculty members shall establish collaboration with the related MNCs / Public or Private sector Industries and promote their technical and research expertise in solving the real time problems.
5. The R & D Department shall focus on establishment of Incubation center by grooming intellectual ideas and projects of students and faculty members.
6. The Research faculty members are given 6 period Research workload per week to fulfil the above tasks specified. They are also permitted to utilise the infrastructural facilities / Library / Internet Center beyond the college working hours for carrying out their work.

All the teaching faculty members shall be governed by the new regulations henceforth implemented for improving the quality and academic standards at this Institution.

- 1) The teaching faculty members of all the Departments serving in this institution who have joined and served the Institution for a minimum of two years shall register for Ph.D (part-time) before a specific time notified from time to time. Their candidature will be recommended for pursuing part time Ph.D at the University of their Choice.
- 2) The appointment of all the teaching faculty members serving in this institution are required to be ratified by JNTUA at the ratification interviews to be held by the University as and when notified.
- 3) The teaching faculty members of all the Departments serving in this institution will continue to publish research papers regularly in refereed peer reviewed Journals and Conferences of repute.
- 4) The teaching faculty members of all the Departments serving in this institution shall apply for funded projects / Industry consultancy / Patents and continue research activity in this Institution.
- 5) The teaching faculty members who are being recommended to pursue part time Ph.D shall have to work in this Institution in the concerned Department for a minimum period of 3/4 years after the award of Ph.D degree, on a revised scale of pay.
- 6) The Career advancement / increments shall be applicable for the teaching faculty members after accomplishment of the said conditions laid down by the Management of this Institution in order to improve the academic standards and quality of Higher education at this Institution.



2. GUIDELINES/CONDITIONS FOR AWARD OF CASH INCENTIVES FOR RESEARCH PUBLICATIONS / BOOKS PUBLISHED:

To encourage faculty members to develop a flair for research mind, cash incentives for research publications and books published are extended for regular faculty members of GIST. Principal is authorised to sanction the cash incentive awards. Publications may be considered for award of cash incentives subject to publication in reputed journals. The faculty shall enclose a copy of the acceptance letter from the editorial board of the journal, copy of the comments made by experts on the work, copy of the publications. There shall be no ceiling limit on the number of publications by an individual faculty

3. FINANCIAL ASSISTANCE FOR FACULTY ATTENDING THE SEMINAR/ CONFERENCE/ WORKSHOP:

Registration fee and TA/DA expenditure for participating National/ International Conferences/ Workshops.

Faculty should present the paper in person.

Faculty should be a regular employee of GIST.

Lead author is only eligible for availing the facility.

Financial assistance is released on reimbursement basis on production of relevant receipts.

Financial assistance should be claimed only from one organization.

4. INCENTIVES TO TEACHING FACULTY FOR PUBLICATIONS / AWARDS / FUNDED R & D PROJECTS / PATENTS:

- i) For receiving Awards or recognition Internationally / Nationally – Rs. 10,000 / Rs. 5,000/-
- ii) For publishing in peer reviewed (Thompson Reuters/Elsevier/ Science direct) Journals – Rs. 10,000/-
- iii) For publishing in peer reviewed (Scopus/UGC recognised) Journals – Rs. 5,000/-
- iv) For authoring (main) books and publishing through reputed publishers – Rs. 10,000/-
- v) For registering and obtaining patents International / National - Rs. 10,000 / Rs. 5,000/-
- vi) For recognised Consultancy work share of faculty to college in the ratio 40:60
- vii) For faculty members who get funded research projects from agencies like UGC/AICTE/DST/SERB/CSIR/MNES/DRDO and other National or International agencies - Rs. 50,000 (for funding over Rs. 50.00 lakhs), Rs. 30,000 (for funding between over Rs. 25.00 to 50.00 lakhs), Rs. 20,000 (for funding between over Rs. 10.00 to 25.00 lakhs), Rs. 10,000 (for funding up to Rs. 10.00 lakhs). Half the amount shall be given to the Principal Investigator & Co-Investigator in the ratio 70:30.

5. PUBLICATIONS, PROJECTS AND CONSULTANCY DIVISION (PP & CD)

The team shall guide and review faculty / student Publications, coordinate and organising Conferences / Seminars / Symposiums, train selected students for minor / funded projects in coordination with Industry and R&D Organisations of repute. He shall also guide the faculty members in submitting funded Research projects through DST/AICTE/DRDO/CSIR/UGC etc., He shall build Academic and Technical relations with Multinational R&D organizations like GE / SIEMENS / NI / TI / INTEL / Math Works / SAP / Microsoft / Oracle etc., in promoting faculty exchange and training programmes, invited guest lectures, consultancy and extension, funded research projects.



The team shall identify possible areas of technical knowledge and expertise available in the institution and explore all avenues for academic alliances with reputed bench mark R&D institutions / MNCs. The team shall also undertake in house training programmes required for the teachers and students in High end Technologies which will enable them to roll out innovative ideas and thereby undertake qualitative and worthy projects.

6. INTELLECTUAL PROPERTY RIGHTS CELL (IPRC)

It is obligatory to protect the Intellectual property in order to enable the organizations to earn recognition or financial benefits. Governments of various countries protect the innovative ideas of the inventors through Intellectual Property Rights (IPR). IPR is steadily gaining grounds in several developed and developing countries. The rationale for this IPR lies in the need to create awareness about the importance of IPRs as a marketable financial asset and economic tool among the researchers, faculty and students of the College. Indian Government has revised the National IPR Policy in May 2016 and its vision, Mission and objectives are given as follows.

The intellectual property plays an important role in providing a competitive edge to any Institution. The observable assets like designs and other creative & innovative ideas are more valuable than physical assets. The GIST IPR Cell, is committed to encourage, protect, manage and commercialize Intellectual Property such as Patent, Copyright, Trademark etc., for the benefit of the stakeholders in the college. The GIST IPR Cell creates conducive environment in the academics for the development of Intellectual Property.

The major objectives of the IPR Cell:

- To promote academic freedom and safeguard the interests of inventor in creation and commercialization of intellectual property with legal support wherever necessary.
- To create an environment for acquiring new knowledge through innovation, develop an attitude of prudent IP management practices
- To promote an IPR culture compatible with the educational mission of the institute.
- To work in co-ordination with the Department of R&D Cell and IICC
- To engage in conduct IP workshops/ seminars.
- To advise and guide the students and faculty on the importance of IPR
- To participate in / arrange periodic meeting of faculty members along with concerned people for identifying patentable inventions.
- To identify and forward eligible cases of IPR



7. CONSULTANCY WORK

A nominal consultancy fees has been devised for various types of soil/concrete/material tests using the institutional laboratory infrastructure facilities.

The revenue thus generated by any Department by way of Projects, Consultancy, Testing, Product development and Software development shall be shared equally by the Institution and Department. The HOD and staff members of concerned Laboratory / Project shall be paid according the formula shown below.

| Total Revenue generated | Institution share | Department share | Hon. To HOD concerned | Hon. To teaching faculty concerned | Hon. To technical / non-teaching staff concerned |
|-------------------------|-------------------|------------------|-----------------------|------------------------------------|--|
| A | A/2 | A/2 | $1/3 * A/2$ | $1/3 * A/2 * 1/NT$ | $1/3 * A/2 * 1/NNT$ |

NT - Number of teaching faculty concerned

NNT - Number of technical / Non-teaching staff concerned

This model shall be implemented with immediate effect until a final formula is derived.

8. FACULTY DEVELOPMENT SEMINARS

Faculty Development Seminars shall be organized every Thursday in the college, during the College working days at a convenient time as fixed from time to time by the R&D Department. All the faculty members shall prepare a topic of their interest (preferably technical) and shall deliver lecture to other faculty members in a scheduled routine. The HOD, R & D, is nominated as the Convenor and shall identify potential faculty members for delivering lectures, prepare a monthly schedule and circulate the list with topics to all the faculty members in advance. The HOD, R&D, shall nominate members form the academia to form a coordination team to organise and maintain the record of lectures during the academic year.

The sessions shall be made interactive and it will help all the faculty members to improve their presentation skills, to know latest technological developments in various areas and promote continuous learning. It is mandatory that all the faculty members who do not have any class work during the time shall attend the lecture sessions.

The Faculty Seminars are being conducted for the benefit of the faculty members to encourage their writing, presentation and research skills. All the faculty members who do not have class work are instructed to attend the seminars and encourage their fellow colleagues. The HOD / R & D shall submit the attendance list to the Principal for verification on the subsequent day of the Seminar. Explanation shall be called for from the absenting faculty members. The staff members who have class work during the seminar timings shall be exempted.



TRAINING, PLACEMENT & SKILL DEVELOPMENT CELLS/COMMITTEES

1. TRAINING AND PLACEMENT DIVISION

- Counsels the students on career development
- Organizes campus drives to improve campus placements
- Provides ample training programmes to improve Personality Development, Aptitude, Verbal, Logical, Quantitative , Communication and Soft skills
- Conducts online lab assessments and track the student results to provide specific training
- Updates strategies to ensure good placements
- Maintains healthy relations with the corporate
- Trains students on their future career
- Organizes training programmes, guest lectures, and model tests for recruitment
- Displays various job advertisements
- Encourages students equip themselves with the trending technology
- Motivates them to seek for opportunities either through online sources or career columns in news papers

2. INDUSTRY INSTITUTE INTERACTION CELL (IIIC)

- Facilitates mutual growth of Industry as well as Institutions
- Provides platform to showcase latest technological advancements and their implications on the industry
- Encourages industry experts to device curriculum design to prepare the students ready for the industry
- Promotes entrepreneurial development and R&D
- Arranges industrial visits
- Maintains MOU's with various industries

3. ENTREPRENEURSHIP DEVELOPMENT CELL

- Organises Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes
- Conducts research works and survey to identify entrepreneurial opportunities
- Guides and assists prospective entrepreneurs on preparing reports, obtaining project approvals, loans and facilities from agencies
- Extends guidance and escort services to trainees to obtain approval and execution of their projects, Fosters links between Parent Institution, Industries and R&D
- Functions as an institutional body to facilitate various services by providing information to budding entrepreneurs
- To organize guest lectures, TV & Radio talks, Seminars, etc, for promotion and growth of S&T based entrepreneurship.
- To arrange visits to industries for prospective entrepreneurs.



4. INNOVATION & INCUBATION CELL (IIC)

- Creates strategic partnerships with various National and International organizations working to promote innovation.
- Develops various skills among students required for successful implementation of ideas.
- Produces a generation of intellectual property, development of products and start up spinoffs
- Evaluates the submitted idea and screen it for approval
- To act as a Regional Information Centre on business opportunities, processes. Technologies, market, etc by creating and maintaining relevant database.
- To provide testing, Calibration, quality assurance, design, tool room pilot plant and other facilities for entrepreneurs besides expertise in intellectual property rights, patents search etc.
- To conduct competitions among students in developing project proposals.
- To conduct management games in the area of developing innovative ideas, creativeness and initiative.

COLLEGE ADMINISTRATION COMMITTEES

1. ADMISSIONS COMMITTEE

- Concerns with the admission of Polytechnic and B.Tech., students in urban and rural areas
- Formulates categories of students based on their admission quota such as Convener quota or Management quota
- Issues notifications for spot admission with the guidelines issued by State Government
- Submits the admissions list to the authorities seem deemed and seeks for their approval
- Guides the students and parents in making their effective decisions

2. FINANCE COMMITTEE

Functions

- To examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure and financial estimates of the Institution
- To examine the annual statement of the accounts and take necessary steps to have the Institution accounts audited by Auditors appointed by the Executive Committee.
- To examine the Budget proposals received from various Departments and Divisions of the Institution and considering for granting necessary approvals.
- To submit the final Annual Budget of the Institution with proposed recurring and non-recurring expenditure for the year based on income and resources of the Institution to the Executive Committee for approval.
- To advice on financial matters referred to it by the Executive Committee, Governing Body or any other Authority or Committee of the Institution.
- To report to the Chairman any lapses or irregularity in the financial matters which comes to its notice.
- To conduct two meetings of the Finance Committee in a Financial year
- Assists management in executing strategic goals of the organization
- Safeguards the institution resources
- Monitors the institution financial efficiency
- Sets long range financial goals along with funding strategies
- Looks out for Short-term and Long-term obligations



3. TRANSPORT COMMITTEE

- Reviews the operation of vehicles in all routes
- Reviews the maintenance of transport vehicles and works related to RTO office
- Takes necessary measures to prevent un-authorized boarders
- Regulates drivers in different bus routes
- Monitors discipline among the students inside the bus. Also monitor the crowd in each bus

4. HOSTEL ADVISORY COMMITTEE

- Monitors the conduction of hostel facilities and acts on any indiscreet actions
- Responsible to safe guard the interest and general welfare of the students
- Ensures healthy living standards
- Supervises proper use of resources in the hostel premises such as rooms, electricity, water, etc
- Caters to the requirements of the hostel students and staff
- Scrutinizes any in disciplinary action in the hostel

5. CANTEEN COMMITTEE

- Monitors the operations of canteen
- Formulates and Reviews canteen policies such as recruiting staff, changing menu, authorizing purchases and so on
- Evaluates the requirements of the students and staff
- Organises and implements effective measures to hold the quality of services provided
- Ensures a healthy and safe work environment
- Upgrades canteen facilities

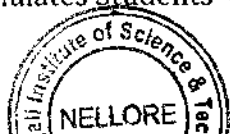
CO-CURRICULAR / EXTRA-CURRICULAR COMMITTEES

1. EXTRA CURRICULAR ACTIVITIES

- Prepares a schedule for various co-curricular and extracurricular activities for an entire year
- Organises intra and inter college competitions on various indoor and outdoor games and sports
- Forms students Committees and assign various tasks
- Monitors finances of each programme and event
- Records each event with proofs along with students achievements
- Responsible for college functions such as Freshers' Day, Annual Day, Induction programmes, Youth Fest, Farewell functions, Alumni meets etc.,
- Regulates code of conduct of students

2. SPORTS AND GAMES COMMITTEE

- Finalists annual calendar both internal and external sports activities
- Prepares budget for proposed activities
- Provides required training for the students in different sports activities
- Selects teams to represent colleges in intercollegiate and intramural tournaments
- Maintains stock of various sports equipment
- Coordinates with Students' Committees and staff
- Formulates Students' Committee



3. NATIONAL SERVICE SCHEME (NSS)

- Mobilizes students to enroll in NSS
- Meets emergencies and natural disasters with in college and outside too
- Identifies needs and problems of community and to solve them effectively
- Organizes orientation program for NSS volunteers
- Creates awareness on social service among the students
- Selects service projects on basis of utility and feasibility

4. ALUMNI ASSOCIATION

- Increases alumni interaction with the institution
- Fosters loyalty to the institution and promote the concern of welfare for the institution
- Creates awareness and motivate the students with the current trends in the market by interacting with the alumni
- Maintains up to date database of alumni
- Improves the credibility of the organisation

5. LITERARY & CULTURAL ASSOCIATION

The Literary & Cultural Association of Geethanjali Institute of Science and Technology is constituted every year with the teaching and non-teaching staff as members. The Principal shall be the Chairman, one Convenor, two Dy. Convenors, and 10-12 members will be nominated by the Principal. The NSS Coordinator and Physical Director shall be de facto members of the association. The Association shall conduct and organize various literary and cultural events in the college on special and notified occasions.

GRIEVANCE REDRESSAL

1. GRIEVANCE REDRESSAL CELL

- Conducts investigation of the complaint with the assigned Committee members
- Demands written complaints to document for future investigation
- Instructs staff to interrogate the complainant and respondent
- Compiles and records department wise and semester wise complaints
- Discloses pending cases and acts to resolve it amicably, Notifies the parties of their status

2. WOMEN'S FORUM

- Organizes the health awareness program, Solves women related issues and complains
- Creates awareness about women's welfare laws, Handles case works and counselling
- Organizes the Self-defence Course for the women/girls of the college community
- Conducts Women's Day Program, Creates social awareness about the problems of women and in particular regarding gender discrimination
- Develops multidisciplinary approach for the overall personality development
- Prevents sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff of the College
- Create awareness on equal opportunity for women which will ultimately lead to improved attitude and behaviour.



3. WOMEN'S PROTECTION CELL (INTERNAL COMPLAINT CELL – ICC)

- Enquires the complaints received from female students or staff of the college
- Deals with issues of Gender Based Violence
- Conducts various gender sensitisation programmes
- Pays special attention on exploitation related issues
- Imposes penalty or punishment
- Bring about attitudinal and behavioural change in adolescent youth of the female gender.
- Provide a working / living harassment free atmosphere by identifying and fixing responsibility on concerned persons for ensuring equal treatment of and participation by women in all areas.
- Conduct programmes for ladies to empower them financially, emotionally, mentally and physically.
- Deal appropriately with reported cases of sexual harassment, abuse or discrimination, and initiate action against particular grievances in respect of unfair treatment due to gender bias.

4. STAFF GRIEVANCE CELL

- Invites and registers reports of grievances of all the members of staff
- Installs Complaint/Suggestion Boxes across the institute
- Reviews grievance boxes periodically
- Records the complaints
- Keeps the information of the complainant
- Analyses, complies and forwards all received complaints to the concerned departments for necessary action.

5. SC/ST CELL

- The Committee is constituted to safeguard the constitutional privileges, promote confidence and create awareness among the student community. It shall promote special interest among the students of SC&ST categories towards academics and active participation in all developmental activities. It is expected to provide special inputs in the areas where the students experience difficulties.
- The Cell shall coordinate with all the Departments to organize and conduct regular remedial coaching classes, interactive sessions on life skills, personality development, writing assignments and making presentations.
- The Cell also is expected to organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.
- On an annual basis, collects information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the College.
- Analyzes information on admissions, education, training and employment of SCs and STs. Prepare reports for transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required
- Grievances of SC/ST students and employees are monitored and rendered the necessary help in solving their academic as well as administrative problems
- Promotes higher education among these two communities suffering economic, social and educational deprivations.



6. EXAMINATION GRIEVANCE COMMITTEE

- Finalizes the schedules of internal examinations as per the academic calendar
- Notifies the schedules of examination to the faculty and students well in advance
- Makes necessary arrangements to conduct both internal and external examinations
- Submits the data required to the University and ensure the timely declaration of results and issue of marks statements and degree certificates
- Takes decision on malpractice cases and punishments as per the university regulations

NEWS LETTER & WEB DEVELOPMENT

1. COLLEGE SOUVENIER / MAGAZINE

An Editorial Committee of GIST Souvenir / Magazine is constituted every year with the teaching faculty as members to coordinate, design and publish the annual Intra college magazine "GIST FIGMENTS". The Principal shall be the Chairman, one Dy. Chairman preferably from the senior staff members of English Department, one Convenor, and 8-10 members will be nominated by the Principal. All the faculty members of English and Management science departments shall be de facto members of the association.

The Committee shall scrutinize articles (technical and literary), events, updates and any other related information of the college and publish the content in the magazine for internal and private circulation.

2. NEWS LETTER AND WEB DEVELOPMENT COMMITTEE

The following information pertaining to all the Departments (since the inception of the College in 2008) shall be prepared for prepare the Newsletter of the College and upload the same onto the College Website regularly.

The members of 'Web Development & Newsletter Committee' shall collect information on all the activities happening in the College and organise the content and upload the same onto the College Website regularly and publish the College Newsletter regularly twice a year. All the **Heads of Departments** shall pass on information, material, content and photographs, regarding any student or faculty activities to the Convenor regularly. They are also instructed to submit particulars of finalised upcoming events and data to be furnished on the Department web pages.

All the Heads of Departments, Training and Placement Officer, Physical Director, NSS Coordinator, Administration Officer, Executive Officer, NMEICT Coordinators, Examination incharges, Librarian, Chief Warden - Hostels, Coordinators - Student Societies, Convenors for various events, NMEICT - FDP Coordinators, Cultural Coordinator, Director (A&A), AO, EO shall give a detailed note along with suitable photographs (in a folder as a soft copy) of any events conducted by their Departments / sections like guest / invited lectures, industrial visits, seminars, workshops, symposiums, association activities, faculty development programmes, quiz programmes, cultural and gaming events, student professional association activities, placement and any other curricular / co-curricular / extra-curricular activities to enable the administration for issuing press reports and uploading the data onto the department pages of college website.



The members of the Committee shall gather complete information given as below pertaining to all the Departments for enabling updating of College website and prepare the draft Newsletter of the College. They shall also look into the current data available in the website of their concerned Departments and recommend modifications or updating as required. The particulars and details as enclosed shall be recorded by the members and submitted as hard copies and mail softcopies to gistweb@gist.edu.in

The information on events to be conducted like detailed programme, brochure, application formats etc., shall be mailed **at least 3 days in advance** for the Web development committee to place the data appropriately on the website. For all the completed events, a detailed report along with photographs and news-paper clippings shall be mailed **within 2 days of completion**. They shall also mention the appropriate location where the information is to be hosted on the website like homepage, events, department pages etc.,

The content zipped in a folder shall be sent to gistweb@gist.edu.in preferably on the same day. A detailed note of the planned activity should be sent in advance before the conduct of any major events which shall be issued as press note or given as announcements in the website.

Programmers shall extend their support in designing, documentation and related activities connected with Newsletter and Website. In addition to Departments, the following staff members shall give complete information with photographs and paper clippings of the events to the Convenor immediately after the conclusion of the event.

Librarian - is directed to send a copy of paper clippings and media coverage of events in the College to the Convenor regularly for enabling the team to collect and organise the content.

