

POLICY DOCUMENT



**POTTI SRIRAMULU CHALAVADI MALLIKARJUNARAO
COLLEGE OF ENGINEERING AND TECHNOLOGY**

(Affiliated to JNTU Kakinada, Approved by AICTE)

KOTHAPET, VIJAYAWADA-520001

VISION

To make a significant contribution to the evolution of a highly advanced technological society with profound human values by nurturing students with unparalleled expertise and a high sense of ethics.

MISSION

To offer a high quality professional education and training blended with a high sense of discipline and ethics to shape the students into people who can play an effective role in the development of a knowledge society and thereby striving to bring the light into the lives around them with human outlook.

COREVALUES

We value excellence, innovation, being genuine, diversity, respect for others, integrity, trusting, and being trustworthy. The following qualities define us

- **Respect:** The members of our community value, respect and trust one another, as evidenced by what we say and, more importantly, by what we do. Our people are our greatest asset.
- **Honesty and Integrity:** Our stakeholders expect us to act with integrity. They trust us and expect us to trust them. They rely upon us to seek excellence, be collegial and collaborative and be focused on achieving mutual success.
- **Commitment:** Our peers and evaluators know that what we say and do is grounded and accurate and they are justified in expecting excellence from us. They also know that we innovate as we seek to continuously improve.
- **Freedom of thought and Expression:** We employ and educate smart and creative people to do great things. We give them the resources to investigate, the freedom to experiment and the encouragement to excel.
- **Diversity:** We believe that the answers to global challenges often lie among multiple disciplines. We commit to exploration that embraces diverse perspectives.

HUMAN RESOURCE PLANNING

The Principal takes details of existing faculty and staff requirements in the month of April every year to determine the number of new faculty members to be recruited for the next academic year.

The Principal obtains the list of existing faculty and other staff requirements from all the respective HoDs and arrives at the number of faculty members and other staff required for the next academic year considering the following guidelines.

- a) The Principal will consider appointing a Professor as Head for every discipline, besides the number of Associate and Assistant Professors required to meet the prescribed teacher-student ratio.
- b) The teacher-student ratio shall be 1:25 for B-Tech programming and 1:20 for MBA program. For this purpose the Professor(s) shall also be included in counting the number of teachers.
- c) The minimum lecture hours per week for each category shall be maintained as follows:

a. Professor	12
b. Associate Professor	15
c. Assistant Professor	18
- d) The Principal constitutes a selection committee for recruiting faculty members in each discipline, consisting of the HOD, one senior faculty member (subject expert). One representative from the management committee will be on the board.

RECRUITMENT & SELECTION

Teaching & Non-Teaching Staff

The Governing Body of PSCMRCET, Vijayawada has recommended to adopt the following procedure for recruiting personnel for both Teaching & Non-teaching positions as per the guide lines set by AICTE & JNTU Kakinada.

Teaching Faculty

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

- News paper advertisements in leading dailies calling for applications from qualified and competent persons to be given.
- Applications are scrutinized and are short listed.
- Call letters sent to short listed candidates to appear for an interview before selection committee.
- Get the list of selected candidates approved by the appropriate authority.

Non-Teaching Faculty

Department-wise requirement may be obtained well in advance before starting of every academic year.

- News paper advertisements in leading dailies calling for applications from qualified and competent persons to be given.
- Applications scrutinized and short listed.
- Call letters sent to short listed candidates to appear for an interview before selection committee.
- Appointment letters sent to selected candidates after approval of relevant authorities.

Selection Committees

The selection committee for recruiting candidates for teaching faculty include:

- Principal
- University Professors (subject experts)
- HoDespof the rective department
- Representative from management committee
- Senior Faculty from the concerned department.

NONTEACHING:

- Principal/Nominee
- HOD of concerneddepartment
- Senior Faculty of concerneddepartment

WALK-IN-INTERVIEWS

In case, if the selected candidates fail to report, such vacancies are filled up by giving another news paper advertisement calling for walk-in-interviews from qualified persons to appear for an interview before the selection committee consisting of

MODE OF SELECTION

- Demonstrationlecture
- Personal Interview

TALENT – POOL

Sometimes young talented persons with requisite qualifications with a flair for teaching may approach the college authorities requesting to offer them suitable teaching positions. For such candidates the selection committee may consistof

- HODconcerned
- A senior faculty member of concerneddepartment

MODE OF SELECTION

- Demonstration lecture
- Personal Interview

DIRECT APPOINTMENTS/VISITING PROFESSORSHIPS:

- These appointments are made generally when
- No senior professor(s) are available in a department
- Need to strengthen the quality of Teaching & Learning process
- Planned to start PG courses in Engineering disciplines
- To encourage to promote and nurture research activities
- To diversify academic activities with high standards

Appropriate persons are identified and invited to serve PSCMRCET in Research/ Teaching and Non - Teaching areas.

All the above appointments are made on regular basis with the approval of management committee of PSCMRCET.

RATIFICATION

All the teaching faculty members appointed by the selection committee are required to appear before JNTUK University Selection Committee for getting their post ratified.

ORIENTATION

The HOD will also ensure and obtain that all the requisite formalities are fulfilled.

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/her team.

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

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. **SALARY, INCENTIVES**

POSITIONS

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

- Principal
- HODs
- 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.

- Administrative Officer
- Accountant, Secretary to manage the Principal
- Office Assistants.

The Scales of pay for various teaching positions will be as per AICTE norms.

ALLOWANCES

In addition of the Basic Salary, a monthly dearness allowance shall be extended to staff.

- Monthly House Rent Allowance will be paid to employees put in the payscale.
- Management can also decide other allowances for Principal, Professor and Special posts.
- Salary paid to an employee is subject to discretion and approval of the management committee.

INCREMENTS

Staff members become eligible for annual increments prescribed at the end of 12 Months of service in the institution.

Increments are given to staff members based on the score obtained in the performance based appraised system (PBAS).

