# STANDARD OPERATING PROCEDURES

**PBR**
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**
**(AUTONOMOUS)**
**KAVALI - ANDHRA PRADESH- 524201**

# PBR VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE

(Affiliated to J.N.T.U.A, Approved by AICTE and Accredited by NAAC with 'A' Grade)
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## STANDARD OPERATING PROCEDURES

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(In consultation with the faculty members)

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# 1. TEACHING AND LEARNING PROCESS

## PREFACE

The major objective of this manual is to facilitate the realization of the effective teaching learning process in the institute.

The manual should promote effective working of administration and faculty by delineating and regularizing the procedures and their implementations and, also, to define and distribute responsibilities.

The teaching learning process is divided in to three categories viz.,

1. Procedures to be followed before the commencement of the semester
2. Procedure to be followed during the course of the semester and
3. Procedures to be followed at the closure of the semester

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## 3.  Procedures to be followed at the closure of the semester

# 1. Procedures to be followed before the commencement of the semester

**1.0**      **Theory Subjects/Laboratory Classes options by the faculty**

1.0.1      All department faculties have to provide their options for teaching the subjects for the ensuing academic year, semester wise, to the Head of the Department (HoD) whenever requested.

1.0.2      Each faculty have to submit their preferences for theory subjects and laboratories within the stipulated time.

**1.1**      **Allocation of Theory Subjects/Laboratory Classes to the faculty**

1.1.1      Depending upon the preferences given by the faculty, HoD has to allocate the subjects and laboratory classes to each faculty.

1.1.2      In special cases, the HoD can allocate a particular theory subject or laboratory class to any particular faculty by considering the experience and subject knowledge of the faculty.

1.1.3      Once the allocation of subjects is completed, the Timetable Coordinator has to get the signature from each faculty for the allocation list which is to be filed in the Timetable file with the signature of the HOD.

**1.2**      **Class Room Allocations to all departments**

The principal has to allocate the required number of class rooms to each department depending on their requirements including considerations such as number of elective subjects, student strength etc. The allocation list is to be sent to all the department heads.

**1.3**      **Class Timetable preparation**

1.3.1      After finalization of the theory subjects/laboratory class allocations, class room allocations and nominations of Class Teachers for each semester, the Timetable Coordinator has to prepare the Timetable for the Odd/Even Semesters.

1.3.2      While preparing the timetable, the coordinator has to take in to account all the special requirements of timingslots for Placement activities, Project work, Technical seminar, Proctoring and Tutorials.

1.3.3      The Timetable coordinator of the department has to consult his counterpart in the other department for finalizing the slots for common

subjects between the departments and the first year subjects requirements.

1.3.4    The draft Timetable is to be circulated among the concerned faculties for modifications, if any.

1.3.5    The final Timetable is to be signed by the department heads and the Principal for approval.

1.3.6    The approved Timetable copies are to be displayed on the notice boards of the departments and the concerned class rooms.

1.3.7    The individual faculty time table has to be issued by the HoD to each faculty.

## 1.4    Updating of all notice boards including laboratory notice boards

1.4.1    Before the commencement of the semester, all the department notice boards/laboratory notice boards have to display the relevant information required by the students for that semester.  This is the responsibility of department HoDs

1.4.2    The department notice board should display:

     i.    Vision and Mission of  Institution and Department
    ii.    Calendar of Events of the University, Institution and Department
   iii.    Class Timetable of all semesters
   iv.    Eligible students list
    v.    University/Institution/department Circulars pertaining to students
   vi.    Previous semester Newsletter
  vii.    Project batch list with titles and guides
 viii.    Project Evaluation Committee list
   ix.    Technical Seminar list with titles and guides
    x.    Technical Seminar Evaluation Committee list
   xi.    Proctor/Students list
  xii.    Anti ragging cell information
 xiii.    Internal Complaint Committee
 xiv.    Any other relevant documents

## 1.5    Nomination of Mentors/Proctors nomination

1.5.1    The department heads in consultation with their faculties have to nominate the mentor for each class.

1.5.2    The tenure of the mentors will, generally, be for one academic year (Odd and Even semester).

### 1.6 Class Teachers nomination

1.6.1 The department heads in consultation with their faculties have to nominate the Class Teachers for each class.

1.6.2 The tenure of the Class Teachers will, generally, be for one academic year (ODD and Even semester).

### 1.7 Nomination of various faculty coordinators at Institute level

1.7.1 The Principal in consultation with the department heads will nominate the coordinators for various committees and clubs at the institution level. The tenure of each coordinator, generally, will be for one academic year (Odd and Even Semester)or till further notifications.

### 1.8 Nomination of various faculty coordinators at department level

1.8.1 The department heads, in consultation with their faculties, will nominate the coordinators for various committees/clubs at department level. The tenure of each coordinator, generally, will be for one academic year (Odd and Even Semester).

1.8.2 These department coordinators will assist the coordinators at institution level for fulfilling the objectives.

### 1.9 Provision of Calendar of Events (CoE) at Institute level

1.9.1 Before the commencement of each semester (Odd/Even), the Principal has to issue the calendar of events for that particular semester, based on the calendar of events issued by the University and the programs planned to be conducted by the institution for the semester.

1.9.2 The approved calendar of events is to be displayed on all the notice boards of the departments.

1.9.3 All the faculty of the departments have to file this CoE in their Course Files.

1.9.4 The departments should follow the CoE for the conduction of all the events/programs.

### 1.10 Preparation of Calendar of Events at Department level

1.10.1 Based on the Calendar of events of the institution, the department heads have to prepare the department calendar of events by incorporating theevents/programs to be conducted by the department inappropriate time slots. This calendar has to be approved by the Principal before it is displayed in the department notice boards.