Executive Officer - is directed to send copies of photographs of all the events organised by the institution to the Convenor instantly. He shall also provide necessary information and data of special events organised in the college. A diary of events shall be maintained by him and keep it regularly updated.

Training & Placement Division - is directed to give related information on the placements and training to the Convenor.

Physical Director - is directed to give information related to all the sports and games events organised by the institution and student's external participation in sports events with complete details, photographs and press clippings to the Convenor.

Cultural coordinator - is directed to give information and complete coverage of all the cultural events organised in the campus and student's participation in external events to the Convenor.

Administrative Officer - is directed to give all relevant data and information pertaining to the College Admissions, Executive/Governing/Academic Committee meetings and any other useful information to the Convenors.

Particulars of:

- a) Guest lectures held in the Department
- b) External Paper presentations of faculty and students (complete details with softcopies of full papers)
- c) Faculty participation in Seminars/Workshops
- d) Industrial visits / In plant training / Educational Tours
- e) External Participation / winning of prizes in any academic activity
- f) External Participation / winning of prizes in any Sports/games activities
- g) Students having 100 % attendance
- h) Student Toppers in University examinations Year/Sem wise
- i) Common Seminars / meetings / invited lectures by external experts



- j) College Inaugural day
- k) College Annual day / Events / Prizes / Medal Winners
- l) Annual Sports Day
- m) Environmental Tour
- n) Blood Donation Camps / Eye Screening Camps etc.,
- o) Photographs of all events (Soft copies with separate folders bearing the event's name)
- p) Administration related improvements / e-governance
- q) Transport related information
- r) Cultural events and Prize Winners
- s) Literary events and Prize Winners
- t) Paper Clippings / Press reports ((Soft copies with separate folders bearing the event's name)
- u) Library related information
- v) Any other important events pertaining to academic or non-academic activity

All the information shall be provided with complete details like important dates, places, names and persons etc., Online registrations for certain events and creation of exclusive web pages and linking to our main homepage can also be discussed with the website development team.

3. WEBSITE COMMITTEE

- Oversees the design and underlying technology
- Ensures the website stays current with new technology and trends
- Implements regular data collection methods
- Creates web engine compatible design prototypes based on collected feedback
- Set standards for further website development and monitoring
- Ensures accuracy of the content displayed



G. CLUBS AND ASSOCIATIONS OF GIST

1. TELUGU ASSOCIATION OF GEETHANJALI (T A G)

The Telugu Association of Geethanjali (T A G) is formed to organize activities and events related to Telugu at our institution. The Association will plan and organize activities and events related to celebrate and honour Telugu language and culture. Student members shall also be inducted into the team for volunteering the programmes.

2. ENGLISH CLUB OF GEETHANJALI

The **English Club of Geethanjali** is formed with the faculty members as core advisors, to organize activities and events related to English and improve the Communication skills among the students and staff members.

3. SWATCH BHARATH CLUB OF GIST

The **Swatch Bharath Club of GIST** shall join student volunteers from all the classes and devise plans for conducting Rallies, Cleaning activities and conducting awareness programmes related to Swatch Bharath among the students and public, railway/bus stations, nearby villages and inside the campus. The club members shall frame regulations to maintain a clean and green campus, to motivate all the students about clean environment and bring awareness among the students and citizens about the cleanliness and hygiene.

Minimum of two students shall volunteer from each class and they shall be the members of the club. They shall motivate all the students about clean campus throughout the year and organise monthly clean and green drive camps in the institution.

4. GEETHANJALI INNOVATORS CLUB (GIC)

The Geethanjali Innovators Club (GIC), is formed to develop and encourage interdisciplinary student and staff projects. The students who intend to take up project work related to any interdisciplinary field of Engineering or Technology shall approach GIC for necessary guidance and help.

5. ENERGY CONSERVATION CLUB

It is instructed that it is the bounden duty of the teacher conducting the class work or practical sessions to ascertain proper switching of lights and fans, shutting down of plant and machinery, shutting down of computer systems, shutting down of air conditioners etc., If any such misuse of energy is found in future, the concerned teacher shall be held responsible and the loss incurred to the Management shall be recovered from them. As a technical institution we have a bounden responsibility to teach, preach and follow energy conservation norms. Wastage of precious resources like water, electric power and food etc., is found inside the campus and it is the responsibility of all the staff and students to conserve them. Whenever the class work is not in progress, drawing halls are not in use, laboratories are not functioning, concerned HODs shall inform the Administrative office to lock them properly such that wastage is reduced. All the staff and students shall act responsibly to switch off the lights and fans or any other electric appliance whenever not required, switch off the water taps properly after usage, take only the required quantity of food and not throw them into dustbins and thereby save our precious National resources. The saving of electric energy also reduces Carbon foot print which is becoming a disaster to the Environment.



H. GENERAL MAINTENANCE RULES

1. COMPUTER CENTERS

Guidelines and procedure to be adopted for maintenance of Computers (Hardware & Software) and Networking. This procedure is applicable for maintenance of computers in all the Departments, Sections and Computer Centers.

Responsibility: System administrator

General Procedure:

- Whenever there is a problem with computer hardware or software, the respective lab-in charge/individual has to submit the repair request to the Principal through respective HODs. The copy of same to be retained in the department.
- The repair request letter has to be signed by the concerned lab-in charge and by the HOD.
- After duly signed by the HOD and lab-in charge the repair request letter comes to Principal.
- The principal will forward the letter to the system administrator through HOD/CSE.
- System administrator will maintain a log book for repair request letter.
- Priority is assigned according to the order of entry in the log register.
- As per the order of entry in the log register, the System administrator will attend the problem.
- The request letter is seemed to be closed once the problem is solved.
- In due course of repair, if the need for purchase of spare parts arises, the request from system administrator is raised and the same is submitted to Principal through HOD/CSE for its approval.

Guidelines for the users:

- For utilization of computers, the users have to make an entry in the log register.
- The user is not allowed to plug in their external drives without prior permission.
- The respective user will be held responsible for any damage or malfunction of the computer used.
- There will be no claim for loss of data which is saved on the desktop of the computer.
- The user should not delete/uninstall any data or software of the computer.
- Only necessary documents are allowed to be printed.

Records to be maintained:

- Repair Request letters record.
- Log book containing repair request letters.
- User log-in registers at respective places.



2. GENERAL MAINTENANCE

Maintenance with respect to Civil works, Electrical works, Plumbing and Sanitation.

Responsibility: Administrative Officer (AO) with the assistance of Executive Officer and Estate Maintenance Office.

Activities :

1. Receiving the complaints and identification of problem.
2. Attending to the problem using expertise of skilled workers (available in the institute or hired from outside)
3. Inspection of maintenance works.

Details of activities:

➤ Civil maintenance

- Any general maintenance related problem is lodged in the designated register available with AO.
- AO categorizes the received complaint and identifies the problem.
- He carries out the inspection as necessitated.
- He initiates the action by deploying the concerned personnel to attend the problem.
- Any material or parts required will be sought for approval of Director.
- If the work involves more financial support, quotations are invited from the vendors and best quote is selected for execution.
- The plumbing and sanitations related problems are en-routed through Maintenance Supervisor.

➤ Electrical maintenance

The following activities are involved in the maintenance of Power House.

- Checking diesel storage tank daily and top it, if it is not up to the mark.
- Replenishing stock of diesel at least every 15 hours of run of each generator. To procure the diesel, the following procedure is followed :
 - Putting up an office note by faculty-in-charge of power house to the Administrative Officer in standard format for approval to purchase diesel and also for transportation.
 - After getting the approval from the Administrative Officer, cash must be collected from the Accountant.
 - Diesel for approved money is purchased and details are entered in stock register and bills are submitted to the office.
- Checking distilled water level daily and if any shortage is found, it must be refilled. For procuring the distilled water, the above procedure is followed.
- Checking water level in radiator daily and filling it, if it is necessary.
- Checking lubricant oil daily.
- Cleaning the generators daily with cotton waste.
- Verifying daily for due dates of servicing generators.
- Registering the number of working hours of each generator and going for maintenance once predetermined time is reached.
- Checking earth resistance and watering the earth pits monthly once.
- Checking Radiator fan belt daily.



The following activities are involved maintenance of transformer:

- Noting down readings daily from Maximum Demand Indicators and KWH meters verifying whether the power factor is maintained nearer to unity or not.
- Cleaning the substation premises once in a week.
- Painting the transformer and other auxiliary equipment once in a year.
- Checking earth resistance and watering the earth pits weekly.
- Checking H.T. fuse daily and if it is found to be blown, the following procedure is followed.
 - Preparing a letter from faculty-in-charge requesting the local Assistant Divisional Engineer to replace the blown fuse with new one.
 - Accompanying and coordinating with the concerned line man while replacing the fuse.
 - Checking whether the fuse is replaced with correct rating.
- Checking D.D.V of transformer oil in a year once.
- Switching-on capacitor bank daily on commencement of institute work.
- Switching-off capacitor bank daily on conclusion of institute work.
- Prohibiting people from entering the Sub-Station.
- Conducting H.T inspection every year after receiving the instruction from concerned A.P. Transco authorities.

The following activities are involved for general electrical equipment maintenance:

- After identifying any problem related to electrical equipment, a requisition letter through concerned Head should be sent to the Principal. Instructions shall be issued to the concerned to faculty-in-charge to take up the work.
- In-charge will instruct concerned Electrician to carry out the work.
- If the work is beyond ability of Electrician or if it requires, help from outside experts will be taken.
- The Electrician after completing the work, will report to the Faculty-in-charge.



3. ESTABLISHMENT AND MAINTENANCE OF LABORATORIES

Guidelines to establish a new laboratory as per the syllabus, maintenance of existing lab equipment and purchase of consumable for the smooth functioning of laboratory.

Responsibility: Faculty In-charge and Lab technician.

➤ Identification of need for establishment of new lab

- As and when syllabus changes, the concerned HOD submits a proposal for establishment of new laboratory.
- Quotations are invited from potential suppliers and comparative statement is prepared and the best quote is selected for placing the purchase order.
- The equipment are supplied accordingly and the same is installed and demonstrated successfully before the commencement of academic activity.
- A faculty member is designated as lab in charge and he/she prepares the required lab manuals and the inventory of lab equipment.

➤ Regular functioning of existing laboratories and maintenance of equipment

- The concerned lab in charge prepares and submits a detailed report on functioning of different equipment in the laboratory.
- Budgetary proposal for their respective laboratories is prepared and submitted for approval.
- The lab in charge list out the consumables required and prepare the requisition.
- At the same time, the equipment requiring repair and maintenance are also brought to the notice of the HOD.
- All the above mentioned activities and corrective measures are carried well in advance to the commencement of class work, preferably during semester break.
- Stock registers are timely updated and maintained.
- Safety measures are well planned and taken care.

Records to be maintained:

- Stock Register (SR)
- Budgetary file
- Correspondence file.



4. SPORTS & GAMES FACILITIES

Outdoor sports facility:

- a. Facilities related to outdoor sports are provided like gymnasium, track, Basketball, Volley ball court, Cricket nets.
- b. The main function of the Physical Director is to organize inter College Sports Events among the students and select the best team player among them for University team to represent University Inter University tournaments.
- c. Staff sports events are organized annually.
- d. Sports and games encourages students to participate actively in extra - curricular activities. Various sports and games are conducted every year in the college on the occasion of the sports day. The intra college competitions conducted include: Chess, Caroms, Volley ball, Throw ball, Basketball, Cricket, Athletics and Badminton. The annual Sports Day is celebrated constituting the students of all the years. All the above competitions are conducted every year.

Indoor sports facility:

- a. The college encourages is students in organizing and taking active part in the various sports events.
- b. Indoor sports facilities and gymnasium built for optimum benefit to the students.
- c. The Physical Director shall help the students in fine tuning their sporting skills to prepare them for various tournaments.
- d. An organizing body consisting of faculty members from the staff is appointed as sports coordinators committee.
- e. A student coordinator elected by the student council informs all the students through the respective class representatives regarding the upcoming sports events, and their conduction.
- f. Meeting are held with staff coordinators on a regular basis. The faculty members and student coordinators are involved in selecting the students who will represent the college team in the various events based on their performance in the college level tournaments.

Utilization Process

- Students are permitted to play only during the sports hours and after college hours to practice for any competition. Separate bus is provided for the students, who practice after college hours.
- Students are permitted to utilized and take sports material with prior notice to the Physical Director. They must enter the details of material in the register.
- The concerned authority makes a note on return of the same in the register.
- In case of any damage observed, the same is recorded in the register pending further action.
- As first aid box is always available for the students in case of any emergency.



5. CENTRAL LIBRARY

The central Library provides access to an extensive range of informative resources like books, e-books, print journals, e-journals, newspapers and access to wide range of resources to improve the degree of knowledge and thought process of the academic fraternity and students.

Purchase and Procurement of books

- All the HODs are being communicated to raise their requisitions for books and information resources based on the curriculum of the university and they are also asked to recommend good collection of information resources besides prescribed in syllabus.
- Requisitions are being raised by different departments and proposed by the Library committee.
- Quotations are asked from different vendors, which are compared and evaluated for best price.
- Comparative statement is prepared and sent for the approval of the Director. Once the Director approves the proposal, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, purchase order will be placed and books will be procured.
- After procuring, the books will be sent to technical section for accessioning in the Accession Register. When classification and cataloging is over, once again the same data will be entered in the software. Further they are sent for shelving on racks according to Dewey Decimal Classification (DDC) scheme.

Membership of library

- All the Students and Faculty members are mandated to become members of Library.
- For becoming the members of the central library, the faculty and students have to fill library membership form with their admission details, duly signed by Director.
- The Identity card (Bar coded) itself will be Library services access card for its users.
- The central library is open from 09:00 am to 06:30 pm.
- The library will be remained closed on public holidays.

Processing of the books/ CDs/DVDs:

- The books are stamped with library stamp for identification as library property after receiving books from the supplier.
- Books will be accessioned and classified.
- The books are placed in the appropriate shelves in the Central Library branch wise and the CDs/DVDs are placed in the technical section.

Procedure for borrowing of books:

- Identity card is mandatory to enter into the library and to do transactions as well.
- Books will be issued for a period of fifteen (15) days to the students and after that it has to be renewed if they require the same.
- Books will be issued for one semester to the faculty and Technical and Admin Staff will be issued books for a period of thirty (30) days.
- Renewal can be done until there is no demand or reservation for the same. (Re- issue of books will be done in the set of fifteen (15) days each for a maximum, or as long as no other library card holder requires the book and keeps the request to reserve the same. The moment the book so issued is reserved by another card holder, the same shall not be further issued for an extended period to the current holder of the book.)
- The faculty should renew the books at the end of each semester to avoid any fine.



- Students can borrow only four (4) books in his/her account at any point of time, whereas a technical and admin staff can hold a maximum of two (2) books in his/her account. Professor can hold ten (10) books in his/her account whereas a faculty member can hold a maximum of five (5) books in his/her account.
- Books will be issued only after the library card is produced and scanned on the library computer. The books issued should be scanned for its Barcode.
- For re-issue after the last date for return of the book, the book has to be physically brought to the circulation counter and due fine has to be paid before getting it re-issued as a fresh issue.
- Students are required to take "No Due Certificate" from the central library on completion of their courses. Controller of Records (COR) will not issue clearance unless the student deposits the 'No Dues Certificate' with the COR. duly signed by the Librarian.

Accounting of fine:

Library fines will be charged as follows:

- Students - Rs. 1.00 per day
- Technical/Admin Staff— No Fine
- Faculty - No Fine
- The maximum limit for fine per book is Rs 1500/- . There after fine stops accumulating. Fine rate will be fed to Library fine book for generation of fine. The late deposit of books will be calculated automatically by Software. The student can check fine amount against each book by logging into his/her account.
- The library fine receipt will be issued to the patron on paying the library fine against the delayed books.
- If a student/faculty/staff member misplaced/lost/damaged a book then he/she has to replace with new one or has to pay double cost of the book with processing fee of Rs.50/-
- The library fine would be deposited in accounts branch by the library/circulation Staff at regular interval (monthly) as per fine receipts written in the fine register. The Accountant will issue the receipt against the payment.
- The primary responsibility for proper accounting of fine and deposit with Accounts Branch rests with the Librarian/Assistant Librarian. He/she had be responsible to ensure that the accounting procedure is followed.

Annual stock verification

- Annual Stock Verification will be ordered by the Director in the last week of April every year.
- Due to the large volume of books held in the central library, 100% physical check of books will be done at the beginning of the academic year i.e. June. This cycle will be repeated at certain regular interval. Books added every year will be taken into account.
- After physically counting the books, and taking into account, the books that are issued out, the following lists will be prepared and attached to the report along with recommendation of the librarian and sent to the principal
 - Missing/Lost books
 - Repairable books
- The Stock verification board will also check the details of fine collected and deposited during the year (01 Jul to 30 Jun).



Dealing with losses

- Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be written off.
- Loss of a book of value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action will be taken.

Library Duties

The faculty members allotted Library periods shall be physically available in the Library along with the students and ensure that the students utilize the period effectively. The student attendance shall be taken inside the Library by circulation without disturbing the studying environment. The faculty and staff members who get specimen copies of books from various publishers (by providing the institution identity and address) shall keep them for their reference after registering the book into the Department Library with due accession number. After completion of the semester/year, that book shall be returned to the Department Library such that it will be used for reference by any other staff and in turn will help wider circulation and also increase the number of titles at the Department Library.

All the staff members are requested to cooperate such that these books shall be read or referred by large number of other staff and students if it is placed at the respective Department Libraries.

Library Timings:

| | |
|---|--------------------|
| Week days ----- | 8.30AM to 6.30 PM |
| Sundays ----- | 9.30 AM to 4.30 PM |
| Circulation Counter (Week days only ----- | 9.00 Am to 6.00 PM |
| Circulation of CDs ----- | 10.00Am to 5.00 PM |
| Digital Library ----- | 8.30 AM to 6.00 PM |



I. RULES & CODE OF CONDUCT FOR STUDENTS

1. ADMISSIONS

The intake capacity of each programme, including the number of seats to be reserved for students of different categories shall be decided as per the Government directives and Council approvals. Admissions up to 70 % of the total approved seats to the first year of all the programmes shall be made before the start of each academic year, through Category - A of the Andhra Pradesh Engineering and Medical Entrance Examination (EAMCET) and Polytechnic Common Entrance test (POLYCET) conducted by the Government. The College shall admit students up to 30 % of the total approved seats through Category B (Management Quota) under the guidelines and approval of Andhra Pradesh State Council for Higher Education (APSCHE). There shall also be a merit-based, lateral admission of students having Diploma qualification to the second year of all the programmes at the College in accordance with the Engineering Common Entrance Test (ECET) conducted by the Government rules applicable for such admissions. The College reserves the right to revoke the admission made to a candidate, if it is found at any time after admission that he/she does not fulfill all the requirements stipulated in the offer of admission. The College also reserves the right to cancel the admission of any student and discontinue his/her studies at any stage of studentship for unsatisfactory academic performance and/or undisciplined conduct.

2. REGULAR - UG

AP EAMCET is governed by JNTUK (Jawaharlal Nehru Technological University), Kakinada on behalf of Andhra Pradesh State Council of Higher Education (APSCHE). It is a state-level entrance exam offering admissions into various UG courses offered by colleges in Andhra Pradesh.

EAMCET Eligibility Criteria

The general eligibility criteria for applicants to appear in AP EAMCET are:

- Indian Nationals/PIO (Persons of Indian Origin)/OCI (Overseas Citizen of India) Card Holders are eligible to apply.
- Candidate must have completed 16 & 17 years of age as on December 31.
- Students belonging to Andhra Pradesh/Telangana must have domicile certificate.
- Applicants also need to meet the local/non-local status requirements as laid down in the Andhra Pradesh Education Institutions (Regulations of Admission) order, 1974.
- Candidates must have passed 10+2 or equivalent examination from a recognized Board /University with Physics, Chemistry, Mathematics and/or Botany and Zoology as compulsory subjects.
- Applicants who are appearing for the qualifying examination during the Academic year are also eligible to apply.
- AP EAMCET ranking is based on EAMCET normalized scores (75% weightage) and 10+2 (25 weightage) in the order of merit.
- Rank obtained is valid for admissions to the courses offered.
- The result will contain Combined Score, EAMCET Weightage, Inter Weightage and EAMCET Marks.

AP EAMCET 2019 Normalization Procedure

As the examination is conducted in multiple sessions, the Board has opted for Normalisation Procedure. This will help in maintaining equality and fairness at the time of calculating the final scores.



AP EAMCET Normalization Formula

$$\approx \text{GMS} + \frac{(\text{Top Average Global} - \text{GMS})}{(\text{Top Average Session} - \text{SMS})} \times (\text{Marks obtained of the candidate} - \text{SMS})$$

SMS: (Average + Standard Deviation) of the session in which the candidate belongs to

GMS: (Average + Standard Deviation) of all the candidates across all sessions together

Top Average Session: Average marks of the top 0.1% of the candidates in the session in which the candidate belongs to

Top Average Global: Average marks of the top 0.1% of all the candidates across all sessions together.

AP EAMCET Cut Off (Category-wise)

Cut off is declared by the exam conducting authorities each year. The following is a table of expected cutoff marks for AP EAMCET 2019. For admissions to **AP EAMCET Participating Institutes**, aspirants must secure rank which is either equal to or above the closing rank or cutoff.