INCENTIVES AND REWARDS

Guidelines/Conditions for award of cash incentives for research publications/books published:

- To encourage faculty members to develop a flair for research, cash incentives are given for research publications and for the books published by the faculty members of PSCMR CET.
- Publication may be considered for award of cash incentives subject to the following condition
- Publication in reputed journals which are induced in scopes, springer etc.

- 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.
- Cash incentives of Rs/- 5,000 (Rupees five thousand only)reputed will be awarded to the faculty member.

Financial assistance for faculty attending the Seminar/ Conference/ Workshops:

- Registration fee and for presenting paper will be reimbursed for participating national/ international conferences/ workshops.
- Faculty should present the paper in person.
- Faculty should be a regular employee of SVEW.
- Lead author is only eligible for availing the facility.
- Financialassistanceisreleasedonreimbursementbasison production of relevant receipts.
- Financialassistance should be claimed only from one organization.

GENERAL RULES & REGULATIONS OF THE STAFF/STUDENTS

CODE OF ETHICS FOR FACULTY:

In fulfillment of their obligations to the teaching profession, faculty will strive to:

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies
- Contribute to the development and promotion of sound educational policy
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Respect confidential information on colleagues

PUNCTUALITY

All the staff members – teaching and non-teaching – should maintain the punctuality in attendingtheir duties.

- They have to adhere to the Lesson plan and maintain the course file regularly.
- The faculty in particular should be punctual in taking classes and should be available 5 minutes before commencement of the class.
- Adjustment of classes is entertained only on genuine grounds and strictly with prior permission of

the concerned HOD

- Faculty should be punctual in conducting assignment tests, invigilation duties, evaluation of tests / assignments and submission of marks and attendance.
- Faculty cannot change the examination duties to other faculty without prior permission of the In charge of Examination Cell through their concerned HOD.
- Report to the Examination cell at least 30 minutes before the commencement of Examination and collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.

STAFF-STUDENT RELATIONSHIP

- It is the teacher's duty to make teaching-learning process lively and fruitful.
- Faculty has to maintain good positive relationship with all the students of the class, organize the class in a democratic way and instill in students the zeal for learning.
- Faculty must encourage students to participate in discussion, to ask questions, and to make self-study of textbooks.
- Faculty has to participate with dedication in counseling the students.
- Counseling should be focused on those students who are weak in attendance and subjects and should be done twice in a month to the allotted students.
- In exceptional cases, where the behavior of a student or a group of students is detrimental to the learning process of the entire class, the faculty shall bring the incident to the notice of the Principal through HOD concerned and initiate appropriate action as per the college rules.

ACADEMIC WORK

Academic work normally includes lectures, tutorials, and practical's as per the prescribed syllabus.

- Every faculty has to prepare lesson plan and course file in a prescribed format of the subject(s) he/she is engaging at least a week before the commencement of course work and submit to the HOD.
- The faculty has to take up the teaching load assigned to him/her with total commitment.
- The faculty should also organize co-curricular and extra-curricular activities and cannot refuse to take up any such responsibility.
- The faculty has to do the duties with utmost dedication and responsibility.
- The faculty has to perform any administrative / counselling work as assigned from time to time.
- In addition the faculty is expected to carry out Research and Consultancy activities.
- As per the rules of the institute the faculty must adjust the classes and show the consent of the substitute faculty to the HOD before going on leave.
- All staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

- The faculty members are advised to prepare and send the research proposals to funding organizations approved by the CRDC through DRDC.
- The faculty should maintain the attendance Registers and Academic Diary up to date.
- At the end of every day, faculty has to post the attendance in the subjects/labs in the designated file in the computer.
- The HOD should call for, check and sign student attendance register of their departmental staff every fort night after ensuring that all entries are clear and without ambiguity.
- Cumulative attendance summaries should be prepared year/branch wise and listing the student's name, roll no. Subject, name, no. of classes attended % of attendance calculated from this list and sent to the respective counselors at the end of the month.
- The faculty will be appraised taking into consideration his/her commitment, contribution, and involvement in academic and research activities. This will be evaluated through Performance Appraisal Based Assessment (PABS)

EXAMINATION

- End Semester examinations are conducted by the University and therefore the examinations are organized as per the University rules.
- The University rules are to be followed for conducting class tests.
- The assignment tests have to be conducted strictly and faculty must do uniform and strict evaluation.
- Test papers have to be evaluated within a week after conducting the test and papers have to be shown to the students with a feed back on their performance and post in the designated file in the computer in their respective departments.

COMMITTEES

Academic Committee:

- Academic Committee of the Institute will consist of Management Representatives, Principal, all the HODs, Professors and Designated Associate Professors by Principal as members.
- All the members must attend all Academic Committee meetings. The academic committee shall deliberate on the following issues.

The academic calendar of the Institute.

- ✓ Test and evaluation system.
- ✓ The co-curricular and extra curricular activities.
- ✓ Issues related to the class work, laboratories and future developments.
- ✓ Work assigned as per JNTU rules & regulations
- ✓ Other related matters.

Disciplinary Committee:

The Disciplinary Committee consists of the Principal as the Chairman and a Senior Professor Designated by the Principal as the Co-Chairman. All the HODs, a representative from each Department will be the members. The committee may co-opt members as required from time to time.

Aims & objectives of the Disciplinary Committee:

- ✓ Maintaining the discipline in and around the college campus.
- ✓ Maintaining the discipline while traveling in the college bus.
- ✓ Preventing students from going out during the class/college timings.
- ✓ Implement Andhra Pradesh Prohibition of Ragging Act, 1997 – (act 26 of, 1997) and preventing ragging, eve teasing etc., as per G.O Ms. No. 67, Higher Education (EC), 31st, August 2002.
- ✓ Preventing students from loitering around during class hours.
- ✓ To insist upon “dress code”.
- ✓ To ensure that students always wear identity card issued by the institute, by neck rope in the campus, classroom, laboratories, workshop and the college bus.
- ✓ Staff should take the ID card from student concerned on spot when he/she is involved in indiscipline activities and submit to their concerned HODs.
- ✓ Any faculty has right to intervene between the students indulging in acts of indiscipline and bringing to the notice of the Chairman, Disciplinary committee, for further action.
- ✓ Checking the Canteen and College buses frequently and see that no student sits there, during the college hours.
- ✓ Whenever a student is seen outside the class, faculty can intervene and enquire and take him to Chairman/Co-Chairman/Principal/HOD if necessary.