1.10.2    All the faculty of the departments have to file this Department CoE in their Course Files.

1.10.3    The department heads have to strive to adhere to the planned Department CoE.

## 1.11    Course Files preparation by faculties

All the faculties of the departments have to prepare a course file, for their allocated theory subjects/practical classes, consisting of approved copies of the following:

  i.      Vision and Mission of the Institute and Department
  ii.     Syllabus copy
  iii.    Importance/Significance of the subject
  iv.     Prescribed Text Books and Reference Books
  v.      CoE of University, Institute and department
  vi.     Lesson Plan
  vii.    Student List/Practical Batch List
  viii.   Class Timetable
  ix.     Individual Timetable
  x.      Question Bank
  xi.     Assignment Questions for all Modules/Units
  xii.    Previous year question papers
  xiii.   Notes
  xiv.    Attendance Register

## 1.12    Updating of Students Database

1.12.1    The Class Teachers of all the departments have to prepare and update the student database as per the prescribed format. The copy of the latest database of the students is to be issued to all the concerned faculties to understand the strengths, weaknesses and interests of the students.

## 2. Procedure to be followed during the course of the semester

**2.0**       **Students admission/enrolment**

2.0.1     At the start of each semester, the Academic administration office has to provide the list of eligible students for each department.

2.0.2     The Class Teachers of all departments have to enrol the students to the department through the prescribed registration form.

**2.1**       **Fresher's Day/Orientation Program**

2.1.1     Before the commencement of regular class work of the semester (Even and ODD semesters), all the department heads have to organize induction program/orientation program for both new and old students.

2.1.2     The Class Teachers of the concerned classes have to give a PowerPoint presentation on the following:

      i.    Vision and Mission of the Institute
      ii.   Vision and Mission of the department
      iii.  All the Facilities available in the Institute and the department
      iv.  Various Committees, Clubs and Associations available for students
      v.   Significance of the course
      vi.  Significance of each subject of that semester
      vii. Scope of the course in getting placements
      viii. Gender sensitization for first year students

2.1.3.    The Class Teachers of the departments have to arrange for a visit to all the laboratories of their department for the first year students.

**2.2**       **Class Room Interaction**

2.2.1     All the faculties have to ensure that the lectures will be delivered as per the approved lesson plan.

2.2.2     All the faculties have to maintain a faculty diary to record the topics covered in class.

2.2.3     All the HODs have to review the diary of their faculties periodically to monitor the progress and ensure that any deviations are corrected in due course.

2.2.4    All the faculties have to maintain the student attendance registers for both theory and practical classes.

2.2.5    All the faculties are required to make their lecture sessions more interactive.

2.2.6    All the faculties are to be encouraged to make use of ICT enabled teaching aids in delivering their lectures.

2.2.7    All the faculties must strive for continuous internal evaluation of their students in their subjects.

2.2.8    All the faculties have to conduct technical quiz after completion of each unit/module.

2.2.9    It is the responsibility of each faculty to complete the prescribed syllabus by taking special classes, if required.

## 2.3    Issue of Lesson Plan, Question Bank, Assignment Questions and COs

2.3.1    On the first day of class room interaction, all the faculties of the department have to issue the copies of Approved Lesson Plan, Question Bank, Course Objectives (COs) and Assignment Questions to the students.

## 2.4    Laboratory Interactions

2.4.1    The faculties of the department who are allotted laboratory classes are responsible for the completion of the experiments prescribed by the university in the laboratory.

2.4.2    The concerned faculty has to evaluate the practical records of the students immediately after submission, after each experiment.

2.4.3    The concerned faculty has to conduct *viva-voce* for each experiment.

2.4.4    The concerned faculty has to conduct a test at the scheduled date.

2.4.5    The concerned faculty has to allocate IA marks of the laboratory class considering the conduction of the experiment, *viva voce* and laboratory record marks.

## 2.5    Segregation of slow learners and advance learners

2.5.1    The proctors/mentors, along with the concerned class teachers, have to identify the slow learners and advanced learners in the beginning itself

by interacting with the students and also, by considering the marks attained by the studentsin previous examinations.

2.5.2    The list of slow learners and advanced learners has to be prepared by the concerned class teachers of the departments.  The list is to be reviewed periodically by the department heads along with the concerned class teachers, to analyse the progress of the students.

## 2.6    Special programs for Slow and advanced learners

2.6.1    All the heads of the departments have to conduct special programs for slow learners and advanced learners according to a timetable prepared separately for them, including activities such as counselling, special classes, bridge courses, crash courses, providing mini-projects and internships.

## 2.7    Continuous internal evaluation

2.7.1    The faculties of all the departments have to monitor continuously the progress made by each student in their subjects' viz. the performance in internal assessments, laboratory and assignments.

## 2.8    Completion of syllabus by faculty

2.8.1    All the faculties of the departments have to complete the teaching of the prescribed syllabus by the University to the students within the stipulated time, without fail.

2.8.2    In extra-ordinary cases, the faculty has to complete the syllabus by taking special classes with the approval of the department heads.

2.8.3    The topic covered in each class has to be entered in the Faculty Diary.

2.8.4    The teaching is to be carried out by all faculties as per the approved lesson plan.  In case of any deviations, the same has to be brought to the notice of the department heads. Department heads must ensure that such faculty take suitable corrective actions.

## 2.9    Organizing SDP, FDP, Workshops and Seminars/Conferences

2.9.1    All the department heads have to organize sufficient number of SDPs, FDPs, workshops and seminars for the benefit of the students and faculty to create an awareness on the state-of-the-art technologies.

2.9.2    Reports on the program conducted is to be prepared by the department faculty who is in-charge of that program. Attendance of the participants and their feedbacks for all the programs conducted should be taken by the program in-charge.

2.9.3    The funds required for organizing such programs have to be approved by the Principal.

2.9.4    Proper accounting report is to be provided by the program in-charge on the amount spent on organising the event.

## 2.10    Conduction of Internal Assessment Tests, Valuation and Analysis

2.10.1    The conduction of Internal Assessment Tests, Valuation and Display of IA Marks should be as per the procedures given in the approved test conduction process manual only.

2.10.2    The first$^t$ IA test marks scored by the students can be used for segregating the Slow Learners and Advanced Learners.

2.10.3    All the faculties of the departments have to analyse the marks scored in the first two IA tests and evaluate the progress of each student in their respective subjects. Accordingly, suitable remedial measures have to be taken for the needy students.

## 2.11    Usage of ICT enabled teaching aids

2.11.1    All the faculties of the departments have to make extensive use of ICT enabled teaching aids and e-learning resources, in delivery of their lectures.