AP EAMCET Counselling - Jawaharlal Nehru Technological University Kakinada will be conducting the counselling of AP EAMCET. Candidates who qualify AP EAMCET will be able to apply and participate in AP EAMCET counselling. Three rounds of counselling will be conducted by the authorities. Candidates will have to pay the required fee, register and select their choice of programmes and institutes to get admissions through AP EAMCET counselling. Allotment of seats will be done on the basis of the candidate's merit. All of the allotted candidates will have to self-report and then report to their allotted institutes. Failure to report will lead to the disqualification of the candidates from the counselling of AP EAMCET.

- Post declaration of results, JNTUK will release a merit list on the basis of marks secured by candidates.
- The list will be uploaded on the official website.
- Through this list, candidates will get to know if they are eligible to participate in **AP EAMCET Counselling**.
- The counselling schedule shall be intimated online, make sure to keep a regular check on EAMCET website.
- During the counselling procedure, candidates have to go through the following levels listed below:

Step 1: Registration for Certificate & Documents' Verification

- Visit any one of the designated Help Link Centers.
- Give your Rank Card to the officer and register for counselling
- Pay required fee
- Post that, a registration cum verification form is issued.
- Fill in your personal details with hall ticket no. and rank details in the form.
- Submit the form at the counter & wait for your turn for certificate/ document verification.

Note: At the time of verification candidate's Aadhar card details (Finger Print Biometric) will be verified with Unique Identification Authority of India (UIDAI)

Step 2: Exercising Options Entry

- After document verification, the council will provide a facility for candidates to exercise options via online mode.
- Fill your choices of courses and colleges as per your preference via AP EAMCET login credentials.

Step 3: Allotment Order

- Those candidates who are allotted seats must download their AP EAMCET Allotment Letter.
- Seats will be allotted on the basis of filling choices, availability of seats, category etc.



Step 4: Reporting at College

- Candidates must report at the allotted college as per the allotted time period and confirm their admission.
- Pay the admission fee to confirm the seat.
- Failing to do so, will transfer their seat to the next candidate.

3. REGULAR – POLYTECHNIC

AP POLYCET – State Board of Technical Education and Training, shall be conducting AP POLYCET in offline mode every year preferably during April for admission to diploma programmes offered by polytechnic institutes in the state of Andhra Pradesh. AP POLYCET exam will comprise of multiple-choice questions from physics, chemistry and mathematics – answers have to be entered on OMR sheets by darkening the answer option. The syllabus of AP POLYCET will be based on Class 10 (S.S.C.) syllabus.

AP POLYCET Eligibility Criteria

The eligibility criteria of AP POLYCET are the set of conditions that candidates have to meet to appear in the exam. Among the important AP POLYCET eligibility criteria that candidates need to meet include that of domicile, qualifying exam passed and minimum marks, which has been explained below.

Eligibility Criteria of AP POLYCET

- **Nationality** – Only Indian nationals can apply
- **Domicile** – The candidate needs to be a resident of Andhra Pradesh
- **Qualifying Exam** – The candidate needs to have passed SSC examination conducted by State Board of Secondary Education, Andhra Pradesh/ Telangana or an equivalent exam with a minimum aggregate of 35% marks, with Mathematics as a compulsory subject. The candidate in addition needs to have passed all the subjects in the qualifying exam – including Physics, Chemistry and Mathematics – with a minimum of 35% marks in each subject.

AP POLYCET Exam Pattern

As per the exam pattern of AP POLYCET, the question paper of would include 120 multiple choice questions (MCQs). Of these, 60 will be from Mathematics, and 30 each from Physics and Chemistry. Each question will have four answer options, out of which only one will be the correct option. There is no negative marking. The duration of the test will be 2 hours, with questions being asked from Class 10 (S.S.C.) syllabus.

AP POLYCET Counselling

The counselling of AP POLYCET will be conducted in online (web-based) mode around May/June every year. To participate in the AP POLYCET counselling process, the candidate has to first register and get their documents verified at designated help line centres. The AP POLYCET counselling schedule will be prepared rank-wise – so the candidate has to report for counselling on the scheduled day only. Post document verification, the candidates have to participate in online choice-filling process.

AP POLYCET Seat Allotment

Admission authorities will consider the merit rank of candidate and options exercised for AP POLYCET seat allotment. The result of AP POLYCET seat allotment will be published online. Candidates who have been allotted seats will have to download the AP POLYCET seat allotment letter by logging into the allotment portal. In addition, the details of seat allotment will also be sent to the registered mobile number of the candidate.



4. LATERAL ENTRY

A Common Entrance Test designated in full as Andhra Pradesh Engineering Common Entrance Test (APECET) for Diploma Holders and for B.Sc., (with Mathematics as one of the optional subjects) Degree Holders will be conducted by JNTUA on behalf of the Andhra Pradesh State Council of Higher Education for lateral admission into 2nd year regular B.Tech., Courses.

The Candidates satisfying the following requirements shall be eligible to appear for ECET:

(i) They should be of Indian Nationality.

(ii) They should belong to the State of Andhra Pradesh. The candidates should satisfy local/non-local status requirements as laid down in the Andhra Pradesh Educational Institutions (Regulation of Admission) Order, 1974 as subsequently amended.

(iii) They should have obtained a Diploma in Engineering and Technology/ Pharmacy from the State Board of Technical Education of Andhra Pradesh State or any other Diploma from an AICTE approved institution recognised by the Government of Andhra Pradesh as equivalent thereto for admission into the B.Tech., courses (OR) they should have passed the 3-year B.Sc Degree examination with Mathematics as one of the subjects in the group combination from a recognized University in the state or its equivalent for entry into relevant courses. Candidates should have passed Diploma in Engineering and Technology/ Pharmacy/ B.Sc Degree as the case may be with at least 45% marks (40% in case of candidates belonging to reserved category) for entry into relevant courses. Candidates should have appeared and qualified at the APECET.

Mere appearance at the Entrance Test does not automatically entitle a candidate to be considered for entry into any course unless the candidate satisfies the requirement of eligibility and other criteria laid down in the rules of admission. Admission to 85% of the seats in each course shall be reserved for the local candidates and the remaining 15% of the seats shall be un-reserved seats as specified in the Andhra Pradesh Educational Institutions (Regulations and Admissions) Order, 1974 as subsequently amended.



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPURAMU

1. DRAFT ACADEMIC REGULATIONS (R15) FOR B. TECH (REGULAR-FULL TIME)

(Effective for the students admitted into 1 year from the Academic Year 2015-2016 onwards)

Award of B.Tech. Degree

A student will be declared eligible for the award of the B.Tech., degree if he/she fulfils the following academic regulations:

- i. Pursues a course of study for not less than four academic years and in not more than eight academic years. However, for the students availing Gap year facility this period shall be extended to two years at the most and these two years would not be counted for the time for the maximum time for graduation.
- ii. Registers for 176 credits and secure all 176 credits.

Students, who fail to fulfill all the academic requirements for the award of the degree within eight academic years from the year of their admission, shall forfeit their seat in B.Tech., course and their admission stands cancelled.

Distribution and Weightage of Marks

The performance of a student in each semester shall be evaluated subject -wise with a maximum of 100 marks for theory and 100 marks for practical subject. In addition, project work shall be evaluated for 200 marks whereas audit courses shall be evaluated for a maximum of 30 internal marks.

- i. For theory subjects the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End-Examination.
- ii. For practical subjects the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End- Examination.

Internal Examinations:

- i. For theory subjects, during the semester, there shall be two midterm examinations. Each midterm examination consists of objective paper for 10 marks and subjective paper for 20 marks with duration of 1 hour 50 minutes (20 minutes for objective and 90 minutes for subjective paper).

Objective paper shall be for 10 marks. Subjective paper shall contain 5 questions of which student has to answer 3 questions evaluated* for 20 marks.

***Note 1:** The subjective paper shall contain 5 questions of equal weightage of 10 marks and the marks obtained for 3 questions shall be condensed to 20 marks, any fraction shall be rounded off to the next higher mark.

***Note 2:** The midterm examination shall be conducted first by distribution of the Objective paper, simultaneously marking the attendance, after 20 minutes the answered objective paper shall be collected back. The student is not allowed to leave the examination hall. Then the descriptive question paper and the answer booklet shall be distributed. After 90 minutes the answered booklets are collected back.



If the student is absent for the internal examination, no re-exam shall be conducted and internal marks for that examination shall be considered as zero. First midterm examination shall be conducted for I, II units of syllabus and second midterm examination shall be conducted for III, IV & V units. Final Internal marks shall be arrived at by considering the marks secured by the student in both the mid examinations with 80% weightage to the better mid exam and 20% to the other.

For Ex:

Marks obtained in first mid: 25

Marks obtained in Second mid: 20

Final Internal Marks: $(25 \times 0.8) + (20 \times 0.2) = 24$ If the student is absent for any one midterm examination, the final internal marks shall be arrived at by considering 80% weightage to the marks secured by the student in the appeared examination and zero to the other. For Ex:

Marks obtained in first mid: Absent

Marks obtained in Second mid: 25

Final Internal Marks: $(25 \times 0.8) + (0 \times 0.2) = 20$

End Examinations:

- i. End examination of theory subjects shall have the following pattern:
 - a. There shall be 6 questions and all questions are compulsory.
 - b. Question I shall contain 10 compulsory short answer questions for a total of 20 marks such that each question carries 2 marks. There shall be 2 short answer questions from each unit.
 - c. In each of the questions from 2 to 6, there shall be either-or type questions of 10 marks each. Student shall answer any one of them.
 - d. Each of these questions from 2 to 6 shall cover one unit of the syllabus.
- ii. End examination of theory subjects consisting of two parts of different subjects, for ex: Electrical & Mechanical Technology, shall have the following pattern:
 - a. Question paper shall be in two parts viz., Part A and Part B with equal weightage.
 - b. In each part, there shall be 3 either-or type questions for 12, 12 and 11 marks.

Note: The answers for Part A & Part B shall be written in two separate answer books.

For practical subjects there shall be a continuous evaluation during the semester for 30 sessional marks and end examination shall be for 70 marks. Day-to-day work in the laboratory shall be evaluated for 30 marks by the concerned laboratory teacher based on the regularity/record/ viva. The end examination shall be conducted by the concerned laboratory teacher and senior expert in the same subject of the department.

In a practical subject consisting of two parts (ex: Electrical & Mechanical Lab), the end examination shall be conducted for 35 marks in each part. Internal examination shall be evaluated as above for 30 marks in each part and final internal marks shall be arrived by considering the average of marks obtained in two parts.

There shall be an audit pass course in Human values & Professional ethics and Advanced Communication skills lab with no credits. There shall be no external examination. However, attendance in the audit course shall be considered while calculating aggregate attendance and student shall be declared pass in the audit course only when he/she secures 40% or more in the internal examinations.



In case if student fails, re-exam shall be conducted for failed candidates every six months/semester at a mutual convenient date of college/student satisfying the conditions mentioned in item 1 & 2 of the regulations. For the subject having design and/or drawing, such as Engineering Drawing, the distribution shall be 30 marks for internal evaluation and 70 marks for end examination.

Day-to-day work shall be evaluated for 15 marks by the concerned subject teacher based on the reports/submissions prepared in the class. And there shall be two midterm examinations in a semester for duration of 2hrs each for 15 marks with weightage of 80% to better mid marks and 20% for the other. The subjective paper shall contain 5 questions of equal weightage of 10 marks and the marks obtained for 3 questions shall be condensed to 15 marks, any fraction (0.5 & above) shall be rounded off to the next higher mark. There shall be no objective paper in internal examination. The sum of day to day evaluation and the internal test marks will be the final sessional marks for the subject.

In the end examination pattern for Engineering Drawing there shall be 5 questions, either-or type, of 14 marks each. There shall be no objective type questions in the end examination. There shall be two comprehensive online examinations conducted by the respective colleges, one at the end of II year and the other at the end of III year, with 100 objective questions for 100 marks on the subjects (both I & II semesters) studied in the respective years. As there are twelve subjects in the year, minimum of eight objective questions shall be framed from each subject covering all five Units. The Principals of the respective colleges are given the responsibility of preparing question bank/question paper and conducting the online examination maintaining confidentiality. A student shall acquire 1 credit assigned to the comprehensive online examination only when he/she secures 40% or more marks. In case, if a student fails in comprehensive online examination, he shall reappear/re-register by following a similar procedure adopted for the lab examinations.

Laboratory marks and the sessional marks awarded by the college are not final. They are subject to scrutiny and scaling by the University wherever necessary. In such cases, the sessional and laboratory marks awarded by the college will be referred to a committee. The committee will arrive at a scaling factor and the marks will be scaled as per the scaling factor. The recommendations of the Committee are final and binding.

The laboratory records and internal test papers shall be preserved for minimum of 2 years in the respective institutions as per the University norms and shall be produced to the Committees of the University as and when the same are asked for.

Attendance Requirements:

A student shall be eligible to appear for University examinations if he acquires a minimum of 75% of attendance in aggregate of all the subjects in a semester/ I year. Shortage of Attendance below 65% in aggregate shall in NO case be condoned. Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the College Academic Committee. Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that class and their registration shall stand cancelled. A student will not be promoted to the next semester unless he satisfies the attendance requirements of the present semester. They may seek readmission for that semester when offered next. A stipulated fee shall be payable towards condonation of shortage of attendance to the University.



Minimum Academic Requirements:

The following academic requirements have to be satisfied in addition to the attendance requirements. A student shall be deemed to have satisfied the minimum academic requirements and earned the credits allotted to each theory, practical, design, drawing subject or project if he secures not less than 35% of marks in the end examination and a minimum of 40% of marks in the sum total of the internal evaluation and end examination taken together. In case of audit courses he/she should secure 40% of the total marks.

A student shall be promoted from II to III year only if he/she fulfils the academic requirement of securing 40% of the credits i.e., 25 credits in the subjects that have been studied up to II year I semester from the following examinations, irrespective of whether the candidate takes the end examination or not as per the normal course of study. One regular and one supplementary examinations of I year (I & II Semester). One regular examination of II year I semester

A student shall be promoted from III year to IV year only if he/she fulfils the academic requirements of securing 40% of the credits in the subjects that have been studied upto III year I semester from the following examinations, irrespective of whether the candidate takes the end examination or not as per the normal course of study. One regular and Three supplementary examinations of I year (I & II Semester). One regular and two supplementary examinations of II year (I & II Semester). One regular examination of III year I semester.

And in case if student is already detained for want of credits for particular academic year by sections 6.2 and 6.3 above, the student may make up the credits through supplementary exams of the above exams before the commencement of third or fourth year I semester class work respectively of next year.

A student shall register and put up minimum attendance in all 176 credits and earn all the 176 credits. Marks obtained in all 176 credits shall be considered for the calculation of aggregate percentage of marks obtained.

Students who fail to earn 176 credits as indicated in the course structure within eight academic years from the year of their admission shall forfeit their seat in B.Tech., course and their admission shall stand cancelled.

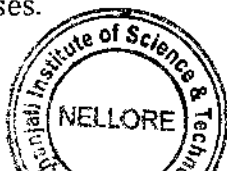
Course Pattern:

The entire course of study is for four academic years. All years shall be on semester pattern. A student eligible to appear for the end examination in a subject, but absent or has failed in the end examination may appear for that subject at the next supplementary examination when offered.

When a student is detained due to lack of credits/shortage of attendance he may be re-admitted when the semester is offered after fulfilment of academic regulations. In such case, he/she shall be in the academic regulations into which he/she is readmitted.

With-holding of results:

If the candidate has any dues not paid to the university or if any case of indiscipline or malpractice is pending against him, the result of the candidate shall be withheld and he will not be allowed / promoted into the next higher semester. The issue of awarding degree is liable to be withheld in such cases.



Grading:

After each subject is evaluated for 100 marks, the marks obtained in each subject will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

Table - Conversion into Grades and Grade Points assigned

| Range in which the marks | Grade | Grade points Assigned |
|--------------------------|-------------------|-----------------------|
| ≥ 90 | S (Superior) | 10 |
| 80-89 | A (Excellent) | 9 |
| 70-79 | B (Very Good) | 8 |
| 60-69 | C (Good) | 7 |
| 50-59 | D (Average) | 6 |
| 40-49 | E (Below Average) | 4 |
| < 40 | F (Fail) | 0 |
| Absent | Ab (Absent) | 0 |

- i. A student obtaining Grade F shall be considered failed and will be required to reappear for that subject when the next supplementary examination offered.
- ii. For noncredit courses „Satisfactory“ or “Unsatisfactory“ shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

i. The Semester Grade Point Average (SGPA) is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where, C_i is the number of credits of the i^{th} subject and G_i is the grade point scored by the student in the i^{th} course.

ii. The Cumulative Grade Point Average (CGPA) will be computed in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.

$$CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

Where „ S_i “ is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

iii. Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

iv. While computing the GPA/CGPA the subjects in which the student is awarded Zero grade points will also be included.

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.

Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters S, A, B, C, D, E and F.



Award of Class:

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of B. Tech. Degree he shall be placed in one of the following four classes:

| Class Awarded | CGPA Secured |
|------------------------------|---------------------|
| First Class with Distinction | ≥ 7.5 |
| First Class | $\geq 6.5 < 7.5$ |
| Second Class | $\geq 5.5 < 6.5$ |
| Pass Class | $\geq 4.0 < 5.5$ |

Gap Year – concept of Student Entrepreneur in Residence shall be introduced and outstanding students who wish to pursue entrepreneurship are allowed to take a break of one year at any time after II year to pursue entrepreneurship full time. This period may be extended to two years at the most and these two years would not be counted for the time for the maximum time for graduation. The Principal of the respective college shall forward such proposals submitted by the students to the university. An evaluation committee shall be constituted by the University to evaluate the proposal submitted by the student and the committee shall decide whether or not to permit student(s) to avail the Gap Year.

Transitory Regulations:

Discontinued, detained, or failed candidates are eligible for readmission as and when the semester is offered after fulfilment of academic regulations. Candidates who have been detained for want of attendance or not fulfilled academic requirements or who have failed after having undergone the course in earlier regulations or have discontinued and wish to continue the course are eligible for admission into the unfinished semester from the date of commencement of class work with the same or equivalent subjects as and when subjects are offered, subject to Section 2 and they will be in the academic regulations into which they get readmitted. Candidates who were permitted with Gap Year shall be eligible for rejoining into the succeeding year of their B.Tech from the date of commencement of class work, subject to Section 2 and they will be in the academic regulations into which the candidate is presently rejoining.

Minimum Instruction Days:

The minimum instruction days including exams for each semester shall be 90 days. Student transfers shall be as per the guidelines issued by the Government of Andhra Pradesh from time to time.

General:

The academic regulations should be read as a whole for purpose of any interpretation. Malpractices rules- nature and punishments are appended. Where the words "he", "him", "his", occur in the regulations, they also include "she", "her", "hers", respectively. In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final. The University may change or amend the academic regulations or syllabi at any time and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the University.



2. RULES FOR DISCIPLINARY ACTION FOR MALPRACTICES / IMPROPER CONDUCT IN EXAMINATIONS

| | Nature of Malpractices/Improper conduct | Punishment |
|--------|--|--|
| | <i>If the candidate:</i> | |
| 1. (a) | Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination) | Expulsion from the examination hall and cancellation of the performance in that subject only. |
| (b) | Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter. | Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him. |
| 2. | Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing. | Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. |
| 3. | Impersonates any other candidate in connection with the examination. | The Hall Ticket of the candidate is to be cancelled and sent to the University. The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred for four consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for four consecutive semesters from class work and all University examinations, if his involvement is established. Otherwise, The candidate is debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him. |



| | | |
|----|---|---|
| 4. | Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination. | Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. |
| 5. | Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks. | Cancellation of the performance in that subject only. |
| 6. | Refuses to obey the orders of the Chief Superintendent/Assistant - Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination. | In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. If the candidate physically assaults the invigilator/ officer-in-charge of the Examinations, then the candidate is also debarred and forfeits his/her seat. In case of outsiders, they will be handed over to the police and a police case is registered against them. |
| 7. | Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall. | Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. |



| | | |
|-----|---|--|
| 9. | If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8. | Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person (s) who do not belong to the College will be handed over to police and, a police case will be registered against them. |
| 10. | Comes in a drunken condition to the examination hall. | Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. |
| 11. | Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny. | Cancellation of the performance in that subject only or in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations, depending on the recommendation of the committee. |
| 12. | If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action to award suitable punishment. | |

Malpractices identified by squad or special invigilators

1. Punishments to the candidates as per the above guidelines.
2. Punishment for institutions: (if the squad reports that the college is also involved in encouraging malpractices)
 - (i) A show cause notice shall be issued to the college.
 - (ii) Impose a suitable fine on the college.
 - (iii) Shifting the examination centre from the college to another college for a specific period of not less than one year.

Note: Whenever the performance of a student is cancelled in any subject/subjects due to Malpractice, he has to register for End Examinations in that subject/subjects consequently and has to fulfill all the norms required for the award of Degree.



3. SBTET : ACADEMIC REGULATIONS (C-16) FOR DIPLOMA (REGULAR-FULL TIME) (Effective for the students admitted into 1 year from the Academic Year 2016-2017 onwards)

The revised New Curriculum i.e., Curriculum-2016 (C-16) is approved by BoG of SBTET for its implementation with effect from 2016-17.