DRESS CODE:

Following is the dress code for the faculty of Institute:

Gentlemen	:	Tucked in shirts and shoes
Ladies	:	Saree dress

Following is the dress code for the student of Institute:

Boys: Pants and shirt neatly tucked-in with leather shoes and apron for laboratory classes.

Girls: Punjabee dress, if any and apron for laboratory classes.

- It is Mandatory for students and staff to display ID cards at all times when they are in campus.
- Students violating dress code **must not be** allowed to attend the lecture classes, laboratories and Library.
- Fine of Rs. 50/- will be imposed for violation of Dress Code / ID disclosure, which will be credited to student welfare fund A/c.

MAIN DUTIES OF ACADEMIC AND TEACHING STAFF MEMBERS

- Maintenance of Student Attendance Registers
- Maintenance of Weekly Attendance Statements
- Conducting of Student Seminars
- Internal Exam Evaluation and Marks
- Internal and University Exam Invigilation
- Evaluation of Lab Records
- Follow proper Teaching Methodology
- Follow strictly the Lesson and Teaching Schedule
- Preparing Lecture notes
- Conducting Assignment Tests
- Preparing Question Bank
- Arranging/ Attending Expert Lectures
- Doing Result analysis based on Assignment/Mid-Exam Marks time-to-time
- Doing Consultancy and Research
- Preparing and Maintenance of Academic Plans

Counselors

- Should be done twice in a month to the allotted students.
- A counsellor is designated for every 20-24 students
- The Counsellor shall adopt the following methods to motivate, correct the errant behavior, and improve attendance of students:
 - Encourage the students to participate in ECA/CCA activities
 - Discuss reasons for poor performance in a subject with the student.
 - If necessary then suggest ways to improve the performance by motivating the students to clarify doubts regarding the lessons either in class room, or on one-to-one basis with the concerned teacher.
- If the counsellor observes that more than 20% of students are performing poorly, then bring it to the notice of the HOD for analyzing and corrective action
- If the student's attendance is consistently below prescribed norm then, this should be brought to the notice of the parents.
- All details of interaction should be recorded by the counsellor for reference and kept in confidentiality for review with HOD and if necessary with the Principal.
- Counseling of B/C category students and plan for remedial classes in association with the concerned faculty.

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

- The Institute recognizes the importance of co-curricular activities in the personality development of students. It makes all efforts to provide facilities and encourage students in these activities, such as

1. Attending/Conducting Technical symposiums / seminars
2. Attending/Conducting Conference/students paper presentations
3. Celebrating Engineer's Day
4. Conducting/Attending Guest Lectures
5. Participating Sports & games
6. Parent-Teacher Meeting
7. JIGNASA (Annual festival of the Institution)

TEACHING STAFF TRAINING:

- Training of Staff members is a continuous process necessitated by the need to meet the process of rapid technological advancement.
- The following criteria should enable senior faculty members and the Training and Placement Cell to identify training needs:

Evaluation of changes in subject syllabus

Analysis of technological trends

Internal training:

- ✓ The steps involved in providing **internal training** include:
- ✓ Maintain a calendar of external (Universities, Institutes, Industries and experienced Consultants etc.) training programs in a calendar year.
- ✓ a program and its scope and listing topics with a brief content description
- ✓ Preparing a training calendar
- ✓ Identifying training faculty in-house or External from leading institutes engaged in frontline technological research activities.

External Training:

- The HOD shall keep track of the ongoing training needs for faculty and technical staff.
- Communicate to the staff members who would like to attend the training.
- Motivate and encourage staff members to provide details of specific programs of their choice/interest and evaluate the same in consultation with the Principal who shall recommend suitable staff to undergo training.
- Staff members who have undergone training shall submit a report and present a seminar on the course contents for the benefit of co-staff.

DEPARTMENTAL ASSOCIATION/CLUBS:

- Departmental Associations are formed to encourage departmental-wise co-curricular activities.
- Broadly, the activities of Associations will comprise:
 - ✓ Organize and conduct technical seminars inviting experts from Industry and Organizations engaged in Research and Development activities
 - ✓ Organize and Conduct technical seminars/paper presentations/quiz program within the Institute or with participation from other Institute.
 - ✓ Co-sponsor seminars/symposia conducted by other departments in the Institute
 - ✓ Maintain a Library for Association members.
 - ✓ Technical Associations are also formed for promoting knowledge in technical areas that are inter-disciplinary by nature.

R & D PROJECTS/CONSULTANCY:

- All faculty are eligible to obtain research projects from public or private organizations by submitting a proposal through the DRDC to CRDC.
- All Faculty are also eligible to apply for in house projects. A committee constituted by the CRDC will scrutinize the proposals and recommend for further processing.
- Faculty can also obtain Consultancy projects from Industry-public or private.

RESEARCH ACTIVITY:

- Every faculty is mandated by management to engage in research activities and publish the analysis/results/reports in reputed National/International Journals at least one in a semester.
- Every department shall – have a research group comprising faculty (DRDC) who will discuss topics related to their areas of research and such discussions will be organized by a research convener.
- Faculty have to follow the guidelines provided by CRDC regarding funding and research incentives.

INDISCIPLINE – PUNISHMENT:

Following punishments are to be imposed to students indulging in indiscipline activities.

S.No.	Offence	Punishment	Authority to Award
1	Ragging	As per Govt. Orders	College Discipline Committee (CDC)
2	Disturbing the class by making noise (use of cell phones etc)	Forfeiture of attendance for one day	Any faculty member
3	Disturbing the class by	Suspension from the	Any faculty member

	making noise (use of cell phones etc.)	class	
4	Insubordination	Punishment as decided by CDC	CDC
5	Copying in External Examinations	As per JNTU norms	Malpractice prevention committee.
6	Copying in Internal Examinations	Cancellation performance in all subjects held till that day	HOD/Principal
7	Damages to the Institute's property	Recovery of damages from the concerned student(s) / class	HOD/Principal

If any student indulges in indiscipline activities repeatedly, such cases should be reported to the CDC for deciding the nature and quantum of punishment.