2.11.2    All the faculties of the departments have to make extensive use of online content, NPTEL and other Video lectures to supplement the class room teaching.

## 2.12    Student representation in all committees and events

2.12.1    The institute encourages all students to take part in all activities of the institution.

2.12.2    There will be student participation (both male and female) in all the committees/associations/clubs constituted by the Institution.

2.12.3    The HoDs have to nominate the required number of students in all the committees/clubs/groups at the department and institute levels.

## 2.13    Industrial/Field Visits, Internship and student exchange programs

2.13.1    It is the responsibility of the department heads to organize Industrial Visits/Field Visits/Internships and student exchange programs.

2.13.2    Each department head has to conduct at least three each of the above mentioned programs for the benefit of their students.

2.13.3    The faculty in-charge has to prepare the reports on the above events and submit to the HODs along with the attendance of the participants.

**2.14**     **Research projects/Sponsored projects**

2.14     The faculties of all the departments have to strive to secure research projects/sponsored projects(funded projects) for their respective departments through various agencies like AICTE, UGC, DST (Karnataka State Government), etc.

**2.15**     **POs and COs attainment**

2.15.1     The heads of the departments have to upload all the Program Outcomes (POs) and all Course Outcomes (COs) of their departments, based on the Graduate Attributes (GAs) concerning that specific program, in the institution website, well in advance.

2.15.2     All the faculties have to frame the IA Test papers giving suitable weightage for each CO, thereby enabling for easy evaluation of the attainments.

2.15.3     At the end of each IA test, all the faculties have to evaluate the COs attained by each student.

2.15.4     All the faculties have to submit the CO attainment reports to their department heads for their analysis.

2.15.5     Department heads have to nominate one Attainment coordinator for their departments.

2.15.6     Attainment of course objectives and outcomes are to be evaluated through the feedback obtained from the students.   This is the responsibility of the Class Teachers of the departments.

**2.16**     **Industry-Academia interactions**

2.16.1     It is responsibility of the department heads to facilitate the industry-academia interactions in order to bridge the gap by arranging sufficient number of industrial visits, field visits and arranging interactions with industry experts/alumni with students.

**2.17**     **Report of syllabus coverage/ student attendance**

2.17.1     All the faculties of the departments have to submit the report on syllabus coverage and attendance of the students in their subjects, in the prescribed format, to their HODs, at the beginning of each IA test.

2.17.2     The above report has to be analysed in the Academic Review Meeting conducted by the Principal.  Suitable measures have to be taken by the concerned faculty if any discrepancy is found.

**2.18    Pre-placement training programs for pre-final year students**

2.18.1    The faculties are encouraged to give pre-placement training to the pre-final year students of the department, in soft skills and technical skills.

2.18.2    The calendar of events for the pre-placement training is to be prepared by the department heads with the assistance of the placement coordinators.

2.18.3    Attendance of the participants for each program conducted should be taken by the placement coordinators of the departments.

**2.19    Placement drives for final year students**

2.19.1    The Placement Officer of the institution, in coordination with the department faculty coordinators and student coordinators, has to conduct placement drives for the students.

2.19.2    The coordinators of all the departments have to maintain the database of the placed students in their department, year wise.

2.19.3    Attendance of the participants for each program conducted should be taken by the placement coordinators of the departments.

**2.20    Maintaining Faculty Diary**

2.20.1    All the teaching faculty of the department have to maintain the 'Faculty Diary' issued to them by the institution (One Faculty Diary per year).

2.20.2    The faculty must complete all the entries (Class Room interactions/Topics covered and other activities of the day) in the diary daily and take the signature of the concerned HOD at the end of the day.

2.20.3    The faculties are required to submit the Diary to the Principal during Academic Review Meeting (ARM) for his review and signature.

**2.21    Academic Review Meeting (ARM)**

2.21.1    The Principal of the institution has to conduct an Academic Review Meeting with the faculty, department wise, during each test time to review the academic progress recorded by each faculty.

2.21.2    The Principal has to announce the date and time for each department for the ARM.

2.21.3    The minutes of the meeting is to be sent to each department for the implementation of the suggested remedial measures in case of any drawbacks.

## 2.22    Project, Technical Seminar and Internship/Industrial Training

2.22.1    The HODs have to divide the B Tech VIII semester students into batches, each batch comprising of 4 students, for the purpose of projectwork. Students preferences may be considered while forming batches.

2.22.2    The Technical Seminar has to be given by individual students.

2.22.3    The HODs have to nominate the Project Work Coordinator, Seminar Coordinator and Internship coordinator for their departments.

2.22.4    The HODs have to make arrangements for providing Internships to students in reputed industries.

2.22.5    The HODs have to allocate guides for each batch of students for Project Work and for Technical Seminar.

2.22.6    In case the students get permission from industries to carry out the project work, the internal guide has to coordinate with the external guide in the beginning of the semester/year and make visits to the industry periodically to evaluate the progress in the project.

2.22.7    Internal guides of the departments have to provide regular updates to the project coordinator and the HoD on the status of the project work and any deviations are to be reported immediately to the HoDs for taking suitable actions.

2.22.8    The guides should ensure that the students are regular and punctual to their work and adhere to the schedule given by the departments in preparing for the seminars/project work and report documentation in lieu with the university requirements.

2.22.9    The guides should ensure that the seminar/project report is of quality standards as per university requirements and is to be submitted within the time frame specified.

2.22.10   The Project Work and Technical Seminar Evaluation committees of the department should allocate marks for each phase of the Project and Seminar and  document the same. The final marks to be awarded must be based on the marks scored by the students in all the three phases of presentation.

2.22.11 The project coordinators have to arrange for the projects exhibition in-house as well as in other institutions.

## 2.23 Elective options from B TechVIII semester students

2.23.1 All the department heads have to offer the open elective subject to all other departments.

2.23.2 The Course coordinator and Elective Coordinators are responsible for getting the options of electives (Open Elective/Professional Elective) from the students in a written document after explaining the scope of each elective to the students.

2.23.3 The report of Elective selection by students is to be submitted to the Principal by HoDs.

## 2.24 Proctors report/performance report of the students to parents

2.24.1 At the end of each internal assessment test, the proctors have to prepare the proctor report/progress report of the students allocated to them and send the reports to their respective parents/guardians by post/email.