Salient Features:

1. The Curriculum is prepared in Semester Pattern. However, First Year is maintained as Year-wise pattern.
2. 6 Months/ 1 year Industrial Training is introduced for all the Diploma courses.
3. Fundamentals of Internet of Things (IOT) is introduced for all the Diploma courses in the subject.
4. Modern subjects relevant to the industry are introduced in all the Diploma courses.
5. The policy decisions taken at the State and Central level with regard to environmental science are implemented by including relevant topics in Chemistry.
6. Communication Skills lab and Life Skills lab are introduced for all the branches.
7. Modern topics relevant to the needs of the industry and global scenario suitable to be taught at Diploma level are also incorporated in the curriculum.
8. AutoCAD specific to the branch has been given more emphasis in the curriculum. Preparing drawings using CAD software has been given more importance.
9. Every student is exposed to the computer lab at the 1st year itself in order to familiarize himself with skills required for keyboard/mouse operation, internet usage and e-mailing.
10. More emphasis is given to the practical content of Laboratories and Workshops, thus strengthening the practical skills.
11. With increased emphasis for the student to acquire Practical skills, the course content in all the subjects is thoroughly reviewed and structured as outcome based than the conventional procedure based.

RULES AND REGULATIONS

i) DURATION AND PATTERN OF THE COURSES

All the Diploma programs run at various institutions are of AICTE approved 3 years or 3½ years duration of academic instruction.

All the Diploma courses are run on year wise pattern in the first year, and the remaining two or two & half years are run in the semester pattern. Run-through system is adopted for all the Diploma Courses, subject to eligibility conditions.

ii) PROCEDURE FOR ADMISSION INTO THE DIPLOMA COURSES:

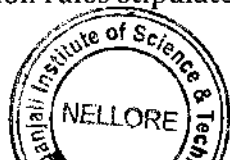
Selection of candidates is governed by the Rules and regulations laid down in this regard from time to time.

a) Candidates who wish to seek admission in any of the Diploma courses will have to appear for Common Entrance Test for admissions into Polytechnics (POLYCET) conducted by the State Board of Technical Education and Training, Andhra Pradesh, Vijayawada.

Only the candidates satisfying the following requirements will be eligible to appear for the Common Entrance Test for admissions into Polytechnics (POLYCET).

b) The candidates seeking admission should have appeared for S.S.C examination, conducted by the Board of Secondary Education, Andhra Pradesh or equivalent examination thereto, at the time of making application to the Common Entrance Test for admissions into Polytechnics (POLYCET). In case of candidates whose results of their Qualifying Examinations is pending, their selection shall be subject to production of proof of their passing the qualifying examination in one attempt or compartmentally at the time of admission

c) Admissions are made based on the merit obtained in the Common Entrance Test (POLYCET) and the reservation rules stipulated by the Government of Andhra Pradesh from time to time.



iii) MEDIUM OF INSTRUCTION

The medium of instruction and examination shall be English.

iv) PERMANENT IDENTIFICATION NUMBER (PIN)

A cumulative / academic record is to be maintained of the Marks secured in sessional work and end examination of each year for determining the eligibility for promotion etc., A Permanent Identification Number (PIN) will be allotted to each admitted candidate to maintain academic records.

v) NUMBER OF WORKING DAYS PER SEMESTER / YEAR:

- a). The Academic year for all the Courses shall be in accordance with the Academic Calendar.
- b). The Working days in a week shall be from Monday to Saturday
- c). There shall be 7 periods of 50 minutes duration on all working days.
- d). The minimum number of working days for each semester / year shall be 90 / 180 days excluding examination days. If this prescribed minimum is not achieved due to any reason, special arrangements shall be made to conduct classes to cover the syllabus.

vi) ELIGIBILITY OF ATTENDANCE TO APPEAR FOR THE END EXAMINATION

- a). A candidate shall be permitted to appear for the end examination in all subjects, if he or she has attended a minimum of 75% of working days during the year/Semester.
- b). Condonation of shortage of attendance in aggregate upto 10% (65% and above and below 75%) in each semester or 1st year may be granted on medical grounds.
- c). A stipulated fee shall be payable towards condonation for shortage of attendance.
- d). Candidates having less than 65% attendance shall be detained.
- e). Students whose shortage of attendance is not condoned in any semester / 1st year and not paid the condonation fee in time are not eligible to take their end examination of that class and their admissions shall stand cancelled. They may seek re-admission for that semester / 1st year when offered next.

vii) READMISSION

Readmission shall be granted to eligible candidates by the respective Principal/ Regional Joint Director.

1. a) Within 15 days after commencement of class work in any semester (Except Industrial Training).
- b) For Industrial Training: before commencement of the Industrial training.
2. Within 30 days after commencement of class works in any year (including D. Pharmacy course or first year course in Engineering and Non Engineering Diploma streams). Otherwise such cases shall not be considered for readmission for that semester / year and are advised to seek readmission in the next subsequent eligible academic year. The percentage of attendance of the readmitted candidates shall be calculated from the first day of beginning of the regular class work for that year / Semester, as officially announced by CTE/SBTET but not from the day on which he/she has actually reported to the class work, after readmission is granted.

viii) SCHEME OF EXAMINATION

a) First Year

THEORY EXAMINATION: Each Subject carries 80% marks with examination of 3 hours duration, along with 20% marks for internal evaluation. (Sessional marks). However, there are no minimum marks prescribed for sessionals.

PRACTICAL EXAMINATION: There shall be 40% Marks for regular practical work done, i.e. sessional marks for each practical subject with an end examination of 3 hours duration carrying 60% marks. However, there are no minimum marks prescribed for sessionals.

b) III, IV, V, VI and VII Semesters:

THEORY EXAMINATION: Each subject carries usually 80 marks and 30 marks in respect of specified subjects of 3hours duration, along with 20 marks for internal evaluation (sessional marks) respectively.

PRACTICAL EXAMINATION: Each subject carry 60/30 marks of 3hours duration 40/20 sessional marks.



ix) INTERNAL ASSESSMENT SCHEME

a) Theory Subjects: Theory Subjects carry 20% sessional marks, internal examinations will be conducted for awarding sessional marks on the dates specified. **Three unit tests will be conducted for 1 year students and two Unit Tests for semesters.** Average of marks obtained in all the prescribed tests will be considered for awarding the sessional marks.

b) Practical Subjects: Student's performance in Laboratories / Workshop shall be assessed during the year/ semester of study for 40% marks in each practical subject. Allotment of marks should be discrete taking into consideration of the students' skills, accuracy, recording and performance of the task assigned to him / her. Each student has to write a record / log book for assessment purpose. In the subject of Drawing, which is also considered as a practical paper, the same rules hold good. Drawing exercises are to be filed in seriatum.

c) Internal assessment in Labs / workshops / Survey field work etc., during the course of study shall be done and sessional marks shall be awarded by the concerned Lecturer / Senior Lecturer / Workshop superintendent as the case may be.

d) For practical examinations, except in drawing, there shall be two examiners. External examiner shall be appointed by the Principal in consultation with respective Head of Section preferably choosing a qualified person from any local Industry/ nearby Government Polytechnic/ Local Government Organization. Internal examiner shall be the person concerned with internal assessment as in (c) above. The end examination shall be held along with all theory papers in respect of drawing.

e) Question Paper for Practicals: Question paper should cover all the experiments / exercise prescribed.

f) Records pertaining to internal assessment marks of both theory and practical subjects are to be maintained for official inspection.

g) **In case of Diploma courses having Industrial Training**, the training assessment shall be done and the marks are to be awarded in the following manner. Industrial assessment: 200 marks (in two spells of 100 marks each)

Maintenance of log book: 30 marks

Record Work: 30 marks

Seminar / viva-voce: 40 marks

TOTAL: 300 marks

The assessment at the institution level (Seminar/Viva-voce) shall be done by three members, viz., Internal Faculty member, External Examiner and Head of Section and be averaged.

x) MINIMUM PASS MARKS

THEORY EXAMINATION:

For passing a theory subject, a candidate has to secure a minimum of 35% in end examination and a combined minimum of 35% of both Sessional and end examination marks put together.

PRACTICAL EXAMINATION:

For passing a practical subject, a candidate has to secure a minimum of 50% in end examination and a combined minimum of 50% of both sessional and practical end examination marks put together. In case of D.C.C.P., the pass mark for typewriting and short hand is 45% in the end examination. There are no sessional marks for typewriting and Shorthand subjects of D.C.C.P course.



xi) PROVISION FOR IMPROVEMENT

1. Improvement is allowed only after he / she has completed all the subjects from First Year to Final semester of the Diploma.
2. Improvement is allowed in any 4 (Four) subjects of the Diploma.
3. The student can avail of this improvement chance **ONLY ONCE**, that too within the succeeding two examinations after the completion of Diploma. However, the duration including Improvement examination shall not exceed FIVE years from the year of first admission.
4. No improvement is allowed in Practical / Lab subjects or Project work or Industrial Training assessment. However, improvement in drawing subject(s) is allowed.
5. If improvement is not achieved, the marks obtained in previous Examinations hold good.
6. Improvement is not allowed in respect of the candidates who are punished under Malpractice in any Examination.
7. Examination fee for improvement shall be paid as per the notification issued by State Board of Technical Education and Training from time to time.
8. All the candidates who wish to appear for improvement of performance shall deposit the original Marks Memos of all the years / Semesters and also original Diploma Certificate to the Board. If there is improvement in performance of the current examination, the revised Memorandum of marks and Original Diploma Certificate will be issued, else the submitted originals will be returned.

xii) RULES OF PROMOTION FROM 1ST YEAR TO 3rd 4th 5th 6th and 7th SEMESTERS:

For Diploma Courses of 3 Years duration

- i. A candidate shall be permitted to appear for first year examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds upto 10%) i.e. attendance after condonation on Medical grounds should not be less than 65% and pay the examination fee.
 - ii. A candidate shall be promoted to 3rd semester if he/she puts the required percentage of attendance in the first year and pays the examination fee. A candidate who could not pay the first year examination fee has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 3rd semester.
 - iii. A candidate shall be promoted to 4th semester provided he/she puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate who could not pay the 3rd semester exam fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 4th semester.
- A candidate is eligible to appear for the 4th semester examination if he/she i) puts the required percentage of attendance in the 4th semester
- ii) Should not have failed in more than four backlog subjects of 1st year

Important Note:

Seminar/Viva-voce should not be conducted for Not-Eligible Candidates, till the candidate gets eligibility. The record of internal assessment for Industrial Training for 260 marks shall be maintained at Institution Level for all candidates and the data is to be uploaded only for eligible candidates. For not eligible candidates the data is to be uploaded as and when the candidate gets eligibility.

OTHER DETAILS

- a) In case a candidate does not successfully complete the Industrial training, he / she will have to repeat the training at his / her own cost.
- b) The I spell of Industrial training shall commence 10 days after the completion of the last theory examination of 4th Semester.
- c) The Second spell of Industrial training shall commence within 10 days after the completion of I spell of Industrial training.



xiii) STUDENTS PERFORMANCE EVALUATION

Successful candidates shall be awarded the Diploma under the following divisions of pass.

1. First Class with Distinction shall be awarded to the candidates who secure an overall aggregate of 75% marks and above.
2. First Class shall be awarded to candidates who secure overall aggregate of 60% marks and above and below 75% marks.
3. Second Class shall be awarded to candidates who secure a pass with an overall aggregate of below 60%.

The Weightage of marks for various year/Semesters which are taken for computing overall aggregate shall be 25% of I year marks + 100% of 3rd and subsequent Semesters.

4. Second Class shall be awarded to all students, who fail to complete the Diploma in the regular 3 years, from the year of first admission.

xiv) EXAMINATION FEE SCHEDULE:

The examination fee should be as per the notification issued by State Board of Technical Education and Training from time to time.

xv) STRUCTURE OF END EXAMINATION QUESTION PAPER:

The question paper for theory examination is patterned in such a manner that the Weightage of periods/marks allotted for each of the topics for a particular subject be considered Examination paper is of 3/6/9 hours duration.

a) Each theory paper consists of Section 'A' and Section 'B'. Section 'A' contains 10 short answer questions. All questions are to be answered and each carries 3 marks Max. Marks: $10 \times 3 = 30$.

Section B contains 8 essay type questions including Numerical questions, out of which 5 questions each carrying 10 marks are to be answered. Max.Marks: $5 \times 10 = 50$. Total Maximum Marks: 80.

b) For Engineering Drawing Subject (107) consist of section 'A' and section 'B'. Section 'A' contains four (4) questions. All questions in section 'A' are to be answered and each carries 5 marks. Max. Marks: $4 \times 5 = 20$. Section 'B' contains six (6) questions. Out of which four (4) questions to be answered and each question carries 10 Marks. Max. Marks $4 \times 10 = 40$.

c) Practical Examinations

For Workshop practice and Laboratory Examinations, Each student has to pick up a question paper distributed by Lottery System. Max. Marks for an experiment / exercise: 50% Max. Marks for VIVA-VOCE: 10% Total: 60% (of total marks for the subject)

In case of practical examinations with 50 marks, the marks will be worked out basing on the above ratio. In case of any change in the pattern of question paper, the same shall be informed sufficiently in advance to the candidates.

xvi) ISSUE OF MEMORANDUM OF MARKS

All candidates who appear for the end examination will be issued memorandum of marks without any payment of fee. However candidates who lose the original memorandum of marks have to pay the prescribed fee to the Secretary, State Board of Technical Education and Training, A.P. for each duplicate memo.

xvii) MAXIMUM PERIOD FOR COMPLETION OF DIPLOMA COURSES:

Maximum period for completion of the diploma courses is twice the duration of the course from the date of First admission (includes the period of detention and discontinuation of studies by student etc) failing which they will have to forfeit the claim for qualifying for the award of Diploma (They will not be permitted to appear for examinations after that date). This rule applies for all Diploma courses of 3 years engineering courses.



xviii) ELIGIBILITY FOR AWARD OF DIPLOMA

A candidate is eligible for award of Diploma Certificate if he / she fulfils the following academic regulations.

- i. He / She pursued a course of study for not less than 3 & not more than 6 academic years.
- ii. He / she has completed all the subjects.

Students who fail to fulfill all the academic requirements for the award of the Diploma within 6 academic years from the year of admission shall forfeit their seat in the course & their seat shall stand cancelled.

xix) ISSUE OF PHOTO COPY OF VALUED ANSWER SCRIPT, RECOUNTING & REVERIFICATION:

A) FOR ISSUE OF PHOTO COPIES OF VALUED ANSWER SCRIPTS

1. A candidate desirous of applying for Photo copy of valued answer script/ scripts should apply within prescribed date from the date of the declaration of the result.
2. Photo copies of valued answer scripts will be issued to all theory subjects and Drawing subject(s).
3. The Photo copy of valued answer script will be dispatched to the concerned candidate's address as mentioned in the application form by post.
4. No application can be entertained from third parties.

B) FOR RE-COUNTING (RC) and RE-VERIFICATION (RV) OF THE VALUED ANSWER SCRIPT

1. A candidate desirous of applying for Re-verification of valued answer script should apply within prescribed date from the date of the declaration of the result.
2. Re-verification of valued answer script shall be done for all theory subjects and Drawing subject(s).
3. The Re-verification committee constituted by the Secretary, SBTETAP with subject experts shall re-verify the answer scripts.

RE-COUNTING

The Officer of SBTET will verify the marks posted and recount them in the already valued answer script. The variations if any will be recorded separately, without making any changes on the already valued answer script. The marks awarded in the original answer script are maintained (hidden).

RE-VERIFICATION

- (i) The Committee has to verify the intactness and genuineness of the answer script(s) placed for Re-verification.
 - (ii) Initially single member shall carry out the re-verification.
 - (iii) On re-verification by single member, if the variation is less than 12% of maximum marks, and if there is no change in the STATUS in the result of the candidate, such cases will not be referred to the next level ie., for 2-Tier evaluation.
 - (iv) On re-verification by a single member, if the variation is more than 12% of maximum marks, it will be referred to 2-Tier evaluation.
 - (v) If the 2-Tier evaluation confirms variation in marks as more than 12% of maximum marks, the variation is considered as follows:
 - a) If the candidate has already passed and obtains more than 12% of the maximum marks on Re-verification, then the variation is considered.
 - b) If the candidate is failed and obtains more than 12% of the maximum marks on Re-verification and secured pass marks on re-verification, then the status of the candidate changes to PASS.
 - c) If a candidate is failed and obtains more than 12% of the maximum marks on Re-verification and if the marks secured on re-verification are still less than the minimum pass marks, the status of the candidate remain FAIL only.
 - (vi) After Re-verification of valued answer script the same or change if any therein on Re-verification, will be communicated to the candidate.
 - (viii) On Re-verification of Valued Answer Script if the candidate's marks are revised, the fee paid by the candidate will be refunded or else the candidate has to forfeit the fee amount.
4. No request for Photo copies/ Recounting /Re-verification of valued answer script would be entertained from a candidate who is reported to have resorted to Malpractice in that examination.



xx) MAL PRACTICE CASES:

If any candidate resorts to Mal Practice during examinations, he / she shall be booked and the Punishment shall be awarded as per SBTETAP rules and regulations in vogue.

xxi) DISCREPANCIES/ PLEAS:

Any Discrepancy /Pleas regarding results etc., shall be represented to the SBTETAP within one month from the date of issue of results. Thereafter, no such cases shall be entertained in any manner.

xxii) ISSUE OF DUPLICATE DIPLOMA

If a candidate loses his/her original Diploma Certificate and desires a duplicate to be issued he/she should produce written evidence to this effect. He / she may obtain a duplicate from the Secretary, State Board of Technical Education and Training, A.P., on payment of prescribed fee and on production of an affidavit signed before a First Class Magistrate (Judicial) and *non-traceable certificate* from the Department of Police. In case of damage of original Diploma Certificate, he / she may obtain a duplicate Certificate by surrendering the original damaged certificate on payment of prescribed fee to the State Board of Technical Education and Training, A.P. In case the candidate cannot collect the original Diploma within 1 year from the date of issue of the certificate, the candidate has to pay the penalty prescribed by the SBTET from time to time.

xxiii) ISSUE OF MIGRATION CERTIFICATE AND TRANSCRIPTS:

The Board on payment of prescribed fee will issue these certificates for the candidates who intend to prosecute Higher Studies in India or Abroad.

xiv) GENERAL

- i. The Board may change or amend the academic rules and regulations or syllabi at any time and the changes or amendments made shall be applicable to all the students, for whom it is intended, with effect from the dates notified by the competent authority.
- ii. All legal matters pertaining to the State Board of Technical Education and Training are within the jurisdiction of Vijayawada.
- iii. In case of any ambiguity in the interpretation of the above rules, the decision of the Secretary, SBTET, A.P is final.



I. ACADEMIC RULES AND CODES

1. COLLEGE REOPENING

The college will reopen for regular class work every Semester on the specified date according to the Academic Calendar as fixed by the Regulating authority (APSCHE/JNTUA/SBTET) for all the approved courses run by the Institution. All the students shall report for class work on the reopening day without fail. Students who are not reporting on the reopening day should meet the Principal and explain the reasons for their absence. They shall be allowed to the classes only after obtaining the approval from the Principal. Disciplinary action shall be initiated against students absenting without proper intimation. A heavy fine will be imposed on the defaulters.

All the students shall maintain above 75% of attendance every month as required by the JNTUA / SBTET regulations.

- Care shall be taken to ensure that the total number of days for academic work are > 180/year;
- Academic schedules prescribed shall be strictly adhered to by all the Departments;
- Supplementary Semester shall be mainly for Makeup Courses, to benefit weak or failed students to the extent possible;
- Students failed in a course after re - examination shall attend a Course fully when it is offered again, and appear for all components of evaluation;
- Specified Min. /Max. Course load per Semester shall be followed at all times. (a) Each academic year shall be divided into two main semesters, each of 19 weeks, viz., odd semester (Jul. - Dec.) and even semester (Dec. - Apr.), and an 8- week supplementary semester (Apr.-Jun.). (b) The College shall arrange regular academic activities for the students during the two main semesters and makeup and other courses for the students during the supplementary semester; (c) The academic activities in a semester shall normally include course registration, course work, and continuous internal evaluation, dropping/withdrawal from courses, semester-end examination, and declaration of results. (d) The College shall announce the schedule for all the academic activities well before the commencement of the academic year and take all the necessary steps to follow them scrupulously. (e) The college shall also announce adequate intra-semester and inter-semester breaks for the students and ensure that a minimum of 180 academic working days are available during the academic year.

All the students who were detained due to shortage of attendance during any semester of the academic year shall apply for readmission and follow the necessary office procedures. They shall be permitted to class work after obtaining a joint declaration form the student and the parent.

The HODs shall inform over phone to all such students in their Departments and discuss with the concerned students before forwarding recommendations.

2. COLLEGE TIMINGS

The regular College working hours are designed as 08.30 AM to 06.00 PM. The Class work for students is scheduled between 08.40 AM to 04.30 PM. Remedial classes, Value added classes and any other Seminar/Workshop/Skill development/Soft skills/Aptitude training shall be conducted after 04.30 PM whenever required.

Late coming is viewed as serious in disciplinary activity in the campus and strictly prohibited. The College main gates will be closed by 08.50. AM and late comers shall not be permitted for attending the classes. All the students should be aware that their Biometric attendance shall be closed by 08.50. AM for the FN Session.



The teachers allotted late comers monitoring duty should attend the duty from 08.30 AM to 09.00 AM. They should bring the Department Late comer's Registers and enter the data of late coming students in the register only. They shall not collect any loose letters from the students. The HODs who were allotted daily duties shall sign the late comer's registers of all Departments.