BANNING OF CELL PHONES

- Usage of cell phones is strictly prohibited in the campus. Cell phones if found during random check will be confiscated.
- Students must surrender their cell phones to the invigilators during Internal / External examinations. Cell phones found in person during examinations shall be confiscated and possession of cell phone shall be treated as malpractice in the examination.

DUTIES OF LAB-TECHNICIAN:

- Directly responsible to the Lab in-charge first and then to HOD in carrying out his duties.
- Should have thorough knowledge about the operation of all the Instruments & Equipments in his Lab.
- Responsible for the safe custody of all the equipments in the lab.
- Should collect the Lab key from the HOD office to open the Lab every day.
- Shouldn't leave the Lab without the permission of Lab-In-charge.
- Must have thorough knowledge about the experiments to be carried out by the students in the Lab.
- Should make sure that all the equipment and the Lab benches are cleaned every day.
- Responsible in maintaining all the equipment in serviceable condition at all times.
- Responsible in maintaining the Log Records.

- Should take the guidance from Lab-In-charge in servicing any equipment and make an entry in the Log Record.
- Should bring to the notice of Lab-in-charge immediately, if any component, meter, equipment goes bad when a student is doing the experiment.
- Should help the students in carrying out the experiments properly.
- Should always be polite in behavior with students.
- Responsible in the proper maintenance of the fire extinguishers in his Lab.
- Should make sure that main switches are switched off before closing the Lab.
- Should obtain the permission of Lab-in-charge before applying for any leave.
- Should himself deposit the Lab key every day in the HOD office after locking the Lab.

DUTIES OF LAB-IN-CHARGE

- Lab-in-charge should be Professor or an Associate Professor.
- Should have thorough knowledge about the operation of all the equipments in his Labs.
- Must have thorough knowledge about the experiments to be carried out by the students in the Lab.
- Responsible for the safe custody of all the equipments in the Lab.
- Should maintain the Log records for each major equipment in the Lab.
- Should check the Log Records at least once in a month.
- Should maintain the 100% serviceability of the equipment in the Lab.
- Should guide the technician in servicing, if any equipment fails to work properly and make an entry in the Log record.
- Should make sure that components required in the Lab are available in sufficient number.
- Should make sure that the experiments are properly done by the students.
- Should also see along with the teacher concerned that Lab Records are properly written and maintained by the students.
- Should advice the Lab-Teacher to take full charge of the Lab in the absence of Lab-Technician (On Leave)

PROGRAMMER

- To assist the faculty-in charge for smooth conducting of laboratory programs in respective labs.
- To monitor the safety & security of all lab equipment.
- To help students by installing necessary software in the systems for their projects / lab work.
- To assist hardware engineer in the overall maintenance and networking of computers in the College.
- Responsible for repairs of all equipment in computer labs.
- To ensure smooth conduct of online exams by attending to any difficulties faced by the students in accessing, and submitting the question paper.

ROLES AND RESPONSIBILITIES

Roles and Responsibilities of the HOD:

- 1) Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
- 2) Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- 3) Make sure that the time tables are prepared as per the guidelines given by the principal and inform the Faculty members and students at least one day before the commencement of the class work.
- 4) Send staff attendance register after making necessary entries to the principal office by 9:30 A.M every day.
- 5) Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.
- 6) Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
- 7) Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member has to be submitted to the exam section as per the schedule given. Softcopy of the Mid Exams & Assignment test also to be submitted to the exam branch as per schedule.
- 8) Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
- 9) Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
- 10) Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feed back to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.
- 11) Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
- 12) Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers.
- 13) Counsel the students who are absent for the mid test or irregular to the class work.

- 14) Form the student batches and allot the project guides as per guidelines given by the principal.
- 15) Route all the correspondence through the office of the principal.
- 16) Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in- charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from head quarters.
- 17) Allocate the students to the teacher-counselors in the beginning of the academic year.
- 18) Inform the concerned authorities of any important information of events taking place in the Department from time to time.
- 19) Arrange special classes if necessary for the benefit of below average students.
- 20) Ensure academic discipline in the department.
- 21) Follow the guidelines / instructions given by the principal from time to time.
- 22) Maintain and update the department files
- 23) Make arrangements to lock and seal all the laboratories before leaving the premises.
- 24) Plan and conduct the BOS meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
- 25) Provide necessary inputs to the principal for conducting Academic Council / GB Meeting.

Roles and Responsibilities of the Teacher:

- 1) Prepare and submit the complete lesson plan and lesson notes for 2 units of syllabus in advance to HOD at the beginning of every semester/year and cover the syllabus as per the lesson plan.
- 2) Sign in the staff attendance register at 8:40 A.M on every working day unless he/she is on leave.
- 3) Prepare good notes by referring to number of standard text books and university question papers, Solve Numerical problems in the class before asking the students to solve.
- 4) Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time. Clean the board before leaving the class. Contents must be delivered in English only.
- 5) Suggest the list of books which are to be referred by the students for the subject being taught.
- 6) Mark attendance in the classroom itself and write the academic diary in the attendance register in time.
- 7) Prepare and submit the internal question papers in examination section in time and maintain Strict confidentiality regarding the question papers.
- 8) Correct the answer scripts as per the key unbiasedly and post marks in time after verification by the students in the master registers available in the concerned HOD's room and submit the scripts to examination section
- 9) Submit the attendance register and academic diary to the HOD at the end of every week.
- 10) Consolidate and post the attendance in the master register on the last working day of every month.
- 11) Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.