2.24.2 The parents/guardians of the students are to be informed about the weaknesses and strong points of their ward.

## 2.25 Parents Teachers meeting

2.25.1 The Class Teachers of the department have to organize the Parents Teachers meeting on the days scheduled in the calendar of events of the institution. A separate book is to be maintained to record the parent's signature and their feedback/comments.

2.25.2 The proceedings of the meeting and feedback from the parents have to be maintained by the concerned Class Teachers.

2.25.3 The feedbacks from the parents are to be analysed and a report is to be submitted to the head of the department by the concerned class teachers.

2.25.4 The HoDs have to take suitable actions with respect to the reports, wherever required.

## 2.26 Online entry of IA Marks and Attendance to University Web portal

2.26.1 The concerned official is instructed to enter the IA marks to University Web portal upon notification by the University.

2.26.2 The concerned official is instructed to enter the attendance to University Web portal upon notification by the University.

### 2.27 Submission of IA Marks and Attendance Statement to University

2.27.1 The head of each department has to send the IA marks and Attendance statement of students to the University in the format and time prescribed by the University.

2.27.2 The hard copy of the above statements with the signature of the students is to be preserved by the department heads for inspection by LIC committee.

### 2.28 Responsibility of faculty and various coordinators

The duties and responsibilities of the faculty and various coordinators are as per the procedures laid down by the institution.

### 2.29 Disciplinary action against erring Faculty/Staff

Disciplinary action against the facultieserring in their duties has to be taken as per the procedures laid down by the institution.

## 3. Procedures to be followed at the closure of the semester

**3.0        Students Feedback**

3.0.1      The faculties nominated by the HoDs have to take feedback from all the students of all the classes in the prescribed format at the end of all the semesters and submit to the administrative office in closed covers.

3.0.2      The office faculties, nominated by the Principal, have to analyse the feedback and make a report on the same, department wise and submit to the department heads.

3.0.3      The HoDs have to analyse the report and take suitable remedial actions if the performance of any faculty is not up to the mark.

**3.1        Exit Feedback from outgoing students**

3.1.1      The Class Teachers of all the departments have to take feedback from all the outgoing students (Final Semester Students) in the prescribed format at the end of the semester.

3.1.2      The Class Teachers of all the departments have to analyse the feedback and make a report (Satisfactory Index) on the same and submit to theirrespective department head.

3.1.3      The HoDs have to analyse the report and must initiate remedial measures such that emphasis is laid on the areas where the students' satisfaction index is not up to the mark, if any.

**3.2        Result Analysis**

1.2.1      The Class Teachers of all the departments have to prepare the result analysis immediately after the announcement of the results of their class by the University.

1.2.2      The result analysis reports should be submitted to the HODs and the Principal by the concerned Class Teachers.

1.2.3      The HoDs have to analyse the result for each class and take suitable remedial measures in case of any poor performance by the faculty.

**3.3        Preparation work for the next semester**

3.3.1      All the department heads have to announce the open elective subjects which are being offered to VIII Semester students.

3.3.2    The class coordinator has to take the student options for open elective subjects offered for the VIII semester.  The report on the same is to be submitted to the concerned HoDs.

### 3.4    Vacations

3.4.1    At the end of each semester, vacation for teaching and non-teaching staff is to be declared by the Principal of the institution.  Vacation period and slots for vacation are to be decided by the Principal of the institution.

3.4.2    All the teaching faculty have to submit the following documents to their HoDs before availing the vacation.

     i.    Department Calendar of Events
    ii.    Timetable (Class, Lab, Individual and consolidated)
  iii.    Lesson plans
  iv.    Question Bank, Assignment Questions Unit/Module wise
    v.    Course Material
  vi.    Attainment of previous courses handled
 vii.    COs for all the subjects handled
viii.    Students Project synopsis/Seminar synopsis
  ix.    Proctor Books
    x.    List of University recommended Text Books/Reference Books required for the library
  xi.    Entry of IA marks in the University Portal
  xii.    The department newsletters to be published by the concerned department coordinator/editor

# CONDUCTION OF INTERNAL ASSESSMENT (IA) TESTS

## PREFACE

The objective of IA manual is to monitor the process of conducting and evaluating the internal assessment as per guidelines given by the affiliating university.

The manual promotes effective procedures of carrying out internal assessment for UG and PG programs and finalising and evaluating the internal assessment of students.

## CONTENTS

## 1. APPOINTMENT OF CHIEF SUPERINTENDENT [CS]

The Principal shall be the Chief Superintendent of the Internal Assessment Test. The Chief Superintendent [CS] shall appoint one of the senior Professors/Associate Professor and an Assistant Professor of the college as the Chief Coordinators for conduction of the Internal Assessment [IA] Test and suitable number of departmental coordinators to support them in discharging their duties. The Chief Coordinators shall assist the Chief Superintendent in identifying suitable persons for appointing them as Departmental Coordinators [DC], Invigilator[RS] and other supporting staff for conduction of IA Test.

The duties assigned with reference to the conduction of IA Test are mandatory for all the staff and non-performance is liable for disciplinary action as per the institutional norms.

## 2. DUTIES & RESPONSIBILITIES OF THE CHIEF COORDINATOR [CC]

2.1 On receipt of appointment order as the Chief Coordinators [CC], he/she shall report to the Chief Superintendent [CS] within a period of 48 hours.

2.2 The Chief Coordinators shall give stationary material required for conduction of IA Test like A4 sheets, Cello tape, Files, no. of Blue books and notice board pins fifteen days before the commencement of IA Test to the Administrative officer [AO].

2.3 The Chief Coordinators shall receive all the stationary material required from the office for conduction of the IA Test.

2.4 The Chief Coordinators shall send a circular to all the HOD's to nominate a Departmental Coordinator [DC].

2.5 The Chief Coordinators shall distribute the blue books to Departmental Coordinator [DC] as per there requirement prior to the one week before the commencement of IA Test.

2.6 The Chief Coordinators shall conduct a meeting with Departmental Coordinator [DC] before the commencement of IA Test and discuss about the overall process.