The staff members, HODs of all Departments shall identify students who are not having proper dress codes inside the campus (without ID Cards, Uniform, Shoes, tucked-in shirts etc.) and collect a fine of Rs. 10/- from irregular and defaulting students irrespective of Departments. A register for fines collected shall be maintained by all the Departments under the control of respective HODs.

3. STUDENT DRESS CODES

The following dress code for all students studying at this institution is being implemented. All students must follow the prescribed dress code of the college while present in the Campus (i.e., after entering the main gate and till leaving the main gate). They should come in formal-wear to the classes and as well as to the examinations. The attire should be neat, tidy and well pressed. All students must wear their ID cards without fail. Students will not be allowed inside the college premises if there are any deviations found in any of the above mentioned norms.

Boys: They shall attend the college wearing Full or half sleeve shirts in plain colours or with a simple design (without embroidery or logos) neatly tucked into formal pants/trousers preferably using a simple belt. They are instructed to wear Black or Brown leather Shoes (chappals to be avoided) and to come with trimmed hair and well shaved beards. They are advised not to wear valuable jewelry or bracelets etc.,

Boys are not permitted to wear Jeans, T-Shirts, Kurtas etc., inside the campus. They shall come with proper haircut. Wearing of pendants, piercing or tattoos are strictly not permitted.

Girls: They shall attend the college wearing fully covered Salwar & Kameez (Punjabi attire) with dupatta in plain colour or with a decent design. They are instructed to wear Black/Brown or coloured leather/fabric Shoes (chappals to be avoided), to come with neatly woven and dressed hair. They are advised not to wear valuable or fashion jewels or ornaments. They shall wear only simple and decent ornaments. Girl students are permitted to wear full or half sarees on special occasions only. Students staying in the hostels are required to dress decently while in the hostels or at the mess.

Girls are not permitted to wear Leggings, Tight pants (Tighties), Jeans, T-Shirts while inside campus. They are instructed to knot their hair and shall not leave it loosely.

Common: Wearing Jeans, T-Shirts, Festival wears, Leather or polyester jackets is strictly prohibited. Wearing of loose hanging or sliding pants or jeans, awkward design clothes shall not be permitted. They are required to hang their College Identity cards and display it properly. No student shall be allowed inside the campus without College Identity cards. All the students shall avoid using heavy deodorants or sprays.

All the students shall wear ID cards around the neck during on all working days their stay in the campus. If any student is found without ID card a fine of Rs. 50/- will be imposed and necessary action will be taken on defaulting staff members. The students shall follow proper dress codes in the campus during class hours, examinations, breaks, lunch periods and traveling in the college buses. Any kind of deviation in this regard shall not be permitted.



The Class in charges, Mentors, Members of Anti Ragging squads and concerned Heads of Departments shall vigorously keep a watch on the defaulters. Any students found not following the procedures, shall be sent out of the campus immediately. The Class in charges and respective Heads of Departments shall bear the responsibility if any student in their Class / Department fails to follow the norms seriously.

All the HODs, Class in charges, Laboratory in charges, Exam Section staff members, Library staff, Training & Placement staff, Physical Director and Security staff should be always watching for any violation of dress codes in the campus and identify such students, note their names, class and year and collect a fine of Rs. 10/- instantly. The collected amount shall be deposited with the E.O by the end of the day. The fine amount collected shall be utilised for charity and donations to the needy persons whenever required.

Students while present inside the class rooms/laboratories/library etc., or meeting their teachers in their cabins without following proper dress codes shall be liable for disciplinary action. The teachers shall take responsibility to insist upon the codes to be followed. It is the responsibility of every faculty member to ensure student discipline inside the campus. Necessary action will be taken on defaulting staff members.

4. LIBRARY RULES:

User's Co-operation is solicited in the following matters:

- Silence is to be strictly observed.
- Users are requested to avoid talking and discussion that will disturb other readers. Reading halls are meant for individual study only.
- Care must be taken to see that the library walls, furniture and reading materials are not spoiled/damaged in any way.
- Chairs and tables should not be disturbed from their position
- Readers are requested to switch off their Mobile phones while staying in the library.
- Users should avoid resting their feet on tables, chairs, shelves, window sills.
- Books and bound volumes should be handled with great care. Please avoid keeping the volumes open on the table. or putting with their faces
- Inserting note books or pencils in between the pages and closing them. Pages must not be folded to serve as book marks.
- Mutilation and disfiguring of pages of library materials by ink or pencil marks are prohibited.
- Defects found in the books and bound volumes taken out for reading or borrowing should be brought immediately to the notice of the staff on duty.
- Books loaned should be protected from RAIN, DUST, INSECTS, etc.

General Instructions:

- Loss of ID as Borrower's card to be reported immediately in writing.
- Change in Department, Status, Address etc. to be informed and make it correct.
- Please handle documents with great care as they are costly and valuable, particularly loose issue of periodicals
- personal Papers and non-library materials should not be left unattended on tables.
- On violation of Library Rules or misconduct of any reader, the library authorities can withdraw the library facilities to that particular individual.



| Category | Number of Books | Loan Period | No. of CDs | Loan Period |
|------------------|-----------------|-------------|------------|-------------|
| Diploma students | 2 books | 15 days | 2 CDs | One Week |
| UG students | 3 books | 15 days | 2 CDs | One Week |
| PG Students | 4 books | 45 days | 2 CDs | One Week |
| Faculty | 10 books | 6 months | 2 CDs | One Week |
| Supporting Staff | 4 books | 30 days | 2 CDs | One Week |

Circulation:

The various categories of readers are availing the following reader's tickets for borrowing books and other reading materials.

Borrower Cards:

College ID cards are borrower cards and books will be issued when production of I.D. Card issued authentically by the head of the Institution. Student Roll no. are printed with barcode on their ID cards.

Issue & Returns:

Books are issued/returned and renewed at the Circulation Counter. Readers are responsible for all the materials borrowed on their cards. Borrower should present their I.D. cards as borrower card to borrow books from the library

Loans & Renewals:

For renewal, books must be brought to the Circulation Counter in person. To avoid overdue charges, books should be returned before the due date stamped on **Due Date Slip**. The same returned books will not be renewed for students.

Overdue Charges:

Students : Rs. 1.00 per day, per book after Due date,

Pay the charges and obtain receipt from the Circulation Counter

Books Lost or Damaged:

Borrower is responsible for the condition of the book borrowed. In case of any loss or damage of the book, the same copy (latest edition) replacement or double cost of the book with penalty is to be paid.

Loss of Borrower Card:

Loss of ID or borrower card, should be reported promptly at the Circulation Counter. Duplicate borrower cards will be issued only once on payment made in the office. Members are responsible for all materials borrowed on their cards.

Suspension of Membership:

Borrowing privileges will be suspended if:

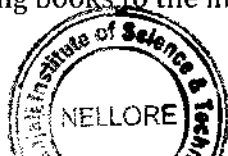
1. Discontinued the studies
2. Found misusing the library facility

Overdue Notices:

If the book is not returned even after due date, the matter will be reported to the concerned higher authorities for the return of the book. Students are informed before examinations for no dues certificate.

No Dues Certificate:

No Dues Certificate will be issued only after return of all the books if any before semester examinations and after completed their course. Circulars will be sent to the classes for return of outstanding books to the library before semester examinations.



Photocopy and Scanning Service:

- ✓ Photocopying facility available in the library and is provided on nominal payment basis.

Photocopy rights - what you should know?

- ✓ Users be aware of copyright rules and regulations.
- ✓ Do you know the copying of whole book or journal issue is violation of copyright act
- ✓ Photocopying of only one chapter of a book or an article from a Journal for educational and research purposes is permitted under copyright law
- ✓ Users are solely responsible for upholding copyright laws and Library is not responsible for any Copyright infringement by users.

Restrictions/Guidelines on access and downloading of licensed e-Resources

- ✓ Access to licensed e-Resources (e-books, e-journals and other digital resources) are governed by the Terms of Use as per the license agreement between Library and the respective publishers. The e-Resources are licensed for the non-profit educational use of the Institute. Copyright law in addition to individual license agreements also governs use of these e-Resources

What is permitted?

- ✓ Viewing multiple articles from an electronic journal on screen. The operation of your Web browser may result in multiple articles being copied to your computer's hard disk. Where there is no intent to store the copy permanently, any such incidental copying involved in viewing an electronic publication is permitted.
- ✓ Storing or printing a single article per issue of an electronic journal

PLEASE DO:

- Sign in the gate register kept at the Check point, while entering in to the library.
- Show the documents which are being taken out of the library, to the staff at the check point.
- Contact the staff on duty/section for any queries.
- Keep the Library premises tidy.

PLEASE DO NOT:

- More than half an hour to locate the documents is unnecessary. If you experience any difficulty in locating the required material, Please contact the Library Staff/librarian.
- Move books/journals from its specific area to another area

During the Library periods, if any student is interested to go for Internet usage, he/she may be permitted by the concerned faculty in charge of Library periods. Also they may be permitted during lunch breaks. It is requested that Faculty and other staff members shall avoid usage of Internet during the student lunch periods to facilitate and help the students.

Student log registers shall be maintained at the Internet Center separately for students. The HOD/CSE shall oversee the usage of Internet center and any issue related shall be brought to the notice of the Principal immediately.

5. COLLEGE UNIFORM

All the students are instructed to follow the dress codes with proper uniform once the admissions process is completed. They shall not be permitted to attend the theory/practical sessions without proper specified uniform. The HODs and Laboratory in charges are requested to follow the instructions without fail.



6. LABORATORY UNIFORM

All the students are required to comply with the Laboratory/Workshop uniform inside the campus. They shall not be permitted to attend the practical sessions at the respective laboratories/workshops without proper specified uniform.

| |
|---|
| Student Uniform for all laboratories including Computer labs and workshops ECE / CSE / IT / EEE boy students |
| Navy Blue colour pants and sky blue colour shirt with multi-colour college logo embroidery work on the left hand side pocket of the shirt |
| Mechanical Engineering boy students |
| Grey colour pants and shirt with multi-colour college logo embroidery work on the left hand side pocket of the shirt |
| Civil Engineering boy students |
| White colour pants and shirt with multi-colour college logo embroidery work on the left hand side pocket of the shirt |
| ECE / CSE / IT / EEE / Mechanical girl students |
| Overcoat (Apron) in Navy Blue colour with multi-colour college logo embroidery work on the left hand side lower pocket of the coat |
| Civil Engineering girl students |
| White colour Punjabi dress (top and lower) with multi-colour college logo embroidery work on the left hand side of the top |

7. STUDENT IDENTITY CARD

The College Identity card is a most valid and important document which should be carefully preserved by all the students and staff members of the institution. They shall not be allowed to enter the campus without wearing the College Identity card. The student and staff College Identity cards are issued to all the students and staff members one time free of cost.

It is the responsibility of the students and staff members to safeguard their Identity cards issued by the college authorities. If they lose or misplace the cards or the card gets damaged due to their carelessness, the college cannot take any responsibility for the loss. A heavy penalty of Rs. 250/- shall be charged from such defaulters to issue a duplicate Identity card. Hence, it is warned that all the students and staff member shall take necessary care in proper maintenance of their respective Identity cards. The **students** who have lost / damaged their Identity cards are requested to approach the Office with request letters duly forwarded through proper channel, and also are instructed to pay Rs. 200/- towards issue of **Duplicate ID Cards**. All the **students have to duly wear the College ID Cards before entering the campus** (even on holidays or coming to the college for payment of fees etc., or attending any special classes or attending any CRT Classes or attending placement activities or attending any function) and should **maintain the same till they leave the main gate of the campus**.



All the students are strictly instructed to follow the following guidelines, failing which shall attract disciplinary action:

1. If a student loses ID Card he/she has to immediately apply for Temporary ID Card and wear the same till duplicate ID card is issued.
2. Any student found without wearing ID Card in the campus shall be dismissed out of the campus.
3. Any student found wearing duplicate cards issued by local printers / Xerox centers shall be penalized heavily as such act is construed as an act of forgery.
4. All the students are instructed to strictly follow the guidelines till they obtain their TCs, after completion of their study and course work in the college.

All the B.Tech., and Polytechnic students are instructed to attend the College in proper **College Uniform** on all the regular college working days from Monday to Saturday. **Wearing of ID card is mandatory** as long as they stay **in the campus, even on holidays** if they are **visiting for collecting hall tickets, getting signatures for records and project reports**. Informal dress is permitted only on certain days like College day, Freshers day, Farewell day, Sports day, Department festivals and similar events.

8. STUDENT BIOMETRICS

It is informed to all the teaching faculty members that the daily student attendance shall be taken at 08.30 AM in the morning session. The day attendance of students shall be calculated only if the student is present for all the periods of the day. Student Attendance for every period shall also be taken by the respective teachers conducting the theory or laboratory classes. Biometric attendance for all the II Shift Polytechnic students shall be taken before 08.30 AM for the Forenoon session and during the last period for the Afternoon session. The concerned faculty members who have been assigned the duties shall be available near the Reception from 08.15 AM onwards till 08.30 AM. The Principal (Academic) II Shift Polytechnic shall allocate faculty member who are taking the first period of the day for the Biometric attendance duties. All the students are advised to be present in their respective classes before 08.30 AM on all working days, else their day attendance will not be counted.

9. EXAMINATIONS

All the students attending Examinations (Mid-term assessments and Practicals) in the institution should follow proper dress codes and discipline. They shall behave politely with the invigilating staff. The students involving in indiscipline shall be debarred and not permitted to write the examinations in the campus.

10. STUDENT LEAVE RULES

Students are not permitted to abstain or absent for regular class work without any notice or obtaining prior permission from the Principal through their respective Heads of Departments.

They have to attend the classes regularly and follow the lectures without interruption or break and have better understanding of the subjects and score good marks in the assessments and tests. The interaction of Principal with most of the parents reveals that the students are absenting even without the knowledge of their parents.



Any student taking unauthorized leave or abstaining from the classes, he/she shall not be permitted to attend the classes until payment of a fine of Rs. 100/- per day. Any student absenting for more than a day without prior permission or sanction of proper leave, should bring their parents and explain the reasons for leave before being permitted to the classes. Late comers should pay a fine of Rs. 50/- before being allowed into the class.

The Class in charges / Heads of Departments shall indicate the attendance percentage of the student till the previous month in the student Leave letters forwarded to the Principal for approval.

In case of leave applied by students for attending marriages / visiting places etc., prior permission should be obtained. They shall not submit leave letters after availing leave. Class in charges / Heads of Departments shall take due care in signing the leave letters and follow the directions scrupulously.

All The HODs, Asst. HODs, Class in charges and Mentors shall follow the instructions as given below:

Student applying for prior leave:

- a) To be applied in the printed format and should contain the signatures of Mentor, Class in charge and HOD/Asst. HOD
- b) Separate Student leave registers shall be maintained by the Class in charges and Mentors for noting the students taking leave by prior permission. Entries shall be made only when the students are submitting the leave letters prior to availing leave.

Students submitting leave letters after availing leave:

- a) Students shall submit leave letters for the leave already availed on a sheet of paper and should contain the signatures of Parents, Mentor, Class in charge and HOD/Asst. HOD
- b) Class in charges and Mentors shall enter the record of students submitting leave letters after availing leave in the student leave register. Entries shall be made after student submits leave letter properly signed by the concerned parent.

Students should not be permitted to attend the regular class work without submission of leave letters either with prior permission or post approval. The HODs, Class in charges and Mentors shall be held responsible for any deviation from the code being implemented.

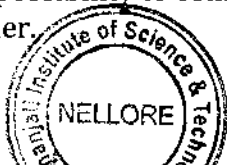
For any student availing leave, a record of proper entries are to be made in the student leave registers (available with the Mentor and Class in charge separately) and original approved leave letters (signed by the Principal) shall be maintained by the HOD in the Department and shall be available for inspection at any point of time.

11. TEMPORARY WITHDRAWAL

(a) Student shall be permitted to withdraw temporarily from the College on the grounds like prolonged illness, grave calamity in the family or any other serious happening. The withdrawal shall be for periods which are integral multiples of a semester, provided that

i) He/She applies to the College within at least 6 weeks of the commencement of the semester or from the date he/she last attended the classes, whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian.

ii) The College is satisfied that, even by taking into account the expected period of withdrawal, the student has the possibility to complete the Programme requirements of 180 credits within the time limits specified earlier.



iii) The student shall have settled all the dues or demands at the College including those of Hostel, Department, Library and other units.

(b) A student availing of temporary withdrawal from the College under the above provision shall be required to pay such fees and/or charges as may be fixed by the College until such time as the student's name appears on the Roll List. However, it shall be noted that the fees/charges once paid shall not be refunded.

(c) Normally, a student shall be entitled to avail of the temporary withdrawal facility only once during his/her studentship of the Programme at the College.

Termination from the Programme: A student shall be required to leave the College on the following grounds

i) Absence from classes for more than six weeks at a time in a semester without leave of absence being approved by the competent authorities, shall result in the student's name being struck off the College rolls.

ii) Failure to meet the standards of discipline as prescribed by the College from time to time shall also result in the student being recommended by the Students Disciplinary Committee to leave the College.

12. PAYMENT OF FEES

All the students admitted to B.Tech/M.Tech., & Polytechnic courses shall pay their Tuition fees, Special fees, Hostel fees and Transport fees accordingly before 31st July of every academic year. Failing to pay the fees before the given deadline shall attract a fine of Rs. 50/- per day. Fee defaulters shall not be permitted to continue after one month of the deadline in their classes till payment is cleared.

The concerned student Mentors shall take the responsibility in mobilizing the students in clearing their dues. All the mentors shall give a detailed report to the Principal on the status of fees payment by their students by 31st July every year without fail.

J. GENERAL RULES

1. GENERAL RULES FOR STUDENTS

All the students are requested to follow the given instructions carefully and comply with the same.

- a) The students who do not have / lost their ID cards are requested to get their duplicate ID cards after a payment of Rs. 100/- at the Administrative office. Students without ID cards shall not be permitted inside the campus.
- b) Students who require college transport facilities are requested to pay the charges at the Administrative and reserve their seats. Transport facilities cannot be assured for students who do not pay the fees by the due date as announced.
- c) The students who use personal vehicles (cars, bikes and bicycles) are requested to register their vehicle details with the Executive Officer immediately. Unregistered vehicles shall not be permitted inside the campus.
- d) The students who intend to take their lunch regularly outside the campus during the college working days are requested to obtain temporary out pass from the Executive Officer. Students will not be permitted to leave the campus without the out pass.



- e) Usage of cell / mobile phones by students in the campus is strictly banned with immediate effect. Any such instrument found in possession of the student shall be confiscated and shall not be returned.
- f) Strictly, Dress codes are to be followed by all the students while inside the campus irrespective of class work, examinations, mid tests, tea breaks, lunch breaks and at the canteen, playgrounds, buses etc., on all working days including examinations.
- g) Mentors will be allocated to every student and the students shall meet their concerned mentors and share their academic, curricular and co-curricular views every fortnight.
- h) Ragging is strictly prohibited in the campus. Any student found directly or indirectly involved in Ragging, action will be initiated immediately according to the AP State Ragging Prevention Act.
- i) No student shall be permitted inside the campus without wearing the ID card. They always should wear the tagged ID card as long as they are in the college premises.
- j) Girl students are advised to avoid wearing chappals / shoes with heels etc., They are instructed to wear cut shoes (preferably black) while coming to the college.
- k) Late coming is discouraged.
- l) All the students shall be present inside the class before the arrival of the respective faculty member. They shall not roam outside during the class hours.
- m) All the students are requested to cooperate with the administration in maintaining a pleasant academic environment in the campus.

2. CAUTION AGAINST INTRUDERS

To avoid outsiders / intruders and trouble mongers entering the campus without proper permission or reason by various means like driving on motorbikes, as pillion riders on motor bikes, by unauthorised travelling in college buses and autos etc., who are prone to cause trouble to girl students, stealing valuables bringing unwanted items into the campus,

- a) All the College buses shall drop the students at the main gate of the campus. All autos, cabs and parents shall drop the students at the main entrance. The students shall walk into campus from the main gate after duly showing their Identity card to security personnel. Only staff members shall be permitted to enter the campus in college buses.
- b) The staff in charges who have been assigned duties as bus in charges to check the students and submit their daily log report to the Director (A&A).
- c) Students and all the Staff members who are coming to the college on two wheelers are requested to take the college stickers from E.O after submitting a copy of their Driving licence and RC of the vehicle and paste it visible on their vehicle for easy identification by security personnel. Such students shall enter the campus without any pillion rider and park their vehicles in the specified parking area. Student vehicles without college stickers shall not be permitted into the campus and shall park them outside the main gate for which college management will not be responsible for the safety of such vehicle.
- d) College rented cabs or autos shall enter the campus only after the students are dropped at the main gate.
- e) Students are requested to enter the campus in proper dress codes only
- f) Students shall follow proper dress codes near and inside the Examination section, Administrative section, Computer centers, Library, Lobbies, Departments and Laboratories else it will be difficult to identify whether the person is a student or an outsider or tress passer.
- g) No student is allowed inside the campus / any Section / Department / Laboratory / Computer centers / Library etc., without following proper dress codes.



3. OFFICIAL COMMUNICATION LANGUAGE IN THE CAMPUS

To enhance the Communication skills in the student community, lot of efforts are being taken like conducting special English sessions, arranging lectures, encouraging presentations/seminars by students and procuring learning material at the Library etc., It is felt that in spite of such efforts, the English speaking skills of our students have not much improved as expected. Many students are finding it difficult to communicate in English during interviews and viva voce examinations.