- 12) Not apply any type of leave frequently unless it is essential. Alternate arrangements with the teachers of the same class is mandatory for all types of leave.
- 13) Engage the class work of the colleague who have assigned his/her class in the leave letter.
- 14) Act as “Mentor” for the group of students who are allotted to him/her by the Head of the Department and be responsible for the proper conduct of the Students.
- 15) Involve in the examination work of the College as examinations are part and parcel of legitimate duty of staff member. Alternative arrangements are to be made for exam duty in case of emergency only. Faculty are advised to refrain from making alternative arrangements regularly.
- 16) Route all the Correspondence through the office of the Head of the Department.
- 17) Assist the HOD in exigencies and in developmental works.
- 18) Be available in the Department during the working hours for consultation by the students.
- 19) Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal
- 20) Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.
- 21) Wear ID card as long as you stay in the college campus.
- 22) Not to carry Mobile Phones to the class room / exam hall for any reason.
- 23) Follow the guidelines / instructions given by the principal from time to time

Roles and Responsibilities of the Class – Teachers

- 1) Instruct all the students to attend the classes regularly and to follow the dress code.
- 2) Collect the list of absentee students (Period wise) and submit it to the HOD daily.
- 3) Submit the list of students absent for the internal tests to the HOD.
- 4) Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.
- 5) Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
- 6) Result analysis must be done after the announcement of results by the university/ College and also update student record regularly after knowing supplementary exam results in the current Semester.
- 7) Motivate the students to attend the seminars without fail.
- 8) Instruct the students to attend the internal / external exams without fail.
- 9) Motivate the students to present papers in Conferences / Seminars at regional / national level.
- 10) Inform the subject teachers of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
- 11) Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.

- 12) Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal

Roles and Responsibilities of Technical staff :

- 1) Sign in the attendance register at 8:40 AM on everyday unless and otherwise he/she is on leave.
- 2) Be available in the lab during working hours.
- 3) Ensure that the equipment and lab is clean and in good condition
- 4) Report about any non functioning equipment to the HOD in time through lab in-charge.
- 5) Switch-off fans and lights and lock the doors while moving out of lab, even for a short period.
- 6) Close the windows and lock the doors in the evening while leaving the campus for the day.
- 7) Be available in the lab when extra lab classes are conducted during holidays.
- 8) Be thorough with all the experiments conducted in the lab.
- 9) Maintain the maintenance execution register regularly and submit to HOD twice in a month.
- 10) Be the stock in-charge in the respective lab.
- 11) Assist the Lab in-charge teaching staff during stock verification at the end of academic year.
- 12) Assist faculty in-charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
- 13) Perform routine maintenance of equipment/machinery.
- 14) Any other work given by HOD from time to time.
- 15) Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.
- 16) Wear ID card as long as you stay in the college campus.
- 17) Not to carry Mobile Phones to the class room / exam hall for any reason.
- 18) Follow the guidelines / instructions given by the principal from time to time.
- 19) Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal

Counseling in-charges: Academic Guidance/Counseling/ Monitoring services to be provided to students:

- 1) Advise the Students to prepare for competitive exams
- 2) Encourage the students to participate in curricular and Co- curricular activities.
- 3) Advise the students to become members of professional bodies like ISTE, IEEE, and IEE etc.
- 4) Motivate the students to improve their communication skills and guide them to participate at National/International Conferences organized by the institution and other institutions.
- 5) Assist the students to finalize their goal and motivate them to reach the goal. Also suggest the various ways and means to strike their targeted goal.
- 6) Motivate the students to attend the seminar classes without fail.
- 7) Instruct the students to attend the internal / external exams without fail.

- 8) Motivate the students to present papers in Conferences / Seminars at regional / national level.

Departmental Association in-charge:

Conduct essay writing, debate competition on general topics, general quiz, technical quiz, etc.

Organize guest lectures by experts from various reputed institutions/industries.

Organize seminars on advanced topics by the students and staff.

Arrange the lectures by the faculty members who have attended Seminars/ Conferences/refresher Courses.

Student representative:

- ✓ Report common problems of students to HOD through class teacher in- charge.
- ✓ Collect the names of students for association activities as per schedule given by HOD and submit the same to the HOD.
- ✓ Inform the Head if any class is not engaged.
- ✓ Fill the class attendance sheet and submit to the class teacher daily.
- ✓ Communicate any information given by Head/class teacher to the Students.
- ✓ Guide the students to submit any letter to the principal through the respective HOD.

Attenders

- 1) All attenders should be available in the college by 8.30 am or as per the departmental requirements and leave the premises fifteen minutes after the Heads of various sections leave the departments.
- 2) They should be present with neat appearance.
- 3) They should take the keys from principal's office after signing in the register.
- 4) They are responsible for the cleanliness of the rooms/labs/premises of the concerned departments.
- 5) They should ensure proper locking of the rooms/labs/premises and close windows as well as switch off
- 6) lights/fans, close water taps and deposit the keys in the principal's office.
- 7) They should strictly follow the instructions issued by the Heads of different sections and departments
- 8) conscientiously.
- 9) They should give respect to the superiors and extend full cooperation to other attenders.
- 10) They should not allow any unauthorized persons to enter the departments/office without proper verification.
- 11) They should perform any additional duties assigned from time to time.
- 12) They are expected to respect visitors, parents, staff and students.

Various Committees in the Institution

Grievance appeal Committee

The committee consists of Vice Principal (Admin), any three Heads of the Department and a SeniorNon-Teaching staff, as the members. The following are the functions of Grievance Appeal Committee.

Functions

- ✓ To receive Grievance from faculty, staff and students/parents.
- ✓ To find the facts of the grievances.
- ✓ To suggest remedial and preventive measures.
- ✓ To review the suggestions/complaints raised by the students during periodical counseling.
- ✓ To review the outgoing students feedback.

Examination Committee

The committee consists of Principal, Controller of Examination and the three Additional Controllers of Examination, as the members. The following are the functions of Examination Committee.

Functions

- 1) To plan the examination schedule for various courses of study.
- 2) To suggest innovative paper setting, valuation methods.
- 3) To deal with malpractice cases in consultation with concerned HODs and subject experts
- 4) To suggest improvements for conducting the exams.
- 5) To examine whether the syllabi coverage and paper setting (in case seasonal exams) are as per the guidelines.