2.7 The Chief Coordinators shall collect the list of faculties of various departments from the office for discharging the Invigilator[RS] duties.

2.8      The Chief Coordinators shall collect the list of students of various departments from the office and cross check the list with the Departmental coordinator [DC].

2.9      The Chief Coordinators shall prepare the IA Test time table and get the approval from concerned departmental HOD's and display it on the notice board ten days prior to the IA Test.

2.10    The Chief Coordinators shall take enough care to arrange the common question paper for common subjects, irrespective of the branch. [Ex: Basic Electronics (15ELN15) subject should be common for all the branches throughout the Chemistry cycle] and instruct the same to DC well in advance.

2.11    The Chief Coordinators shall prepare semester wise, department wise and section wise Absentee statement and circulate to each department.

2.12    The Chief Coordinators shall prepare B-form semester wise, department wise and section wise for the signatures of students and Invigilator[RS].

2.13    The Chief Coordinators shall allot the seating arrangement for student's session wise as follows;

(i) There will be two sessions every day.

(ii) Session 1 [10.30AM to 12 Noon] and session 2 [2.30 PM to 4.00PM] that is for 1.30 hour [30 Marks].

(iii) Maximum capacity of students in a room is 40.

2.14    The Chief Coordinators shall allot room Invigilation duty to Room Superintendents [RS] session wise as follows;

(i) Professor: Two duties.

(ii) Associate Professor: Three duties.

(iii) Assistant Professor: Four duties.

(iv) Assistant Professor (Fresher): Five duties.

2.15    The Chief Coordinators shall send the Time table, Room Invigilation duty list, student's room allotment list, question paper format [higher/lower semester] and Absentee statement to all the Departmental coordinators [DC] one week before the commencement of IA Test.

2.16    The Chief Coordinators shall collect all the question papers from the Departmental coordinators [DC] date wise and session wise according to

time table in a sealed cover and safely stored in strong room two days before the commencement of IA Test.

2.17 The Chief Coordinators shall monitor all sessions for the smooth conduction of IA Test.

2.18 The Chief Coordinators shall assign the duties to the other supporting staff and see that everyone involved in the smooth conduction of IA Test.

2.19 The Chief Coordinator shall report for duty 30 minutes prior to the start of IA Test on all the sessions.

2.20 The Chief Coordinators shall facilitate the recording of the attendance of the staff reported for duties on each day and shall report any discrepancies to the CS.

2.21 The Chief Coordinators shall liaison between the CS and the Departmental Coordinators [DC] for monitoring/inspection during the conduction of IA Test and also in recording the cases of malpractices reported by either the DCs/RS.

2.22 The Chief Coordinators shall display student's room allotment list one hour before the commencement of the IA Test.

2.23 The Chief Coordinator shall collect a copy of Absentee statement form DC and submit it to CS soon after the completion of IA Test.

2.24 Any insubordination or negligence of duties by the coordinators/staff shall be reported by Chief Coordinator to the CS for a suitable action.

## 3. DUTIES & RESPONSIBILITIES OF DEPARTMENTAL COORDINATOR

3.1     The Professor/Associate Professor/Assistant Professor can be nominated as a Departmental Coordinator by HOD's of concerned department.

3.2     The Departmental Coordinator [DC] shall meet the Chief Coordinators and collect the necessary information about the smooth conduction of IA Test.

3.3     The DC shall give the number of blue books required to Chief Coordinators depending on total number of students in the concerned department [Total no. of students X Total no. of subjects in each semester].

3.4     The DC shall collect the blue books from the Chief Coordinators five days before the commencement of IA Test with the help of Instructor/attender.

3.5     The DC shall display the IA Test time table 10 days prior to the commencement of IA Test.

3.6     The DC shall collect all the question papers of concerned department in a sealed cover from the respective faculties and arrange it in day wise and session wise in a sealed cover and hand it over to the Chief coordinators a day before the commencement of the IA Test.

3.7     The DC shall report to the duty 30 minutes prior to the start of IA Test in their respective sessions.

3.8     The DC shall collect all the necessary documents like IA Test Time table, Invigilation duty list, Absentee statement and Student's room allotment list from Chief Coordinators five days before the commencement of the IA Test.

3.9     The DC shall instruct all the respective departmental faculties to note down their Invigilation duties, arrange their respective subject's blue books according to student's room allotment given and also arrange the respective subject's question paper according to student's room allotment in a sealed cover.

3.10     The DC with the help of instructor/attender shall arrange blue books and question papers session wise, room wise 30 minutes before the commencement of IA Test.

3.11    The DC with the help of instructor/attender takes the signature of students and RS and shall monitor all the respective sessions for the smooth conduction of IA Test.

3.12    The DC with the help of instructor/attender shall report 20 minutes early for the collection of blue books after completion of IA Test.

3.13    The DC with the help of instructor/attender shall send all the blue books to the concerned faculties after the completion of IA Test and take the acknowledgement for the same.

3.14    The DC shall submit a copy of Absentee statement to the Chief Coordinators soon after completion IA Test.

3.15    The DC shall take alternative arrangement for Invigilation duty of the respective faculties if they are going on CL well in advance and inform the same to CC immediately.

## 4. DUTIES & RESPONSIBILITIES OF THE INVIGILATOR

4.1 The Invigilator[RS] shall report to the Chief coordinators at the Exam section at least 20 minutes before the commencement of the IA Test and record his/her reporting to duties by affixing his/her signature in the attendance register placed for the said purpose.

4.2 The Invigilator shall ascertain the IA Test room/block assigned to him/her and the number of candidates in the block.

4.3 The RS shall collect the blue books, question papers and corresponding to the allotted room/block from the Chief Coordinators under acknowledgement.

4.4 The RS shall reach the allotted IA Test room/block, 10 minutes before the commencement of the IA Test and permit the entry of students to the IA Test hall. The RS shall see that the students occupy only the seats allotted for them.

4.5 The Invigilatorshall ensure that candidates take their seats before the commencement of IA Test, even through the candidate shall be allowed to enter the IA Test hall up to 10 minutes from the commencement of the paper (In such special cases, candidate details should be recorded and submitted to Chief Coordinators).