In order to improve the skill level of students, it is hereby made mandatory that English will be the Official Language to be followed inside the campus. All the HODs, faculty members, Programmers and Laboratory technicians shall speak to students in English only.

It is also advised that students shall also converse with their friends in English while in campus which will develop their English speaking skills, improve vocabulary, confidence levels and bring them success in all their endeavors. Also, it will liberate from their difficulty of not following the language during listening to class room teaching, reading course material/text books and in writing examinations.

4. USAGE OF MOBILE PHONES

The students shall not bring mobile phones / tablets / cameras into the campus. If any day scholar wishes to bring any of these items along with them, they shall deposit them at the Main gate Security and shall collect back while returning to home. A token shall be issued for such items deposited and the concerned student should keep it carefully and show the token to the security personnel for collecting back the item. A nominal charge of Rs. 5/- shall be paid as deposit fees per day per item.

All the hostellers shall deposit mobile phones if any with the respective resident warden free of cost and shall collect back while returning to home. The deposit and return shall be noted in a Register kept in the hostels.

If any mobile phone / tablet / camera or any kind of electronic gadget is found from the student either inside the campus or hostels by any staff member, it shall be confiscated and shall not be returned. However, upon request the item shall be returned to the parent only (not to brother/sister/cousin/uncle) after getting a joint declaration and collecting a penalty of Rs. 500/-

The students should not send messages and take photographs inside the class rooms/laboratories, which is disturbs the academic environment and causes inconvenience to other students. Such acts are viewed seriously and if any student is found using a mobile phone inside the campus, necessary stringent disciplinary action will be taken against her/him.

In this regard, all the staff members of the college are empowered to check the students for procession of mobile phones in case of suspicion. All the students are requested to cooperate with the administration in maintaining a pleasant academic environment in the campus.

Usage of cell / mobile phones by students in the campus is strictly banned. The students are advised not to bring any kind of cell / mobile phones / cameras into the campus on any day. Permission shall be obtained for bringing only cameras (not cell phone cameras) on special occasions.

If there is a misuse of cell / mobile phones by students inside the campus leading to disruption of class work, anonymous and harassment calls by unknown persons to girl students etc., any such instrument found in possession of the student shall be confiscated and shall not be returned.



All the HODs /HOD i/cs / Class Incharges / Mentors / members of the Anti-Ragging Committee / NSS Committee / Physical Director / Executive Officer shall keep watch on the students and ensure the ban. The respective Class Incharges / Mentors / HODs / HOD i/cs shall be answerable and are liable for explanation if any student is found in possession of any such instrument.

5. GIRLS ONLY AREAS

The South Block staircases near Ladies toilets shall be blocked henceforth and all the staff and students are instructed not to use them. The South block main gate (adjacent to ladies toilet) is strictly for entry of girl students and ladies staff members only. **ENTRY OF BOYS AND MALE STAFF MEMBERS (TEACHING AND NON-TEACHING) IS STRICTLY PROHIBITED THROUGH THAT GATE.**

6. STUDENT VEHICLES

The students of who use **personal vehicles** (cars, bikes and bicycles) are requested to **register** their vehicle details in the prescribed format available with **Executive Officer**. Unregistered vehicles shall not be permitted inside the campus.

The students are advised not to drive vehicles without a valid driving license. It is warned that during any kind of accidents/mishap, persons driving without valid driving license shall be prosecuted under the law as it is a criminal offence. Moreover, insurance coverage will not be applicable for such cases.

The Management is seriously concerned about the welfare of the students of this institution and appeal to all of them that they shall follow the rules and regulations scrupulously and avoids any kind of loss or damage to themselves or their property.

K. ANTI RAGGING RULES

1. ANTI RAGGING COMMITTEE

The Anti Ragging Committee of Geethanjali Institute of Science and Technology is constituted every year with the teaching and non-teaching staff as members. The Principal shall be the Chairman, one Dy. Chairman preferably from the senior staff members, one Convenor, two Dy. Convenors, and 15-20 members will be nominated by the Principal. The NSS Coordinator and Physical Director shall be de facto members of the association. Regular meetings of members of the committee will be conducted to discuss the modalities and functioning and activities to be implemented by the Committee. Suitable Sub-committees, Class wise Mentoring Cells (which include student members also) and Anti Ragging Squads shall be formed to distribute the responsibilities and work in coordination with the parent committee. Student Counselors/Mentors in Engineering Colleges shall be appointed to educate and counsel the students against the menace of ragging as per the directives of the University.

The student mentors shall take the responsibility as counselors also. The HODs are requested to instruct the mentors/counselors to counsel the group of students attached to them and submit the minutes/counseling report at the beginning of every semester. As it is a critical issue, all the HODs should take due attention in taking necessary follow up and submitting the counselors list and minutes.



The Anti-Ragging Committee shall conduct regular checkups at places prone to ragging, inspect classrooms, laboratories, workshops, seminar halls, canteen, parking places, grounds, buses etc., periodically. It Investigates situations on spot depending on the urgency and decide suitable punishments for those found guilty. It Ensures Anti-Ragging posters are fixed all around the campus and interacts with fresher's anonymously and understand their hardships.

Anti-ragging teams are to be formed to prevent ragging. Any cases of ragging observed to be referred to Disciplinary Committee for appropriate action.

2. RULES & REGULATIONS FOR PREVENTION AND PROHIBITION OF RAGGING

The All India Council For Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for Prevention and prohibition of Ragging in technical Institutions.

Various Types of Ragging

The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging:-

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
5. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered within the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing fresher's in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be impacted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.



Action to be taken against students for indulging and abetting in Ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
Suspension/expulsion from the hostel
 - (vii) Rustication from the institution for period ranging from 1 to 4 semesters
 - (viii) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (ix) Fine of Rupees 25,000/-
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential ragger.
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.



L. LABORATORY AND WORKSHOP SAFETY RULES

1. MECHANICAL WORKSHOP SAFETY PROCEDURES

- **DRESS** properly during all Workshop activities. **DO NOT WEAR** long legged baggy pants, long baggy shirt sleeves, jewelry, loose clothing or Long hair.
- **WEAR** eye protection at all times in the Workshop. Safety glasses **MUST** be worn anytime you are within 10 ft. of flying particles.
- **WEAR** only a canvas or leather type shoe **that covers the ENTIRE foot**. Sandals and Chappals are not allowed.
- **DO NOT** operate any power or machine tool while under the influence of drugs, alcohol, or any medication.
- **KEEP** all power and machine tool guards in place and in working order. Loose objects can become flying projectiles.
- **TAKE OUT** all chuck keys and adjusting wrenches from power and machine tools before turning the power on.
- **KEEP** your work area clean. Cluttered areas and benches invite accidents.
- **DO NOT** wear gloves when operating power or machine tools. They are easily caught in moving parts. Take them off before you turn on a machine.
- **USE** the correct tool. Don't force a tool or attachment to do a job for which it was not designed.
- **SECURE** your work. Use clamps or a properly fastened vise to hold work when practical.
- **PROTECT** your hands. Always allow a spindle or blade to stop completely before you clear away chips or oil. **USE** a brush or chip scraper.
- **DO NOT** ever reach around a safeguard.
- **DO NOT** get trapped. Avoid placing your fingers, hands, arms, legs in power and machine tool pinch points.
- **DO NOT** over reach. Keep proper footing and balance at all times.
- **ALWAYS** feed your work into a blade or cutter against the direction of rotation of the blade or cutter only.
- **ALWAYS** inspect tools and blades for damage. Dull and damaged tools break easily and create more work.
- **NEVER** leave a power or machine tool running unattended. If you step away even for a minute, **TURN POWER OFF**.
- **RETURN** tools to their proper place and in good working order. Inform the safety supervisor of any necessary replacement or repairs.
- **NEVER** look directly at a welding arc ray. Large amounts of ultraviolet light rays are produced and can cause eye pain and temporary blindness.



2. CHEMISTRY LABORATORY DO'S AND DON'TS SAFETY PROCEDURES

- **WEAR** a chemical-resistant apron and goggles.
- **DO NOT** touch any equipment, chemicals, or other materials without being instructed to do so.
- Perform **ONLY** those experiments authorized by the instructor.
- **DO NOT** wear bulky or dangling clothing.
- Wash acid, base, or any chemical **SPILL OFF** clean with large amounts of water. Notify your teacher of the spill.
- **ACID SPILLS** should be neutralized with baking soda, base spills with vinegar before cleaning them up.
- If chemical substances get in your **EYE**, wash the eye out for 15 minutes. Hold your eye open with your fingers while washing it out.
- When **WEIGHING** never place chemicals directly on the balance pan. **Never weigh a hot object.**
- **NEVER SMELL** anything in the laboratory unless your teacher tells you it is safe.
- **DO NOT** directly touch any chemical with your hands. Never taste materials in the laboratory.
- If you **BURN** yourself on a hot object, immediately hold the burned area under cold water for 15 minutes. Inform your teacher.
- Work areas should be kept **CLEAN AND TIDY** at all times.
- Always **REPLACE LIDS** or caps on bottles and jars.
- If your Bunsen burner goes out, **TURN OFF GAS** immediately.
- **CONSTANTLY MOVE** a test tube when heating it. Never heat a test tube that is not labeled Pyrex and never point the open end at anyone.
- Always **ADD** acid to water and stir the solution while adding the acid. Never add water to an acid.
- **REPORT** all accidents to your teacher.

3. MECHANICAL WORKSHOP

Housekeeping - Everyone's Responsibility

- Clean up your work area regularly.
- Remove chips and debris from benches and machines. Always use chip brushes and brooms to clean up chips. They are sharp and easily cause cuts.
- Remove tools from the machine when finished and return them to their appropriate storage area.
- Do not use compressed air to clean machines.
- Keep floors free of debris and spills.
- Use chip brushes to remove most of the debris then use a rag to clean the remnants. Pay special attention to the bare metal parts of the machine. (Guide ways)
- If you use a machine for cutting wood, always clean the machine meticulously



4. ELECTRICAL MACHINES LABORATORY SAFETY PROCEDURES

- **DRESS** properly during all Workshop activities. **DO NOT WEAR** long legged baggy pants, long baggy shirt sleeves, jewelry, loose clothing or Long hair.
- **DO NOT** use any equipment unless you are trained and permitted.
- When working with electric circuits, be sure that the **CURRENT IS TURNED OFF** before making adjustments in the circuit. Avoid using of extension cords whenever possible.
- **NEVER** modify, attach or otherwise change any high voltage equipment without consulting the concerned in charge.
- Know the **LOCATIONS** of First aid, fire extinguishers, and telephone in the laboratory and learn how to use them.
- Concerned teacher/ supervisor/ lab safety officer of the lab/ workshop should be informed immediately in case of any **ACCIDENT** in the laboratory or workshop.
- Before **CONNECTING AND DISCONNECTING** any high voltage cable, make sure that the high voltage power supply is in the off mode.
- **ALWAYS MAKE SURE** that all capacitors are discharged through a grounded cable with an insulating handle before touching high voltage leads or the inside of any equipment even after it has been turned off as the capacitors can hold charge for many hours after the equipment has been turned off.
- Before supplying current to any electrical equipment it should be ascertained that the equipment is properly **EARTHED** and the insulation provided in the cable is sufficiently strong.
- **RUBBER / INSULATED MAT** must be laid on the floor of the electrical lab. Person must wear shoes in electrical lab.
- In case of an **ELECTRIC SHOCK**, the first attempt of the attendant should be to switch off the connection immediately. If not possible, the shocked person be either pulled touching his/her cloth or pushed with a piece of dry wood standing on a dry wooden board or thick dry paper. In no case one should touch the body of the socked person.
- In case of **FIRE**, do not throw water on a live conductor and equipment. It is dangerous. The best remedial measure is to disconnect the electric supply immediately. Fire extinguisher should not be used on electrical equipment unless it is marked as suitable for that purpose.



M.CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

1. STUDENT PAPER PRESENTATIONS

The students are encouraged to participate in the paper presentations at various institutions and they shall review and get their abstracts corrected first through inform the Principal through the Department concerned before sending their abstracts. The students shall select one of the faculty members in their Department as their supervisor for guidance in preparation of the paper. They have to give a power point demonstration of their proposed technical paper before a team of faculty members on a specified date and get the approval of the Department. Once the approval is accorded they have to proceed for submission at the external institution. Only approved students shall be permitted with leave and other benefits for participation and presentation. Students are hence forth advised not to apply for any events without the knowledge and approval of the respective Department and Principal.

Permission shall be given to students having with good academic credentials and attendance above 90.00 %. The students shall be sent for presentations outside the town only with the approval and consent of their parents. As a part of the institutional effort to promote Research and Development culture in the college, the following facilities are extended to all the students of the institution.

The students who are presenting or publishing their technical papers in National & International Symposiums / Conferences shall obtain prior permission through proper channel from the Principal. A technical presentation shall be made by the team before R & D Division of the institution and get its formal approval before submission to the Principal. Leave shall be granted for peer reviewed presentations depending upon the level of Symposium / Conference, organizing body and association with leading publishers etc., A maximum of two authors only shall be permitted for any technical paper presentation. Financial support towards Registration charges and travel allowance (Bus fare / Sleeper Class fare by shortest route whichever is minimum) only shall be permitted for any student @ one Symposium / Conference (within the State) for every two academic years of study in this institution and @ one Symposium / Conference (outside the State) for every four academic years of study in this institution.

The students who are presenting their technical papers in National & International Symposiums / Conferences of repute shall present the same in regular class seminar periods after their return. They shall also give an undertaking that the full paper shall be included in the In-house Research Journal of GIST.

Copies of two issues of 'GIST Researcher', an in house journal of GIST are distributed to all the Department Libraries as reference copies. The HODs shall maintain these issues in their respective Department Libraries and can use it for reference and internal faculty circulation only. The Department stamp/seal shall be marked on the journals along with internal reference number.

2. STUDENT CLUBS

The students of GIST shall utilize the **last period** of every **Thursday** for various extra / co-curricular activities like **Technical Forum, English Club, Music Club, Cultural Club and Telugu Association**. Interested students who want to coordinate all these activities as Office bearers / members shall give their willingness to their respective Class in charges in the specified format which is available with the Class in charges.



3. PROJECT WORK

All the Final year B.Tech., students doing their Project in the campus shall attend the college regularly in the Forenoon session during their project duration specified in the University calendar. The respective guides shall take their attendance and monitor the progress of the Projects. They can utilise the Laboratory and Library facilities in the campus for carrying out their respective project work. The HODs shall monitor the students and organise regular seminar sessions such that the students shall take due care in completion of their project works. Hostel students shall not be relieved from the hostel for undertaking external project work without the permission of the undersigned.

4. TRAINING AND PLACEMENT

Placement training sessions are conducted for the B.Tech., students during summer vacation of the academic year. Eminent and professional experts in the areas of Communications, soft skills, aptitude and personality training and development shall be conducting sessions extensively. Online testing, validation, counseling and guidance shall be provided to all the participants.

Interested students shall approach the Placement and Training Officer for obtaining the registration forms. All the eligible and interested students are requested to avail this valuable opportunity in improving their skills which will definitely help them in their Placement tests and interviews, Career development and in appearing for competitive examinations.

The concerned HODs are requested to inform the students and allot faculty members to monitor the sessions, attendance and reports. Necessary transport arrangements shall be arranged for the students to attend the sessions.

5. COMMUNICATION SKILLS AND APTITUDE TRAINING SESSIONS

The periods allotted for Communications skills and Aptitude training should be effectively used by the students. The concerned teachers and the Class in charges should take it seriously and the students shall attend the classes without fail. All the HODs and Class in charges shall take necessary care and see to it that the students either attend the Communication/Aptitude classes or they shall be seated in the study hour classes. No student should be found outside the class rooms during those periods.

Librarian and Internet in charge are strictly instructed to allow students only during the allotted Library/Internet periods and tea break/lunch break. No student should be found in the Library/Internet during their class hours (i.e during Theory / Laboratory / Seminar / Aptitude / Communication skills periods)

6. ONLINE CERTIFICATIONS

All the students are encouraged to visit the following online learning resources, register and get certificated in their interested areas.

www.udemy.com, www.alison.com, www.edx.org, nptel and www.coursera.org

The faculty members shall also guide the students and encourage them to use various e-learning resources.



7. INDEPENDENCE & REPUBLIC DAYS

The Independence Day and Republic Day celebrations shall be organized in the College on 15th August and 26th January every year. All the students and staff members of the College shall participate in the event and salute our national flag as true citizens of this country. It is the basic responsibility of every citizen of this country to participate in the celebrations and express their solidarity, integrity and patriotism.

The Physical Director and NSS Coordinator shall take care of the necessary arrangements. The faculty representatives of NSS, Cultural and Sports committees shall coordinate with them for successful conduct of the event.

All the students and staff members shall be present on Independence Day without fail for the flag hoisting ceremony. Leave will not be granted on that day. All the staff members and students shall disperse after the parade, flag hoisting and rendering National anthem. Class work shall not be conducted on the two days.

8. FRESHERS DAY

All the **senior students should compulsorily attend the Fresher's Day Celebrations** for the students admitted into B.Tech., I Year which shall be organised in the College campus without fail and welcome their junior students. **No leave or permission** shall be granted to them on that day. If any student is found **absent** for this event it shall be construed as non-cooperation to ongoing **Anti Ragging** movement in the campus and a **fine of Rs 1000/-** shall be levied against the defaulters.

The **Fresher's Day Celebrations** for the students admitted into B.Tech., I Year during the academic year shall be conducted in the College campus. All the senior students of GIST shall extend their support in welcoming the students admitted during the year in a warm & befitting manner, extend their support and cooperation during their course of study at this institution. All the students shall plan to perform various events like quiz, just a minute, role plays, skits and decent cultural activities at the end of the day.

9. COLLEGE ANNUAL DAY

It is made mandatory that all the students and staff (teaching and non-teaching) members shall attend the College Annual Day. Student attendance shall be taken by the respective class in charges. No leave shall be granted on that day and all the HODs are requested not to forward any sort of leave letters of either staff or students. Transport arrangements shall be made in all the routes after the function. Food courts shall be arranged by the students for providing snacks and cool drinks. To organize the event successfully, suitable committees shall be constituted with the staff members to coordinate and deliver the assigned duties. The Conveners of all Committees shall also select their student volunteers for assistance.

During the occasion of **Annual Day Celebrations** of Geethanjali Institute of Science and Technology in the College campus, the following instructions are issued to all the students:

- It is mandatory for all the regular students to **attend** the grand academic event of the institution without fail. Attendance shall be marked and **absentees shall be fined**. The students who were detained during the last year only shall take special permission from the Principal after giving a declaration for attending the event.



- All the students shall come in **college Uniform, with proper ID Cards and dress code. Cell phones are not permitted** into the venue. **ID cards will be checked** at the main entrance by the Disciplinary Committee members.
- **Only parents** (Father/Mother) shall be permitted and no other relative or Outsiders will not be permitted into the venue. Outsiders are not permitted for the Annual day function excepting invitees, press and select parents of prize winners.
- **Main Gates shall be closed by 09.30 AM** and there after no student shall be permitted into the venue or shall be permitted to leave the venue. If a student leaves the venue in the middle of the programme he/she shall not be readmitted.
- All the students shall procure **food tokens** in advance which shall be made available in the **Reception**, after payment of amount in advance. Food court volunteers shall be issued photo ID cards to enable them move in and out of the institution for procurement of food items.
- All the **college buses** shall reach the campus **by 08.30 AM**. Extra buses shall be arranged for the second trip students.
- No student shall be allowed to leave the college till the official proceedings of the function are completed. If any student wants to leave after the official proceedings, he/she shall not be permitted to reenter the campus for the day.
- **Parking of students or visitor's vehicles** shall be done **outside the campus**. Only college buses and staff vehicles are permitted into the campus.
- No student shall be allowed to bring Mobile phones / Tablets as they are strictly prohibited.
- Strict discipline shall be maintained by all the students and trouble makers shall be punished accordingly.
- **College Canteen** shall be **closed** on that day.

N. AMENITIES

1. COLLEGE TRANSPORT

The students who are willing to avail College bus facilities are requested to register their names in a prescribed format available at the Office and pay the transport charges in full for the academic year. A bus pass will be issued to such candidates for availing college transport facilities. Part payment or monthly permissions are not allowed under any circumstances.

No student shall be allowed to travel in the College transport without registration and payment of transport fees. Travelling in college buses without a bus pass is viewed as a gross misuse of transport facility and cheating the Management and it shall attract penalty/fine and or both. Bus passes shall be issued to the students who have paid the fees and they are instructed to bring their Bus passes compulsorily every time when they travel in the College buses. Bus numbers and seat numbers shall be allotted to the students after payment of transportation fees.

Only students who have paid the transport fees will be allowed to travel in the college buses. The students who have paid the bus fees alone should board the College buses. Surprise checks and raids shall be conducted and if any student is found without a bus pass he shall be liable for a penalty. If any student is found to travel in the college bus without payment of transport fees and is caught by the Bus in charges/Administration, he/she shall be fined up to Rs. 10,000/- If they do not pay the fine before the given deadline, their caution deposit shall be adjusted towards the fine they will be instructed to renew their caution deposit immediately else they shall not be permitted to attend the classes.



Faculty members availing free transport system shall be designated as bus in charges and they shall strictly monitor the student's bus passes regularly. The students who have paid the fees should carry their bus passes and show it to their Bus in-charges compulsorily every day and every time when they travel in the College buses.

2. INTERNET CENTER

The Internet facilities at Computer Center will be kept open for the students between 04.30 PM to 07.00 PM on all working days. One Programmer shall be in charge and looking after the center during the extended timings.