Library Committee

The committee consists of a Sr. Professor, 4 Associate / Asst Professors drawn from the various departments and the Chief Librarian. The following are functions of the library committee.

Functions

- 1) To prepare the lists of books/journals as per the requirement of various departments.
- 2) To suggest improvements to run the library smoothly, orderly and satisfactorily.
- 3) To suggest the fine structure for the late returning of books.
- 4) To suggest the punishments to be awarded for the students violating the guidelines of the library.

Student welfare Committee

The committee consists of a Sr. Professor, 4 Associate / Asst Professors drawn from the various departments. The following are functions of the Student Welfare Committee.

Functions

- 1) Scrutinize the applications received from the students for welfare scholarships and recommend to the welfare office.
- 2) Scrutinize the request from the students and recommend to the management for financial support to deserving students.
- 3) Recommend to the governing body for the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

Co curricular Activities Committee

The committee consists of a Head of the Department, 6 Associate / Asst Professors drawn from the various departments. The following are functions of the Co-Curricular Activities Committee.

Functions

- 1) To suggest various co curricular activities to be organized in an academic year.
- 2) To suggest various improvements for the existing bodies such as an ISTE student chapter, IEI student chapter etc.,
- 3) To prepare proposals for conducting state level and national level events in co-curricular activities.
- 4) To finalize a budget to conduct various activities in an academic year and submit to the principal for his approval.
- 5) Preparation of list of guest lecture programmes
- 6) Conduct of seminars, paper contests, quizzes etc.,

Extra curricular Activities Committee

The committee consists of a Sr Faculty, 6 Associate / Asst Professors drawn from the various departments.

The following are functions of the Extra-Curricular Activities Committee.

Functions

- 1) To suggest and organize various cultural activities to be organized in an academic year
- 2) Plan and organize various activities on behalf of NSS/NCC and encourage students / staff to participate in NSS,NCC, Blood donation camps, Flood relief camp etc.,
- 3) To prepare sports calendar and an action plan to implement the same.
- 4) To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college.
- 5) To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields.
- 6) Selection of teams to represent the college in inter-collegiate tournaments and also the intramural
- 7) tournaments.
- 8) To prepare the details of attendance exemption to be given to the students representing college in various
- 9) sports and games.
- 10) To increase the cordial relations between students and faculty by organizing exhibition games between the
- 11) teams of students and faculty wherever possible.

Admission Committee

The committee consists of Principal, Vice Principal (Admin), any two Heads of the Department and faculty members involved with the admissions. The following are the functions of the Admissions Committee.

Functions

- 1) To evolve the procedure for the registration on the day of orientation
- 2) To make necessary arrangements for the orientation programme of 1 year students.
- 3) To prepare nominal rolls.
- 4) To follow up the tuition fee payments, and fines, if any.

- 5) To settle the accounts of tuition fee, admission fee etc., paid by the students.

Planning & Evaluation Committee

The committee consists of the Principal, Vice Principal (Admin), Vice Principal (Academic), Deans, all HODs and Chief Co-Ordinator (Freshman Engineering), as its members. The following are the functions of Planning & Evaluation Committee.

Functions

- 1) Academic planning & Academic audit.
- 2) To send proposals to AICTE, UGC etc., for continuation of approval / introduction of new courses.
- 3) To send the proposals to University for extension of affiliation.
- 4) To co-ordinate among the departments to apply for various schemes/grants to AICTE, UGC etc.,

Research consultancy and Faculty Development Committee

The committee consists of Principal, all the Deans, and One Professor from each department as its members. The following are the functions of the Research Consultancy and Faculty Development Committee

Functions

- 1) To coordinate the research and consultancy activities among the departments in the college.
- 2) Scrutinize the research projects submitted by the faculty members, and recommend the deserving projects to the appropriate funding agencies for financial support.
- 3) Scrutinize the student's project proposals to various agencies for financial support and recommend the suitable projects.
- 4) Examine the applications received from the faculty members/students for patents/awards and recommend to the concerned authorities.
- 5) Examine the research consultation projects and recommend the suitable projects.

Training and Placement Committee

It consists of Director (T & P), Training & Placement Officer and three Sr Professors, as its members.

The following are the functions of the Training and Placement Committee.

Functions

- 1) To help the T & P Officer to maintain contacts with alumni.
- 2) To help the T & P Officer to organize the various processes like written test, group discussion, technical interviews, H.R. Interviews when the companies come to the campus for placement.
- 3) To organize activities aimed at improving Institute- Industry Interaction.
- 4) To coordinate the soft skills training programmes of the respective departments.

Women's Cell

It consists of Senior Women Professor and 5 Women Associate Professor / Asst Professor, as its members. The following are the functions of the Women's Cell.

Functions

- 1) To receive complaints, if any, from the lady staff and lady students who have been subject to sexualharassment.
- 2) To keep all records intact and in proper order of the complaints received.
- 3) To enquire into such complaints and establish the facts.
- 4) To keep an elaborate process document of each such case describing the methods adopted and the settlementreached in solving the problem.

Disciplinary Committee:

It consists of Sr. Faculty members, drawn from all the Departments. The following are the functions of the Disciplinary Committee.

Functions:

- 1) To maintain & enforce strict discipline in the college campus.
- 2) To enforce strict dress code among students.
- 3) To enforce total prohibition of Mobile Phone usage by the students inside the College Campus. Please notethat Mobile phone is totally prohibited in the College Campus and if a student is found carrying Mobile Phone,the Mobile phone needs to be confiscated & returned to the Principal.
- 4) To Monitor the movement of the students in the College and prevent students loitering around in the corridorsduring the College working hours.
- 5) To ensure that all the students attend classes without bunking & prevent the Students from leaving the Collegeearly. Please note that no student can leave the College early without prior permission of the higher authorities(Gate pass issued needs to be produced)
- 6) To ensure that students maintain utmost silence in the Library.
- 7) To maintain proper discipline in the college Canteen, Student Waiting Room, Corridors and the Student Messduring the College Working hours.
- 8) To assist the college anti-ragging committee in preventing ragging in the College and to spread anti- raggingcampaign throughout the students community.
- 9) To recommend suitable disciplinary action against that student indulging in acts of indiscipline, beyond doubt.