4.6 Prior to issuing the blue book to the students, the RS shall mandatorily announce to the students to leave the books, papers and other reference materials etc., outside the IA Test hall and instruct the candidates to search desks, tables, their pockets, wallets, instrument box and hand over to the Invigilatorif any papers / notes/ manuscripts / books or any material. The RS shall inform the students that they shall not be in possession of any written material on hand/s, palm, writing pads, outer covers of calculator/geometry box/programmable calculator, hand kerchief,....etc., also they shall not possess mobile phone or any other electronic gadget such as memory chip etc., in the IA Test hall.

4.7 The blue books shall be distributed to those candidates only who are seated in the IA Test hall five minutes before the commencement of IA Test and are not to be placed on the vacant seat.

4.8 The Invigilatorshall distribute the question papers to the candidates seated in the IA Test hall, only when the commencement bell/time of the IA Test is given.

4.9 The Invigilatorshall affix signature on the answer booklets of the students, at right side of first sheet of IA Test as Invigilatorsignature after checking the necessary details filled by the students.

4.10 The RS shall instruct the candidates to write the date, subject name, subject code, room no. and test no. in the blue book before the commencement of IA Test.

4.11 The RS shall obtain signature of the candidates on attendance report (FORM B) before candidates leave the IA Test hall.

4.12 If any Candidate is absent the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (FORM B), preferably in red ink, after expiry of 10 minutes from the time of commencement of the IA Test.

4.13 The RS shall not allow the candidate to use unfair means in the examination hall.

4.14 No candidate shall be allowed to go out for toilet.

4.15 The Invigilatorare expected to take rounds in the hall and shall not engage themselves in conversation with other Invigilatorwhile the IA Test is going on and also shall should not use mobile phone.

4.16 The Invigilatorshould ensure that, there is no communication among candidates in the IA Test hall.

4.17 The violations of instructions by any candidate shall be brought to the notice of the Chief Coordinators immediately.

4.18 After the expiry of the time of the IA Test, when the final bell/time is given, the Invigilatorshall collect the blue books and shall arrange seat number wise and hand them over to the DC at Exam section soon after the completion of that session.

4.19 Candidates shall be allowed to leave the examination hall only after the completion of full duration from the commencement of the IA Test.

4.20 The Invigilatorshall be personally held responsible for loss, misplacement of any blue books.

4.21 While taking rounds of the IA Test hall, if the Invigilatornotices any candidate indulging in copying or possessing a blue book other than that of the candidate, any written material on calculator/geometry box / scale / parts of the body, he/she shall immediately take in his / her possession the candidate's blue book, question paper, and the materials which

he/she has used for copying and immediately report to the Chief Coordinators.

4.22    Any dereliction to duties on the part of the Invigilatoras observed by the Chief Coordinators will be recorded and reported to the CS based on which the CS initiates the necessary disciplinary action.

4.23    The Invigilatorshall not leave the College premises until he/she personally hands over the blue books to the DC.

## 5.  DUTIES & RESPONSIBILITIES OF ALL THE FACULTIES

5.1     The Faculty shall prepare the question papers of their respective subjects well in advance and shall get the approval from the concerned HOD's five days prior to the commencement of IA Test.

5.2     The Faculty shall follow the prescribed format for preparing the question papers. [All semester: 30 marks (1.30 hours)].

5.3     The Faculty shall take the necessary copies of question papers of their respective subject depending upon the number of students.

5.4     The Faculty shall prepare the common question paper for common subjects, irrespective of the branch. [Ex: Basic Electronics (15ELN15) subject should be common for all the branches throughout the Chemistry cycle].

5.5      The Faculty shall submit the question papers to the concerned Departmental coordinators three days before the commencement of IA Test in a sealed cover by arranging them subject wise and room wise according to the students allotment list.

5.6     The Faculty shall write the necessary details on the sealed questions like IA Test date, Subject name, Subject code and No. of question paper copies before submitting it to DC.

5.7     The Faculty shall note down the Invigilation duties assigned to them and take enough care for smooth conduction of IA Test.

5.8     The Faculty shall make necessary alternate arrangement for their Invigilation duty well in advance if they are going on CL and inform the same to the DC in advance.

# RESEARCH AND DEVELOPMENT

## PREFACE

The major objective of this manual is to facilitate the Research and Innovative work to be carried out by the faculty in their respective domain.

The manual is used as a guideline forregularizing the registration and admission procedures andeffective monitoring of the research work as per the JNTUA, Anantapuramu norms.

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## CONTENTS

1. R & D Procedure
2. Establishment of Research and Development (R&D) Cell
3. Objectives
4. ResearchCommittee
5. University eligibility for admission
6. Research process

# 1.  R & D  PROCEDURE

High-quality scientific research is a necessary requirement for creating successful applications. The objective of Research &Development (R&D) initiatives undertaken is to build research careers which utiliseavailable human potential, give support to strengthen the knowledge base and promote the creation of new applications, with an emphasis on societal impact of education, research and innovation.

To achieve the high quality research ambience,a research&development cell has been established that will prepare and implement the documents for development of research and development activities within the institute.

# 2.  ESTABLISHMENT OF RESEARCH AND DEVELOPMENT (R&D) CELL

2.1. The Research and Development (R&D) Cell was established as per the university guidelines.

**2.2.** The R&D Cell comprises of the following members:

- Principal
- Head of the Department
- R&D co-ordinator
- Research guide
- Faculty Members of Department

# 3.  OBJECTIVES

- To develop necessary infrastructure for establishing Incubation centre.
- Promote emerging areas of research and development
- Establishing internal research facilities and utilizing facilities available from universities and other colleges,IIT,etc.
- Educating the faculty regarding the importance of IPR (Intellectual Property Rights)
- To enhance the industry and institution interaction through consultancy, development of new product to improve quality, productivity and process of manufacturing
- The create awareness in academic staff regarding provision for researchand development opportunities, to maintain enthusiasm and relevance in teaching and other institutional activities.
- The development and enhancement of the Institute's research capacities andmobilize funds from government and non-government organizations.
- Motivate all faculty members to pursue research and development of innovative ecosystems in their respective areas of expertise.
- Motivating faculty to carryout consultancy activities and publish journal papersrelatedto their thrust area of research.