All the students shall make use of the facility intended to help them identify new learning material and work on updated information. They are also instructed not to misuse the facility provided to them at any stage.

3. STUDENT CANTEEN

Daily Lunch on all the college working days shall be arranged at the canteen for students only through subsidized lunch coupons. The coupons can be purchased from the Administrative office for a particular month from 25th of previous month up to 5th of the current month.

Lunch is not guaranteed for students without the coupons. Monthly charges shall be computed after deducting the college holidays during that particular month. During Lunch hour, to meet the rush of students and staff at the Canteen, timings are specified for the students and staff members and they are advised to strictly adhere to it.

4. SPORTS AND GAMES

Sports and games are involved with brisk physical activities including various physical and tactical challenges. Sports and games activities are organized in the College for students and staff members and competitions are conducted every year during Annual Sports & Games events and Technical festivals.

Students, who involve in the sports and games activities, generally become healthy and fit all through their life. It blesses a person a sound body and a sound mind too. There are various sports and games facilities provided in the campus like Basketball, Cricket, Volleyball, Badminton, Table tennis, Kabaddi, Athletics and so many. Indoor games and Gymnasium facilities are also provided to all the students and hostellers. Being involved in sports and games, improve confidence, boost personality and provide a good deal of excitement and entertainment in the life. Along with the education, students are encouraged to take part in the games and sports.

The importance of games and sports:

- It is a best way we can be fit and healthy whole life if we are involved in it regularly.
- It helps to build physique, good personality and improve confidence level among boys and girls.
- It improves mental alertness, concentration level and strengthens the body.
- It develops patience and good habits as well as helps to handle difficult situations in life.
- Strengthens our body and mind thus improves memory level and concentration of mind too.
- Makes us strong by improving body immunity.
- Improves confidence level and develops personality.



Helps in developing leadership qualities.

It makes a person disciplined and punctual.

It improves the mood and reduces depression level including other mental disorders.

It helps us to live a healthy and active life (both physically and mentally).

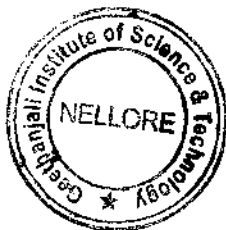
It gives chance to make career bright in this field.

It improves common sense to win competitions.

5. HOSTELS

No efforts have been spared to make the out-station students feel at home in the hostels run on campus for both girl and boy students with all the required facilities and comforts necessary for stay and study. Some salient features include:

- Hygienic mess and spacious dining room
- Wholesome, nutritious food
- RO treated potable water
- Facilities for games and relaxation
- On-demand medical assistance
- Resident wardens and faculty.
- Fully furnished rooms.
- Large entrance hall with reception and spacious visitors' room.
- Access to Central Library and internet after the college hours also.



O. HOSTEL RULES & REGULATIONS

The Hostels run by GEETHANJALI INSTITUTE OF SCIENCE AND TECHNOLOGY under USHODAYA EDUCATIONAL SOCIETY has a team of well qualified and experienced officials and non-officials for managing the hostels smoothly and efficiently. Rules and Regulations for the students to stay as inmates at various hostels have been framed carefully for orderly and peaceful living and to make the students good Samaritans and leaders of tomorrow. Life at hostels always carries many pleasant memories and keeping this in mind all efforts are being made to make the living in hostels most rewarding, enduring and memorable.

1. ADMISSION

- Request for admission to the hostels is to be submitted in the proper application form along with 2 passport size photographs of the applicant, his/her parents or guardians and local guardians if any.
- Mere submission of application form does not ipso facto guarantee admission to the hostels. Admission will be at the discretion of the Management.
- Hostel Identification Cards shall be issued to the students who were allotted admission to the Hostel. The inmates have to show their Hostel ID Card whenever demanded by the college/hostel authorities.
- Rooms will be allotted to the applicants by the Chief/Dy. Chief Warden whose decision in this matter is final.
- a) No student will be allowed to occupy the room allotted to him, without paying the hostel fees and caution deposit in full.
- b) After checking the fixtures and fitting like fan, etc, the student has to sign a declaration form, undertaking to replace the materials, if any is damaged subsequent to his occupation.
- Students are not allowed to change the allotted rooms without the prior approval of the Chief/Dy. Chief Warden.
- Regular absentees from classes, monthly/unit/class tests, study hours and practical classes will not be permitted to continue in the hostels. Admission and staying in the hostel depend upon the academic record and good behavior of the students.
- For any reason if a student is expelled from the college, he automatically gets expelled from the hostel also and he will not be allowed to stay in the hostel thereafter.
- After the student's admission to the hostel is completed, the concerned parent has to sign the acceptance form and vouch for the good conduct of his ward during their entire stay in the hostel.
- Students with chronic medical problems will not be admitted into the hostels. If by chance any such student gets admitted and later the authorities notice such chronic disease, the student shall be asked to immediately vacate the hostel.

2. GUESTS

- Guests are not permitted to stay in the hostels. If the parents or close relatives wish to stay for a short period during initial admission of the student, the student has to approach the Chief/Dy. Chief Warden of the hostels for getting accommodation in the hostels for his guests. The warden may permit them to stay on a payment of nominal charges.



3. HOSTEL DISCIPLINE

- Strict silence should be observed in the hostel between 10-00 PM and 6-00 AM (silent hours) every day. Perfect silence is to be maintained in the hostel premises including rooms, dining halls, corridors, etc. Every inmate of the hostel is to see that he should not be a cause of nuisance, annoyance or disturbance to others.
- The inmates of the hostels shall **not** enter into any unnecessary conversation, discussion or quarrel with any hostel staff. If they have any grievance against any employee of the hostel, they should **submit** a written complaint against that person, to the Chief/Dy. Chief Warden, who will initiate suitable action after going through the complaint.
- Smoking, consuming alcohol and using any intoxicating drugs or its possession, gambling etc., are strictly prohibited. Violation of these rules calls for stringent action.
- All inmates have to be present in their rooms between 9.30PM and 10.30PM with their doors wide open when roll-call will be taken by the hostel authorities. Stern action will be initiated against any student not attending the roll call.
- All hostel rooms are subject to inspection by the hostel authorities to make sure that they are kept neat and tidy. The authorities shall also inspect the belongings of the students during surprise raids to locate any unwanted items are in possession of the students. Stringent action shall be taken on students possessing any of the items which are banned in the hostels.
- The inmates are personally responsible for the safe keeping of their belongings in their respective rooms. In their own interest, they are advised not to keep large amounts of cash, valuable articles like gold chain etc. They are also advised to keep their boxes, cupboards, rooms etc. securely locked. The Hostel authorities or College Management is not responsible for any loss of such items.
- All the movements of hostel inmates from and to the hostel should be recorded in the movement register, kept with the Warden.
- The security guards have instructions to lock the hostel gate at 10.00 PM and students who enter or leave the hostel block after 10.00 PM have to sign in the register with the Warden, explaining the reason for his/her late going or coming. The register will be regularly checked by the Chief/Dy. Chief Warden will take further action against habitual late comers/ goers. No inmate is permitted to stay outside the hostels beyond 10.00 PM.
- Students are not allowed to keep Hi-fi cassette record players, Video systems, T.V., electric iron, high power electric gadgets and other allied equipment in their rooms.
- Unauthorized use of the above will lead to confiscation of such items. However electric iron shall be allowed to be used by the students in their rooms with prior permission from the authorities and Rs. 250/- per month for every such item which will consume electricity will be collected from the students.
- Installation of computers and systems in the hostel rooms should be done only after getting written permission from the Principal. Computers without CD ROM drive and other Multimedia accessories like speakers, mike & head phones alone will be permitted for installation. However, laptops shall be permitted after inspection and obtaining due permission from the authorities and the students who wish to use Computer or laptop has to pay Rs. 500/- per year.
- Pasting of provocative posters on the walls is strictly tabooed.
- Possession of any lethal weapon / instrument / connivance, which is likely to cause physical harm to others, is strictly prohibited.
- When leaving the rooms for attending classes, or for holidays, fans, lights, electrical gadgets etc. Should be switched off and windows are to be closed securely.



- Students are not allowed to stay in the hostel during class hours unless the stay is due to illness or for any other valid reason. In such cases he should take the prior permission of hostel authorities. Clock alarms should be switched off, when not in use.
- Water, electricity, food should be frugally used and not wasted. Wrong entry, improper or lack of entry in the in-time, out-time register, signing for another person and misguidance of any nature are punishable.
- While hostel staff is maintaining the hostel premises neat and clean, it is to be pointed out that the co-operation of the inmates in this regard goes a long way in achieving this end.
- A maintenance register is being kept in the hostel office, where in students are invited to write their complaints, if any. The concerned staff will inspect the register daily and attend to the complaint.
- Vehicles like two wheelers, scooters belonging to the students or others are not to be kept inside the hostel premises. They should be left in the separate parking lots allotted for them.
- All hostel property and belongings are to be looked after carefully and any damage to them will invite collective punishment to be borne by all the students.
- Mobile / Cell phones are strictly prohibited inside the hostels. Any such instrument found shall be seized and confiscated.
- Safe locker facility is provided to help the inmates safeguard their money and other important belongings. They can keep their money or belongings and can take it back whenever required. A receipt of such items / money stored shall be duly obtained from the Wardens.

4. LIBRARY AND INTERNET CENTER

- Extra time is allotted for hostel students at the College Library and Internet Center. Dy. Chief Warden shall prepare a time table for boys and girls separately for availing the institutional resources.
- The extra timings permitted for Library and Internet Center is from 04.30 to 06.00 PM on all working days and 09.30 AM to 12.30 AM on Sundays. The Library and Internet Center shall not be opened on declared holidays.

5. HOSTEL NON RESIDENT (NR) WARDENS

- The allotted NR Wardens shall meet their students once in two weeks either at the hostels or any common hall after the college working hours and discuss academic, curricular, co-curricular and any other related issues with them. They shall maintain a log register and minute the discussions. They shall mentor, guide and help the students in overcoming their problems, create interest in studies, motivate them for higher positions. The problems faced by the students shall be solved by them in consultation with Chief/Dy. Chief Warden.
- NR Wardens shall maintain a database of their students in a separate file, containing the details of student, address, contact numbers, e-mail contacts of the students and their parents as well. They shall maintain a record of the student's academic particulars like mid-marks, class attendance, leave particulars, end examination results, backlog details etc., which shall help them in counseling the student whenever they are lagging academically.
- NR Wardens shall make the result analysis of their allotted students and submit the soft copies to Dy. Chief Warden to enable him prepare a consolidated result analysis of all the hostel inmates.



- NR Wardens shall verify the conduct of study hours and their student attendance from the Resident Wardens and advise the students to strictly attend the study hours. They shall encourage the students to form small teams and conduct group studies during the study hours.
- NR Wardens shall collect the list of students who are interested to conduct extra practical sessions in their subjects after the college working time. A schedule can be prepared in consultation with the concerned HODs and Dy. Chief Warden for permitting the hostel students to perform laboratory experiments during evenings or Sundays.
- The NR Wardens shall verify the Study hour Attendance Registers, Roll call Registers, Leave Registers and endorse their initials regularly. The Resident Wardens shall submit all the Registers to the Dy. Chief Warden for verification once in every 15 days.

6. HOSTEL STUDY HOURS

- All the resident hostel inmates excepting Final year B.Tech/Polytechnic students, shall compulsorily attend the study hours intended for them in the specific halls arranged for the purpose.
- On all Saturdays, the hostel inmates shall compulsorily attend the study hours in the college from 09.30 AM to 03.30 PM. The concerned HODs and NR Wardens shall handle the students and arrange faculty to clarify their doubts. The main gates of the hostels shall be locked from 09.30 AM to 03.30 PM.

7. HOSTEL LEAVE RULES

- Students are allowed to go home during declared holidays & weekends. The student has to take the permission from the Resident warden if they want to leave the hostel on any holiday/ week end and indicate the time of their return.
- A gate pass shall be issued which shall be produced at the main gate while leaving the campus. The student has to report and intimate the warden immediately after his/her return to the hostel failing which food will not be available at the mess. Going home without complying with the above procedure, will be viewed seriously.
- Food arrangements shall be made according to the data provided by the student. If the student does not leave the hostel after submitting the leave letter or arrives at the hostel before the arrival time which he has marked on the leave letter no food will be reserved at the hostel mess for such students. They have to pay extra cost to the mess if any food is available and the student shall not have any right to demand for food in such cases.
- Similarly, if any student does not return to the hostel on the committed arrival time, they have to pay wastage fine of Rs. 100/- per day. The taxing is thus made in order that the student shall not repeat such mistakes, as the food has been prepared based on their arrival time and it is wasted as the student has not reported on the committed arrival time. Wasting of food is treated as wasting a precious national resource.
- If a student desires to go home on any working day, he has necessarily to get his leave form endorsed by his HOD and Resident Warden. If a student wants to avail leave during class working days a separate permission / leave letter has to be obtained for hostel in addition to the regular class leave letter. The hostel leave letter shall be signed by the concerned Non-resident Wardens assigned to the student, resident warden and it shall be submitted along with the regular leave letter to the principal for permission. Unless this is complied with, the hostel authorities will not allow him to go on leave. It is also informed that when once a student avails leave, he is on no account, to stay in the hostel.



- While returning, the student has to inform the warden in sufficient advance to ensure preparation of food for the student at the mess. Food will not be available in the mess, if the students do not inform the warden in advance.
- A mess card will be issued to the student which shall be shown to the warden while the student comes to the mess for having breakfast / lunch/ snacks/ dinner. Food will not be served to any student without the mess card. The resident warden shall mark attendance of the student in the mess register every day for breakfast / lunch/ snacks/ dinner.
- General outgoing permission for the hostel inmates is granted everyday between 04.30 PM to 06.00 PM. No hostel inmate shall leave the main gate of the campus without proper permission from the authorities. Defaulters shall be asked to immediately vacate the hostels and refund of fees will not be granted.
- Only two Special permissions for a maximum time of 6 hours each shall be given to the students for outgoing in a month. A card shall be issued to the student and the Resident Warden shall mark the permissions issued and ensure that the student shall avail more than the permitted permissions and timings.
- If the student has to take leave on any working day of the college, they have to submit separate leave letters to their Department and Hostels. The leave letter for hostel shall be signed by NR Warden, Resident Warden and later submitted to Dy. Chief Warden. The leave letter for Department shall be signed by the concerned Class Incharge & HOD and later submitted to the Principal. Taking leave without prior permission is not allowed. However, when a student is not able to report to the college after regular weekend or holidays, they have to bring a letter signed by their parents and submit it to their HODs after due endorsement of the NR Warden, Resident Warden, Dy. Chief Warden and Class Incharge.

8. MESS TIMINGS

- All the inmates of the hostel should take their food in their respective mess only and change of mess is not allowed.
- Mess timings are displayed at the dining hall and are to be observed strictly.
- Students are advised that dining hall furniture like chair, table etc. and utensils like tumblers & vessels are not to be taken out of the dining hall.

9. HEALTH CARE

- First aid and primary medical facility is available at the hostel. A well-qualified doctor will be visiting the hostel and students are advised to make use of this facility.
- Taking food to sick persons to their rooms from the mess should be need-based.

10. GENERAL

- Each hostel will have a common room, where in TV can be viewed and indoor sports can be played.
- All incoming telephone calls to students residing at the hostel shall be allowed between 04.00 PM to 12.00 midnight. For incoming calls beyond this time, the message shall be recorded and informed to the respective student.
- The Television shall be switched on between 08.00 PM to 11.00 PM on Saturdays and 04.00 PM to 11.00 PM on Sundays.



- No teaching and non-teaching staff members, day scholars and outsiders are allowed into the hostels at any point of time and any violation shall be treated as an offence and suitable action shall be initiated against the defaulters. Resident Wardens and Supervisors shall take due care in maintaining the regulation.
- The Hostel (Boys and Girls) main gates shall be closed from 08.15 AM to 03.30 PM on all working days of the college. Inmates shall not be permitted to visit the hostels in between the normal college working days. They shall be treated on par with the day scholars and shall stay in their respective class rooms during break timings.
- If any of the hostel property is found to be damaged, a common fine shall be levied on all the inmates of the hostel as advised by the Resident Wardens once they submit a detailed report after due verification.
- All hostel students are to vacate their rooms before proceeding on vacation. Admission to the hostel will be effected afresh every year.
- A separate hall to be used as a cloak room will be made available to keep the belongings of students. The items should be kept securely locked. They will be entered in the note book which will be with the in-charge of the cloak room. Tokens will be issued to students, who leave their articles. Priority will be given to the students who stayed in the hostels during the previous year depending on academic merit.
- Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to the new student) includes teasing, abusing, playing practical jokes or causing hurt to such student or asking the new student to do any act or to perform such things which such student will not in the ordinary course will do, is strictly forbidden. If anyone is found guilty of ragging, he will be expelled from the college and will also be liable for prosecution under the AP prohibition of ragging Act. 1997, resulting in a minimum punishment with imprisonment for a term which may extend to 2 years and shall also be liable for a fine of Rs. 10,000/-
- Students abetting ragging are also liable to be punished with imprisonment up to 2 years. Further they may be sent out of the college and no other college will admit them.
- A declaration that one will not indulge in ragging or do any act which will enable or induce or help anyone to indulge in such activities will be demanded from the students. The above rules and regulations are subject to change from time to time at the discretion of the hostel authorities and shall come into force immediately.

11. SPECIAL PERMISSION FOR USAGE OF MOBILE PHONES

- The Hostel inmates are advised not to bring mobile phones to the hostels or campus.
- However, if any student is interested to bring his mobile phone, he shall sign a declaration and obtain due permission from Dy. Chief Warden. Only students having permission shall be allowed to bring Mobile phones while coming from their home and deposit the same to the respective Resident Wardens.
- The student shall deposit his/her mobile to the resident warden on his reporting at the hostel.
- A Card shall be issued to the students after depositing their mobile phones with the Resident Warden. They shall collect their mobile phones after submitting the card to the resident Warden and shall take it back while depositing the mobile after the permitted usage timings.
- Wardens shall not be responsible for any loss or damage of mobile phones and the students do not have any right for claim for any loss. Charging of phones can be done inside their rooms only during the permitted timings.



- The mobile phone shall be issued on request by the resident warden to the hostel students on any working day at 8:30PM and it shall be redeposited by the student 10:00PM on the same day.
- The mobile phones shall be permitted for usage by hostel students on all Sundays between 9:00AM to 10:00PM. The students shall collect their mobile phone on request from their resident warden and deposit the same before the stipulated timings.
- For final year B.Tech students the mobile phones shall be issued on all days (Monday – Saturday) from 5:00PM onwards. They shall use their mobile phones for academic related activities only and shall return them before 10:00PM their respective resident wardens.
- A token shall be issued to the students while depositing their mobile phones.
- The students have to produce their tokens for collecting their mobile phones. The tokens shall be returned to the students once they deposit their mobile phones. The token shall be carefully secured by the student. The mobile phone shall not be returned to the student if the token is lost /damaged/misplaced.
- The student has to sign a declaration agreeing to all the laid conditions before using the mobile phone in the hostel during permitted timings. No student shall be permitted to use the mobile phone without giving the declaration.
- If any mobile phone is found in possession of the student without proper permission during surprise checks the phone shall be seized and a penalty Rs. 5000/- shall be imposed on such defaulters. The student shall be removed from the hostel immediately and no further consideration shall be entertained in this regard. In such a case, the expelled student shall also forfeit all the hostel fees and deposit paid him and cannot apply for any claim.

12. VACATION RULES

- Whenever the hostels are declared closed, all the inmates have to vacate their hostels within a day. The hostels shall be declared closed after the University prescribed college working days and completion of the regular end examinations for the respective semesters. If any emergencies arise or any postponement of examinations is announced by the University, the hostels shall be closed and the students have to vacate the hostel. For any reason, if the students wish to continue in the hostels, they have to give a written request to the Chief Warden. They shall be permitted to stay in the hostel based on need and genuine requests. In such cases, accommodation will be provided to them free of cost but they have to pay for their mess charges.
- The students shall be permitted to stay in the hostels till the last regular examination for their corresponding semester only. If they wish to stay beyond the date for appearing for supplementary examinations, they have to make a written request to the Chief Warden. However, their stay shall be permitted to stay in the hostel but the mess bills have to be paid by them separately for their period of stay. Outside food shall not be permitted into the hostel under any circumstances. Violation shall be viewed seriously and such students shall be expelled from the hostels immediately.
- The hostel inmates (boys & girls) who have taken admission during an academic year shall vacate immediately after their University theory examinations. If they intend to join during the next year, they have to keep their luggage in a common room and shall take it after due allotment in the subsequent year. Request for continuation/extension in the hostel for the subsequent academic year has to be submitted to the Warden. As there is limited accommodation, priority will be given to the existing members. New members shall be admitted depending upon the vacancies.



- The existing inmates students who are willing to continue in hostels as members during the academic year shall report to the hostel, after confirmation of their allotment with the Warden. The annual boarding and lodging expenses for the year shall be paid before admission in two installments, one at the time of joining and the second during December of the subsequent year. No student shall be allowed to board the hostel without the payment of fees.
- Wardens shall distribute necessary admission forms to the students and ensure fair allotments.