Observance of General Discipline:

In order to maintain serene, silent clear and studious environment in the college campus and to inculcate discipline in the students, the following Rules and Regulations are formulated:

- 1) Ragging (inside & outside the college) is strictly prohibited as per Andhra Pradesh Government Act, 26 of 1997.
- 2) Any such act is liable for suspension, Dismissal and Penal Punishment.
- 3) Student should neither involve nor encourage in acts of boycott/strike/quarrels, etc.
- 4) Students should strictly follow the college timings and adhere to the dress code prescribed by the college.
- 5) Students should be punctual to the starting time of the college and stay in the college until the

final bell is given.

- 6) Students should not possess Mobile phones in the premises of college campus. If found, will be ceased with penalty.
- 7) Students should wear I.D. Card as long as they are in the college campus.
- 8) During the interval and lunch time the students are expected to maintain strict discipline and silence while moving in the corridors.
- 9) Students should cooperate to maintain cleanliness in the campus. Students are strongly advised to use the dust bins.
- 10) Students should maintain decency and decorum in the classroom.
- 11) Students should not slink or mess up with others items/cash/ books/calculators etc., in the classroom or college.
- 12) Students are strictly instructed to follow the above listed Rules and Regulations.
- 13) Any violation of the General Discipline is liable for punishment (such as Suspension from attending college/Rustication, penalty, etc) as decided by the Principal based on the recommendations made by the Disciplinary Committee.
- 14) It is the responsibility of the students to safeguard the image and reputation of the college, in their own interest.

Dress Code:

The following 'DRESS CODE' is to be observed in the college premises.

- The boy student should attend the college only with 'Formal dress with tuck-in, and shoes'.
- Wearing of T-shirt, jeans and shaded pants, dress with different colors and several pockets to the pant and shirt with designs are not allowed in the college premises.
- The girl student should attend the college with "Chudidhar" and "Chunni". The foreign nationals studying in this college should follow Formal Dress Code.

Budget Allocation Procedure

An institution's budget is one embodiment of its values. The budget is the means by which an institution furthers its academic mission. It reflects the campus's balance between central control and unit initiative. In an era of high costs and limited resources, the budget process is the mechanism for a campus to focus resources and make difficult decisions.

At SVCET, every year in the month of January, the principal asks the Heads of the Department, College Administrative Office, Examination Section, Library and other central departments, to prepare the budget estimate for the next academic year.

The estimates of the budget from the departments will have provisions under following heads,

- a) Lab Equipment
- b) Lab Consumable
- c) Lab Maintenance
- d) Seminars / Conferences / FDP

- e) Guest Lectures
- f) Industrial Visits
- g) Books & Journals
- h) Research & Development
- i) Staff Incentives
- j) Stationary and other consumables
- k) Display charts & Models.

Apart from the budget requirements of the departments, the following budget estimates are obtained from the Central Offices.

Offices of the institution:

- a) **Educational & General** - The education and general budget funds the general instruction, research, administration, admission, and public service operations of the institution.
- b) **Examination Related Expenditure** – This institution being an autonomous institution, the operation of examination section becomes the central for the success of the institution. Various annual estimates are prepared for conduct of examination, including, exam related stationary, question paper setting, valuation, recording & publishing of results, exam remuneration, infrastructural recruitments etc.
- c) **Auxiliary Enterprise Budget.** Includes budget for various student support services offered by the institution, including transport, facilities management, IT services, etc.
- d) **Student Activities:** Budget estimates for organizing various student activities, including cultural events (Selesta/ SVCET Talkies /Harika Memorial Trust), student organizations (NSS) & Sporting events are prepared under this head.

The budget estimates from all these sources are collected and grouped to prepare the consolidated Budget Estimate of the institution. The same is submitted to Finance Committee for approval.

The Finance Committee, after careful examination, approves the budget for the Academic Year. The accounts department, on receiving the approved budget estimates from Finance Committee, prepares the schedule for the release of payments, in consultation with the department heads. The sanctioned budget is released, as per the schedule, for accomplishing the specified goals. The concerned authorities have to submit the utilization certificate / bills for the budget released, within 14 days from the release of the budget. Further, all the departments are sanctioned an amount Rs. 20,000, as Imprest Cash, for meeting emergency requirements in the department. The account is replenished as and when the bills for the prior sanctioned Imprest are settled.

Procurement of Equipment

Departments will project the requirement of equipment with detailed specifications sufficiently in advance.

1. This has to be approved by the Central Purchase Committee, consisting of Vice Principal (Admin), two

2. Sr Professors, Administrative Officer and Accounts Officer.
3. The quotations are to be called in sealed covers and they have to be opened in front of the Central Purchase Committee.
4. A date is fixed where the suppliers are called for negotiations. The Committee members will participate in the negotiations. Terms and conditions are finalized by the committee.
5. After receiving the approval from the Central Purchase Committee, the concerned Head of the Department will issue the purchase order and a copy of the same is given to the Accounts dept.
6. Equipment is received, tested and certified by the HOD and entered in the stock registers.
7. Payments should be released within two weeks.
8. All files should be kept with accounts department whereas all papers relating to technical details are to be kept with concerned department.
9. Proposals for purchase should be as far as possible during vacation and not during the semester.
10. Care should be taken that the teaching is not affected for lack of equipment or consumables.

Procurement of Consumables

1. Various laboratories require different types of consumable items and the list of the same is to be prepared.
2. Purchase requirements are to be prepared and necessary amounts can be drawn from Imprest cash or from accounts department and the same is to be entered in the stock book.
3. Regular monitoring is to be done to ensure adequate stock of consumables to enable the labs to run smoothly.

Job description of HoDs/ TPOs / Sr. Lecturers/ Lecturers/ Workshop Superintendent/ Foreman Instructors/ Workshop Instructor/ Hostel Superintendent in the polytechnics.