- Latest JNTUA regulations will be followed for Ph.D admission

## 4. RESEARCH COMMITTEE

### 4.1. As per the instructions laid down by JNTUA, Anantapuramu

## 5. UNIVERSITY ELIGIBILITY FOR ADMISSION ( As per JNTUA and they will allocate the seats to our college)

### 5.1 Eligibility Requirements

The eligibility requirements for candidates to get admitted to the Ph.D. programme shall include the following:

### 5.2 Categories of Candidates and Other Requirements

There shall be provision for the following categories of candidates for admission to Ph.D:

a) **Full-Time:** Candidates to pursue Ph.D. research on full time basis shall also include QIP/FIP scholars and those belonging to Integrated Degree programmes such as M.Sc.(Engg.) by Research/(Full-Time)M.Tech. /M.Arch. + Ph.D.

b) **Part-Time:** In-service candidates having a minimum professional experience of one year after their PG Degree from among the regular faculty members working in any Engineering College /Polytechnic / University / Deemed to be University (recognized / accredited by appropriate bodies in India) or research staff of public / private organizations shall be eligible to pursue Ph.D. research on a part time basis.

### 5.3 Minimum Qualifications to be Satisfied

The minimum academic qualifications required for seeking admission to the Ph.D. Programme, shall be as given below in respect of the different Faculties:

### 5.3.1 Faculty of Engineering

a) The candidates shall possess a Master's Degree in Engineering / Technology or equivalent or M.Sc.(Engg.) by Research degree from the University or any other University recognized by it, with a minimum CGPA of 6.75 out of 10 or 60% aggregate marks at either the Bachelor's or the Master's Degree.

b) The candidates possessing Bachelor's Degree in Engineering / Technology or equivalent recognized by the University with outstanding merit, having either a minimum CGPA of 7.75 out of 10 or 70% aggregate marks and published research papers in refereed journals or filed/ obtained patents shall also be eligible for admission, subject to approval by the Admissions Committee.

c) The candidates pursuing M.Sc.(Engg.) by Research Degree at the University who have successfully completed the prescribed coursework in the first two semesters of study with outstanding merit of either a minimum CGPA of 7.75 out of 10 or 70 % aggregate marks

and published research papers in refereed journals or filed/obtained patents shall be eligible for up-gradation to the Ph.D. Integrated degree programme, subject to approval by the Admissions Committee.

## 6. RESEARCH PROCESS

Mission of Researchprocessis mainly on futuristic, long term activities in science and technology, usingsimple techniques to scientific research but directed toward desired outcomes and with broad forecasts of commercial yield.

Research process of R&D cell includes  research activities as well as the laboratory facilities.

### 6.1. Research activity

- Submitting research proposalsto various funding agencies like DST, VGST, CSIR, DRDO, NRB, KSRTC etc.
- Publishing research journal papers related to research work.
- Conducting project exhibition related to students project models.
- Conducting International conferences and workshops related to thrust research area.
- R &D consists of more no of Ph.D guides with their regular interaction with students.
- R &D cell developed indigenous photo bio reactor for growing micro algae for alternative fuels.
- Planning patents for new product development.

We have facilities with core area as well as interdisciplinary facilities from basic science and other departments such as Electrical, Electronics and Mechanical Engineering.

### 6.2. Laboratory Facility Available

1. Material testing laboratory
2. Heat and mass transfer laboratory
3. Fluid mechanics& Machinery  laboratory
4. Foundry and Forging Laboratory
5. Manufacturing Process Laboratory
6. Mechanical and measurement laboratory
7. Design laboratory
8. Computer modeling and analysis laboratory
9. Microprocessor Laboratory
10. DSP Laboratory
11. Circuits Laboratory
12. VLSI Laboratory
13. Software Testing Laboratory

# PROCTORIAL SYSTEM

**PREFACE**

The major objective of this manual is to set the guidelines for student counselling by Proctorial system, to improve academic environment. Manual will promote effective academic learning and improve interaction between Mentor and Mentees.

The general objectives of the Proctorial System are:

1. To inspire a healthy relationship between the teacher and student.
2. To eliminate any indiscipline among the students and to motivate.
3. To improve the overall academic performance in Curricular and participation in Co-Curricular Activities
4. To give students a measure of self-confidence
5. To be in touch with Parent/Guardians.

## CONTENTS

1. Introduction

    1.1 Vision

    1.2 Mission

    1.3 Core Values

2. General Process

3. Duties of Proctor

4. Information to be sent to Parents

# 1. INTRODUCTION

The Proctorial System has been introduced in the year 2017with the main objective of providing supportive care and counselling to students in their academic and personal problems. This system helps the students complete their studies comfortably and successfully. The Proctorial system is used to continuously and regularly monitor the overall progress of the students and to find satisfactory solutions to their problems. The college encourages parents to be in regular contact with the Proctor/Chief Proctor/HOD/Principal.

The Institution implements a Proctorial system under which each faculty is assigned 10 to 20 students. Academic and personal counselling for the students are effectively carried out by the proctor in regular intervals. The parents are also being taken into confidence and are being informed regularly regarding the progress of their wards, through progress report and direct interactions.

## 1.1 Vision

To motivate the students towards effective education through mentoring and counselling

## 1.2 Mission

To continuously communicate and track the student's overall performance and help to improve their professional skills.

## 1.3 Objective

1. To resolve academic and personal problems in any
2. To be in contact with parents/guardians
3. To counsel when required and at regular intervals
4. To build confidence and motivate
5. Track and improve academic progress

## 2. GENERAL PROCESS

1. Principal or Senior Professor or Senior Staff will be designated as Chief Proctor and HODs as Deputy Chief Proctor.

2. The Proctorial Process is a supportive process, wherein the Chief Proctor heads the system. Each department has a deputy chief proctor and all the faculty members act as Proctors. For a student, the Proctor will be the same faculty from the time of entry into the department and till the completion of the course.

3. Each proctor is allotted around 10 to 20 students.

4. The proctor acts as a local guardian helping to solve the academic and general problems faced by his wards; and also, in solving personal problems, if any.