13. HOSTEL TIMINGS

- All the hostels (Boys and Girls) shall be kept closed between 08.20 AM to 04.00 PM including lunch breaks on all regular class working days of the college. No inmate shall stay inside the hostel during regular college working days when the class work is in progress.
- No parents, outsiders, teaching and non-teaching staff members, day scholars, drivers, helpers, sweepers or any other members who are not related to hostels shall enter the hostels without the permission of Chief Warden.
- Unauthorised entry into the hostel shall be treated as trespassing and stringent disciplinary action shall be taken on the defaulters.
- Teaching staff members who are appointed as resident wardens shall also not enter the hostels during college working hours. They shall return to the hostel only after college working hours and shall not visit their rooms in between. Any staff member found in the hostel during college working timings, LOP shall be marked for violating the instructions.
- There is no mandatory requirement that the students should stay in the hostel during week end. The students who are willing to follow the rules only will be allowed to stay during the week end days.
- If any student would like to stay in the hostel during the week end, he/she has to submit a request letter every week end separately to the Resident warden by agreeing to the following conditions:
 - i) He/She shall **not go for outing** or take permission **on Saturday**.
 - ii) He/She shall **attend the prescribed study hours on Saturday and Sunday** without fail.
 - iii) On **Saturday**, the hostel students are allowed for **games only between 04.00 PM to 06.00 PM**. On **Sunday**, the hostel students are allowed for games between **09.00 AM to 12.00 Noon and again from 03.00 PM to 06.00 PM**.
 - iv) **Outing** of hostel students is allowed only on **Sunday** for a **maximum duration of Six (06) Hours** (between 08.00 AM to 06.00 PM).
 - v) **Internet** shall be provided at the Internet Center for interested students on **Saturday (F/N for Boys and A/N for Girls)**.
- The conditions are charted out in the interest of students that they shall effectively utilise their time for studies and other academic activities during their stay on weekends at the hostel. The students shall utilise their time during weekends at the hostel for preparation of University and competitive examinations, skill tests, placement training, writing assignments etc.,



14. HOSTEL AUTHORITIES

- In order to maintain proper discipline, motivate and taking care of the welfare, academics and security of the students residing in the college hostels, the faculty members are allocated duties and are designated with responsible roles and duties every year.



P. FORMATS

SELF APPRAISAL FORM (TEACHING FACULTY)

PRESCRIBED STATEMENT FOR THE ACADEMIC YEAR 01.07.----- TO 31.05.-----)

Name :
 Designation :
 Dept :
 DOB :

Academic Information

| Course | Year of Passing | Percentage of Marks | Board | Remarks |
|--------------|-----------------|---------------------|-------|---------|
| SSC / SSLC | | | | |
| Intermediate | | | | |
| Diploma | | | | |

| Degree UG / PG | Specialization | Year of Joining | Year of Pass | Percentage of Marks | Class /Division | University | College |
|----------------|----------------|-----------------|--------------|---------------------|-----------------|------------|---------|
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Professional Experience

Teaching in Engineering College

| Position | From (date) | To (date) | Total no .of | | Institution | Affiliating University | Reason for Leaving |
|----------|-------------|-----------|--------------|--------|-------------|------------------------|--------------------|
| | | | Years | Months | | | |
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Signature of the Faculty



Signature of the HOD

Other teaching experience

| Position | From (date) | To (date) | Total no .of | | Institution | Affiliating University | Reason for Leaving |
|----------|-------------|-----------|--------------|--------|-------------|------------------------|--------------------|
| | | | years | Months | | | |
| | | | | | | | |
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Other Experience (Industry / Research)

| Position | From (date) | To (date) | Total no .of | | Address of the Company | Remarks |
|----------|-------------|-----------|--------------|--------|------------------------|---------|
| | | | years | Months | | |
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Academic Performance**Papers Published as main author - JOURNALS**

| Journals | Nat / Intl | Title | Page Nos. | ISSN No |
|----------|------------|-------|-----------|---------|
| | | | | |
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Papers Published as joint author - JOURNALS

| Journals | Nat / Intl | Title | Page Nos. | ISSN No |
|----------|------------|-------|-----------|---------|
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Papers Published - CONFERENCES

| Conference | Nat / Intl | Title | Page No | Institution & Place |
|------------|------------|-------|---------|---------------------|
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Signature of the Faculty



Signature of the HOD

Books Published

| Title | Co - Author | Publisher | Year of Publication | Branch of Study |
|-------|-------------|-----------|---------------------|-----------------|
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QIP / FDPs / Conferences / Workshops / Seminars / Summer-Winter Schools Attended

| Description | Nat / Intl | Title | Page No | Institution & Place |
|-------------|------------|-------|---------|---------------------|
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Additional responsibilities undertaken

| Description of the event | Dept. / College level | Position held | Dates of events | Nature of duties performed |
|--------------------------|-----------------------|---------------|-----------------|----------------------------|
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Signature of the Faculty

Signature of the HOD



Leave taken particulars

| Type of leave | Dates | Alternate arrangements | Type of leave | Dates | Alternate arrangements |
|---------------|-------|------------------------|---------------|-------|------------------------|
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Permission taken particulars

| Date | Time | Date | Time |
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Self-Appraisal:

| Major Strengths | Major Weakness |
|-----------------|----------------|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

Signature of the Faculty



Signature of the HOD

PARTICULARS OF THEORY CLASSES TAKEN DURING THE ACADEMIC YEAR
(01.07.----- TO 31.05.-----)

| S.No | Subjects | Class/Year & Sem | Student strength | Total No. of classes | | % of Syllabus Covered | % of Passes Subject Average | | % of Pass secured in the subject | Any innovative teaching method adopted- If so describe |
|------|----------|------------------|------------------|----------------------|---------------|-----------------------|-----------------------------|------------------|----------------------------------|--|
| | | | | As per Time Table | Actually Held | | Internal Exams | University Exams | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
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Signature of the Faculty

Signature of the HOD



**TEACHING STAFF PERFORMANCE APPRAISAL
(TO BE FILLED BY CONCERNED HOD)**

| | |
|---------------------------|--|
| Name of the staff : | ----- Academic year |
| Designation : | Assessment of teaching faculty by the HOD |

| | Description | Remarks by HOD | Grading on a 12 point scale |
|----|---|----------------|-----------------------------|
| 1 | Teaching Capability | | |
| | Performance during the year | | |
| 2 | Discipline | | |
| 3 | Attendance & Punctuality | | |
| 4 | Knowledge Pertaining to syllabus | | |
| | Knowledge Pertaining to General | | |
| 5 | Attitude and behavior towards colleagues in the department | | |
| | Attitude and behavior with students | | |
| 6 | Motivation towards work | | |
| 7 | Technical Competence | | |
| 8 | Willingness to accept the responsibility and to take decision | | |
| 9 | Willingness to stay overtime to finish pending work | | |
| 10 | Willingness to learn | | |
| 11 | Ability to do and get good quality of work done | | |
| 12 | Ability to discharge the administrative, Research, Consultancy work, if any allotted to him / her during the year | | |
| 13 | Total grading of faculty on 10 point scale | | |
| 14 | Any other relevant information | | |
| 15 | If eligible, whether fit for promotion / up gradation | | |

Signature of the HOD



BUDGET PROFORMA**Department:****Capital Expenditure**

| Description | Expenditure during previous year in (Rs/-) | Proposed budget in (Rs/-) | Probable month of requirement |
|----------------------------------|--|---------------------------|-------------------------------|
| Laboratory equipment | | | |
| Machinery | | | |
| Office Furniture | | | |
| Classroom / Laboratory furniture | | | |
| Air conditioning equipment | | | |
| Buildings, Roads | * | | |
| Vehicles | * | | |
| Books | | | |
| Computers and peripherals | | | |
| Printers and peripherals | | | |
| Generators | * | | |
| UPS | | | |
| Electrical fittings | | | |
| Sports and games items | | | |
| Miscellaneous | | | |
| Any other - Dept. specific | | | |
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| TOTAL | | | |

- Admin Office related

For all the major items mentioned above, detailed budget should be annexed to justify how the figures were arrived

Signature of the HOD/Executive



BUDGET PROFORMA**Department:****Revenue Expenditure (Page 1)**

| Description | Expenditure during previous year in (Rs/-) | Proposed budget in (Rs/-) | Probable month of requirement |
|-----------------------------|--|---------------------------|-------------------------------|
| Salaries and Wages | * | | |
| AICTE Fees | * | | |
| University Common services | * | | |
| University Affiliation fees | * | | |
| APSCHE Fees | * | | |
| EAMCET Fees | * | | |
| Income tax | * | | |
| Rental expenses | * | | |
| Gardening and plantation | * | | |
| Staff interviews | * | | |
| Press and media expenses | * | | |
| Admission expenses | * | | |
| Admission brochures | * | | |
| Computer maintenance | | | |
| Laboratory consumables | | | |
| Software | | | |
| Laboratory maintenance | | | |
| Service and repairs | | | |
| Stationary | | | |
| Printing | | | |
| Postage expenses | | | |
| News letter | | | |
| College magazine | | | |
| Laboratory Manuals | | | |
| R & D Expenses | | | |
| Mini Projects | | | |
| Journals and periodicals | | | |
| Vehicle maintenance | | | |
| Petrol & Diesel expenses | | | |
| Student Tours | | | |
| Industrial visits | | | |
| Seminars and Conferences | | | |
| Symposiums | | | |
| Annual day celebrations | | | |
| Fresher's day celebrations | | | |



ANTI - RAGGING DECLARATION FORMATS

ANNEXURE - III

Undertaking to be filled in and signed by all students (now admitted and continuing)

I,(name of the student) bearing Roll No.studying(Degree, Year/semester, section), at(name of the college), son/daughter ofresiding at(permanent home address with phone number and e-mail of the parent / student), undertake that I am aware of the system of punishment in case of ragging other student and that in case I become involved in any manner in any ragging case I am liable for any punishment including

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding / withdrawing scholarship / fellowship and other benefits
4. Debarring from appearing for any test / examination or other evaluation process
5. Withholding results
6. Debarring from representing the institution in any National or International Meet, tournament, youth festival etc.,
7. Suspension, expulsion from the hostel
8. Rustication from the institution for periods varying from 1 to 2 academic years
9. Expulsion from the institution and consequent debarring from admission to any other institution
10. Fine up to Rs. 50,000/-
11. Rigorous imprisonment up to 3 years (by court of law) etc.,

Date.....

Signature of the student



GEETHANJALI INSTITUTE OF SCIENCE AND TECHNOLOGY
3rd Mile, Bombay Highway, Gangavaram(V), Kovur(M), SPSR Nellore District,
Andhra Pradesh - India. 524 137.
www.gist.edu.in

**Undertaking from the students as per the provisions of Anti-ragging verdict by the
Hon'ble Supreme Court**

I, Mr./Ms., Roll No.:, Course:
.....II Year .B. Tech., Dept., student of Geethanjali Institute of Science and
Technology, Gangavaram, Kovur Mandal, Nellore District, Andhra Pradesh,
do hereby undertake on this daymonth.....year, the
following with respect to the above subject

- 1) That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging and the measures proposed to be taken
- 2) That I understand the meaning of ragging and know that ragging in any form is a punishable offence and the same is banned by the Court of Law.
- 3) That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute, if the above statement is found to be untrue or the facts are concealed, at any stage in future.
- 4) That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Govt. of India and the Institute authorities for the purpose from time to time.

Signature of Student with date:

I hereby fully endorse the undertaking made by my child / ward.

Signature of mother/father and/or guardian with date:

Signature of the Witness (Name, Father's name and Address):

1.....2.....
.....
.....
.....



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STUDENT FEEDBACK FORMAT ON CLASSROOM TEACHING

1. What do you feel about your teacher's preparation for the classes?
A] Coming well prepared and faring well B] Coming off-hand but faring well
C] Coming well prepared and not faring well D] Coming off-hand and not faring well
2. How good was your teacher's organization of course material?
A] Well organized B] Satisfactorily organized
C] Poorly organized D] Confused and unsystematic
3. What do you feel about the teacher's work on the black board?
A] Very good B] Good C] Not bad D] Poor
4. At what rate was the course material covered?
A] Even B] Too Fast C] Too Slow D] Uneven
5. How good is the teacher's knowledge in the subject?
A] Excellent B] Good C] Adequate D] Inadequate
6. How many illustrative examples are worked in the class?
A] Many B] Sufficient C] A few D] None
7. What is your opinion about the illustrative examples worked out in the class?
A] Very useful B] Useful C] Some what useful D] Not useful
8. How were the audibility & clarity of the Teacher's voice?
A] Audible and very clear B] Sufficiently loud and clear
C] Audible but not clear D] Not audible
9. How good is the teacher's command over the class?
A] Excellent B] Good C] Satisfactory D] Poor
10. How was the general atmosphere in the class?
A] Normal and conducive to learning B] Very stiff
C] Stiff D] Not conducive to learning
11. While teaching the teacher usually pays attention to
A] All sections of students B] Only average students
C] Only week students D] Only intelligent students
12. How far did your teacher motivate you in developing interest in the subject?
A] Very much B] Sufficient C] Insufficient D] Not at all
13. How punctual was your teacher?
A] Always arrives on time B] Often arrives on time
C] Often arrives late D] Always arrives late



14. How often were you let off before completion of the lecture hour?
 A] Never B] Rarely C] Often D] Very often
15. How much of the class time does the teacher use for teaching the subject (as against talking about irrelevant matters)
 A] Above 90% B] 80 - 90% C] 60-80% D] Below 60%
16. How punctual is your teacher in valuation work?
 A] Punctual B] Usually punctual C] Rarely punctual D] Never punctual
17. How is your teacher's evaluation of the tests?
 A] Fair and impartial B] Usually fair C] Rarely fair D] Always unfair
18. Does the teacher provide an opportunity to the students in the class room for question and discussion
 A] Amply B] Occasionally C] Rarely D] Never
19. How do you find the teacher's attitude towards students?
 A] Sympathetic and helpful B] Usually sympathetic
 C] Avoiding personal contact D] Cold and Aloof
20. How accessible is your teacher for informal contact?
 A] Always B] Sometimes C] Rare D] Never
21. Does the teacher's behavior appear as humiliating the students?
 A] Never B] Rarely C] Frequently D] Always
22. How do you find your teacher's tolerance to disagreement?
 A] Encourages and values disagreement B] Accepts disagreement
 C] Accepts disagreement fairly well D] Intolerant to disagreement
23. What do you think of the teacher's mannerisms in the class?
 A] Never distracting B] Slightly distracting
 C] Distracting D] Very much distracting
24. How is the language (clarity of communication) of the teacher
 A] Excellent B] Good C] Satisfactory D] Poor
25. How would you rate your teacher?
 A] Very good B] Good C] Fair D] Poor





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Ph. No. 08622-212769, E-Mail: geethanjali@gist.edu.in, Website: www.gist.edu.in

JNTUA College Code: 2U

DEPARTMENT OF

Feedback on Syllabus - Student

Name of the student:

Regulation:

Register No:

Academic Year:

Year/ Sem :

| S. No | Particulars | SA | A | Neither /Nor | D | SD |
|-------|--|----|---|--------------|---|----|
| 1 | The syllabus is useful in fetching best outcomes/academic knowledge | | | | | |
| 2 | The syllabus is suitable to the present Industry and domain requirements | | | | | |
| 3 | The syllabus is set forth in such a way to meet the specific needs of the society | | | | | |
| 4 | The syllabus facilitates in enriching knowledge and creates employment opportunities | | | | | |
| 5 | The syllabus enables student's life skills | | | | | |
| 6 | The syllabus concepts are useful in promoting ethics and inspiring self-discipline | | | | | |
| 7 | Student centric methods to develop and enhance the learning skills | | | | | |

SD=Strongly Disagree, D=Disagree, SA= Strongly Agree, A=agree

Signature





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Ph. No. 08622-212769, E-Mail: geethanjali@gist.edu.in, Website: www.gist.edu.in

JNTUA College Code: 2U

DEPARTMENT OF

Feedback on Syllabus- Faculty

Academic year:

Year & Sem :

Regulation:

Name of the Teacher:

Subject:

| S.No. | Curriculum, Teaching, Learning and Evaluation | SA | A | Neither /Nor | D | SD |
|-------|--|----|---|--------------|---|----|
| 1 | Syllabus is suitable to the course | | | | | |
| 2 | Employability is given weightage in syllabus design and development | | | | | |
| 3 | The syllabus is defined in a way to clarify your teaching objective and to convey the course outcome | | | | | |
| 4 | Course contents suggested by the university is followed the corresponding reference books/materials | | | | | |
| 5 | The syllabus has good balance between theory and Lab | | | | | |
| 6 | The course/syllabus of this subject increased my knowledge and perspective in the subject area | | | | | |
| 7 | The Syllabus designed and developed by the university is effective for curriculum enhancement | | | | | |
| 8 | The Syllabus has been updated from time to time | | | | | |

Suggestions for improvement in syllabus design and development:

SD=Strongly Disagree, D=Disagree, SA= Strongly Agree, A=agree

Signature





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Ph. No. 08622-212769, E-Mail: geethanjali@gist.edu.in, Website: www.gist.edu.in

JNTUA College Code: 2U

DEPARTMENT OF

Feedback on Curriculum - Parents

Name of Parent:

Occupation of the Parent:

Name of Student:

Academic Year:

SD=Strongly Disagree, D=Disagree, SA= Strongly Agree, A=agree

| S.No | Particulars | SA | A | Neither /Nor | D | SD |
|------|--|----|---|--------------|---|----|
| 1 | The curriculum is useful in fetching best outcomes | | | | | |
| 2 | The curriculum is suitable to the present Industry and Domain requirement. | | | | | |
| 3 | The curriculum is set in such a way to meet the specific needs of the society | | | | | |
| 4 | The curriculum facilitates in enriching knowledge and creates employment opportunities | | | | | |
| 5 | The curriculum enables student's life skills | | | | | |
| 6 | The curriculum concepts are useful in promoting ethics and inspiring self-discipline | | | | | |
| 7 | Student Centric methods to develop and enhance the learning skills. | | | | | |

SD=Strongly Disagree, D=Disagree, SA= Strongly Agree, A=agree

Signature





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JNTUA College Code: 2U

DEPARTMENT OF

Feedback on Curriculum - Alumni

Branch:

Batch:

Regulation:

Name of the Teacher:

Subject:

| S.No. | Curriculum, Teaching, Learning and Evaluation | SA | A | Neither /Nor | D | SD |
|-------|--|----|---|--------------|---|----|
| 1 | The curriculum helps the in improving professional competencies | | | | | |
| 2 | The curriculum is matching on par with the Industry requirement | | | | | |
| 3 | The curriculum is suitable to the present Industry and Domain requirement | | | | | |
| 4 | The curriculum is helpful in applying for practical applications | | | | | |
| 5 | The curriculum is set in such a way to meet the specific needs of the society | | | | | |
| 6 | The curriculum facilitates in enriching knowledge and creates employment opportunities | | | | | |
| 7 | The curriculum enables student's life skills | | | | | |
| 8 | Does the courses that you learnt relevant to your current job | | | | | |

SD=Strongly Disagree, D=Disagree, SA= Strongly Agree, A=agree

Signature





GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY

Unit of USHODAYA EDUCATIONAL SOCIETY

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapur)

An ISO 9001:2015 certified Institution: Recognized under Sec. 2(f) of UGC Act, 1956

3rd Mile, Bombay Highway, Gangavaram (V), Kovur(M), SPSR Nellore (Dt), Andhra Pradesh, India- 524137

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JNTUA College Code: 2U

EXIT FEEDBACK & EVALUATION FORM

Dear students,

All the outgoing Final year B.Tech., students are requested to give their frank opinion and suggestions on various aspects of academics, co-curricular, extra-curricular, placement training, infrastructure, teaching, facilities and any other aspects during their 4 year stay in the campus. They are requested to give elaborate feedback and shall use extra sheets if required and submit the same to the Principal.

What is your valuable opinion, comments, views and suggestions on the following aspects:

1. Overall Academic environment in the campus :
2. Teaching faculty :
Teaching abilities:-
Student counselling:-
Academic guidance:-
Mentoring:-
Laboratory Infrastructure :
3. Library facilities :
4. Class Rooms / Tutorial Classes / Seminar Halls :
5. Internet facilities :
6. Association activities :
7. Transport facilities :
8. Canteen / Mess facilities :
9. Extracurricular activities : Sports, Games, Cultural activities :
10. Co-Curricular activities : Seminars, Symposiums, Guest lectures, Motivational sessions :
11. Placement and Training facilities :
12. Soft skills and Communication skills development :
13. Aptitude and attitude development :
14. Industrial visits :
15. Educational tours :
16. Project Training :
17. Inplant training :
18. Amenities and facilities in the campus :
19. College Administration :



OVERALL RATING SHEET

You may give your overall rating starting with a low value of '1' to a highest value of '5'

| Description | 1 | 2 | 3 | 4 | 5 |
|-----------------------|---|---|---|---|---|
| Institution | | | | | |
| Management | | | | | |
| Principal | | | | | |
| HOD | | | | | |
| Teaching Faculty | | | | | |
| Placement Officer | | | | | |
| Physical Director | | | | | |
| Librarian | | | | | |
| Technical Staff | | | | | |
| Administrative Staff | | | | | |
| Examination Section | | | | | |
| Library Staff | | | | | |
| Computer Centre Staff | | | | | |
| Other helping staff | | | | | |

How would you finally rate GIST ?

Would you recommend your Institution to your juniors ?

Yes : Give your reason :

No : Give your reason :

What is your overall satisfaction at GIST ?

What do you recommend for further development and improvement of the Institution ?

Name (Optional) :

Write your Branch of study :

Date :