The job description of the posts in the Technical Education Department is given as under:

1. Lecturer

The brief description of the duties assigned to the lecturers as per Appendix 'C' of the AICTE norms are given below:

- i. Teaching : 18 hours per week. For this purpose, practical/ tutorial of 2 hours is treated as a teaching load of 1 hour.
- ii. To work as Incharge of laboratory in the concerned discipline.
- iii. There should be rotation in the Engg. subjects taught by teachers after three years.
- iv. Maintenance of Equipment in the laboratories
- v. Conduct of Practicals in the laboratory
- vi. Planning and Implementation of Curriculum Development
- vii. Development of Resource Material
- viii. Participation in Co-Curricular and Extra Curricular Activities
- ix. Student guidance and counselling and helping in their career shaping and personality

development

- x. Innovation in technician education and evaluation
- xi. Providing leadership in teaching Diploma and Post Graduate diploma courses
- xii. Promotion and Coordinating continuing Education Activities.
- xiii. Self-development through up-gradation of knowledge and skills.
- xiv. Officer Incharge attendance/ examination.

In addition to the above duties, he is required to assist the administration in planning the academic/ administrative/ developmental activities, developing and updating the MIS and implementation of the same effectively.

2. Senior Lecturer

- a. Teaching : 14 hours per week for this purpose, a practical/ tutorial of 2 hours is treated as a teaching load of 1 hour.
- b. There should be a rotation in the in the Engg. subjects taught by teachers after three years.
- c. To assist the maintenance of Equipment in the laboratories
- d. Conduct of Practicals in the laboratory
- e. Planning and Implementation of Curriculum Development
- f. Development of Resource Material
- g. Participation in Co-Curricular and Extra Curricular Activities
- h. Student guidance and counseling and helping their character development
- i. Innovation in technician education and evaluation
- j. Providing leadership in teaching Diploma and Post Graduate diploma courses
- k. Promotion and Coordinating continuing Education Activities.
- l. Self development through up-gradation of knowledge and skills.
- m. Officer Incharge attendance/ examination/ Cash
- n. To work as Incharge of laboratory.

In addition, the Senior Lecturer helps the Head of Department in smooth functioning and control of the various activities of the department. The Senior Lecturer is responsible to ensure that the project work of the students is properly guided by him.

3. Head of Department

The Head of Department is overall Incharge of his branch. He is required to ensure smooth functioning of the department in addition to his teaching load of 8 hours per week. He is to ensure that all the Lecturers/ Sr. Lecturers in his branch to perform their duty effectively and efficiently and also to ensure better teaching learning process to the satisfaction of the stake holders. He should involve himself and the other faculty in the process of curriculum development, in updating and revision on continued basis to meet the requirement of industry.

He has to ensure that the laboratories in the department are well equipped and maintained

according to the curriculum, all the equipment in the laboratories/ workshops must be functional to conduct the Practicals properly. He will decide the meaningful project work of the students in consultation with the senior lecturer and lecturer and monitor performance of every student..

- a) He can be assigned any or more of the following administrative duties by the Principal of the institute.
- b) Industry Institute Interaction. (In case TPO is not there in the institute)
- c) Training and Placement of the students of his discipline. (In case TPO is not there in the institute)
- d) HoD should take junior classes also for teaching/ Practicals.
- e) Hostel Superintendent/ Sports President/ SRC's/ Purchases.
- f) Officer Incharge Examination, attendance, cash.
- g) Looks after the department in the absence of Principal.
- h) To assist the administration in smooth conduct of the examination/ admission/ house tests/ practicals/ disciplinary matters.

4. Training and Placement Officer

Training and Placement Officer in a Polytechnic is responsible for the following:

1. Training and placement of the students in the industry/ other user system.
2. Industry Institute Interaction.
3. Arranging Industrial visit of students.
4. To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
5. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
6. To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.
7. To monitor the working of alumni association and to arrange their meetings.
8. To sponsor students for various paper presentations and the Technical exhibitions.
9. To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.
10. To arrange entrepreneurship camps and to motivate the students for self employment.
11. To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.
12. To engage classes for teaching as well as for personality development of students.

5. Workshop Superintendents

1. To monitor the training of students in various workshops of the institution.
2. To monitor the academic record of students in workshop.
3. To ensure the availability of various machines and equipments required in the workshops as per the curriculum.

4. To ensure that all the machines and equipment in the workshop are kept in working order.
5. To arrange for the training of workshop staff as per requirement of the curriculum.
6. To plan the future development of the workshops in the institution.
7. Repair and maintenance of Building, Electrical appliances, furniture etc. of the institute.
8. To engage classes for theory and Practical training of the students.

6.Foreman Instructor

1. To arrange the various machinery and equipment for the students training as per the curriculum.
2. To train the students as per the curriculum.
3. To develop the training skill amongst the students.
4. To maintain the machinery and equipment in working order.
5. To arrange the raw material required for the training well in time.
6. To keep himself updated about the various developments in the related industry.
7. To monitor the teaching work of Workshop Instructors
8. To assist the Workshop Superintendent in development of the Institution workshop
9. To maintain liaison with the industry for the practical/ industrial training of the students.

7.Workshop Instructor

1. To arrange the various machinery and equipment for the students training as per the curriculum.
2. To train the students as per the curriculum.
3. To develop the training skill amongst the students.
4. To maintain the machinery and equipment in working order.
5. To arrange the raw material required for the training well in time.
6. To keep himself updated about the various developments in the related industry.
7. Hostel President/ Superintendents

HoD should be given the duty of President Hostel and Senior Lecturer (Matured persons) should be given the duty of Hostel Superintendent. They should be changed after five years.

If no HoD is there in institute, this duty be assigned to Senior Lecturer and lecturer accordingly. Officers to whom this duty has been assigned will have to stay on the campus for exercising proper control and administration in managing the Hostel affairs.

Note: Principal of the institution can assign any duty to any officer/ official in addition to the duties detailed above.