5. The proctor maintains a Student Proctorial Book for each of his/her wards which gives the details of the students, in terms of course registration/course dropping/withdrawn/re-registration etc.

6. In addition to details of proctor-student meetings held from time to time, proctorial book also gives the details of the performance of the candidate in the semester end examination.

7. Provision has been made to send the progress reports of each student to his/her parents/ guardians furnishing the details of attendance, class marks, examination results, etc. These reports are sent twice in a semester (at the end of 45 days & 90 days from the starting of the semester) to the parent / guardian of each student.

8. The third report is sent in case of such students who fail to satisfy the minimum attendance requirement of 80% in each of the subjects and the necessary internal marks of 25% for B. Tech as stipulated by JNTUA norms.

9. The Chief Proctor regularly conducts scheduled meetings with the deputy chief proctors, HODs and Principal on the Proctorial process.

10. A student whose performance is not up to the mark is asked to appear for counselling with the proctor/deputy chief proctor/chief proctor in order to help the student to improve his/her performance in the forthcoming semesters.

## 3. DUTIES OF PROCTORS

1. Every teaching staff will be designated as proctor and he is responsible for a specified number of students.
2. The Proctor shall exercise an effective control and influence over the students under his charge.
3. The Proctor shall facilitate in academic and over all development of the student under his charge.
4. The Proctor shall enquire into their various problems and help them to solve either by himself or by bringing it to the notice of the Chief Proctor or the parents of the students.
5. The Proctor shall maintain the quarterly Proctorial record and shall submit to the Chief Proctor on the last working day of every session.
6. The Proctor shall send quarterly progress report to the Parent/Guardians of the student, wherever deemed necessary as discussed in earlier section.

## 4. INFORMATION TO BE SENT TO PARENTS

1. Marks secured by the students in college examination.
2. Shortage of attendance.
3. Non-payment of college dues.
4. Absence from college examinations.
5. Any act of misconduct of the student.
6. Payment of scholarship and free-studentship to the student.
7. Any matter which the Principal deems necessary.

# FEEDBACK MECHANISM

## PREFACE

Feedback is a powerful communication tool. As such, it can have incredibly deep and positive effects. Good feedback can open a world of insight for the people involved, when used prudently and wisely; feedback can change our experience of the world, our understanding of our place in it, and our relationship to it.

The institute has a strong feedback mechanism to collect and analyse the feedback from the various stakeholders of the institute to improve the Quality of the Institute.

## CONTENTS

1. Student Feed Back
2. Quality of Campus Life (Exit) Feed Back
3. Faculty Self-Performance Evaluation of Teaching
4. Performance Appraisal Feed Back byfaculty regarding HoD/Management
5. Parents Feed Back
6. Faculty Feed Back on Institution

# 1.    Student Feedback

1.1.   Regular feedback is taken from all the students in the class aboutthe teaching performance of the faculty members in the particular class.

1.2.   The feedback form is given to the students in the class just beforethe third internal test

1.3.   The percentage feedback is calculated for each faculty based on thefeedback forms returned by the students.

1.4.   From 2017-2018, the format SFDBK – 1, was used for the feedback form.

1.5.   From 2016 onwards format SFDBK – 2, is being used for thefeedback form.

1.6.   If the feedback obtained by a faculty member is less than 70%,the particular faculty is counselled by HOD/Principal and shall be asked to give an action plan for improving the performance in forthcoming semesters.

## 2.  Quality of Campus Life (Exit ) Feedback

2.1.   This feedback is taken from final year students, regarding the various infrastructure and other facilities provided to the students.

2.2.   Canteen facilities, Library facilities, services provided bycollege offices, Examination section, maintenance of the Institute Premises, Teaching Learning Process, laboratory maintenance, Placement Training Facilities, Extra Curricular and Co-Curricular activities, Sports activities,Personality development Opportunities,Redressal of grievances are some of the aspects on which the feedback is taken. The feedback format EXFB-1, is used for this purpose.

2.3.   Based on this feedback any improvement, if required, shall be taken up for implementation.

## 3.  Faculty Self-Performance Evaluation of Teaching

3.1.   Faculty self-appraisal is taken at the end of each academic year.

3.2.   Format FSAFB – 1, is used for this purpose.

3.3.   The percentage of pass in the final exam, teaching methods employed,innovative practical work, administrative positions held, number

of research papers published by the faculty, numberof conferences conducted/attended, number of FDP conducted/attended, number of text books written, member of various university committees are some of the aspects that are taken into account in this appraisal feedback.

3.4. Based on the points scored in this appraisal feedback, awards are given to the best performing faculty members.

## 4. Performance AppraisalFeedback by Faculty regarding HoD/Management

4.1. Performance appraisal feedback is taken from all the faculty members about HoD in the feedback format PAFB -1 and about the managementin the feedback format PAFB -2.

4.2. The feedback received with regard to HoD/Management shall enable the administration to draw conclusion about the realizing of the Vision and Mission of the Department/Institutions.

## 5. Parents Feedback

5.1. The attendance status as well as the Internal Test marks (I and II internal tests) reports are sent to the parents of the students by the respective proctors within about one week of the conduction of the internal tests.

5.2. The parent – teacher meeting shall also be conducted and the reports are discussed with the parents.The feedback of the parents is taken in the format ParentsFeedback. Appropriate actions are taken wherever required.

## 6. Faculty Feedback on Institution

6.1. The feedback from each faculty is taken on the questionnaire about the Institution.The format is FacultyFeedback-1.

# PLACEMENT ACTIVITIES

### PREFACE

This manual explains the various activities conducted by the Placement cell for the placement assistance to the students.

## CONTENTS

1. Procedure to conduct Pre Placement Training
2. Procedure to conduct Campus Placement Drive
3. Procedure to conductJob Fair.
4. Procedure to conduct Placement Committee Meeting

## 1. Procedure to conduct Pre Placement Training

**1.1** To conduct Pre placement Training programme, The Placement Department will hold a discussion with Faculty Placement Coordinators and Students Coordinators which is headed by the Principal. Based on the outcomes of the discussion, the training will be conducted.

**1.2** The proposal from the vendors are invited as per the requirement of students, year wise.

**1.3** Pre placement demo is conducted for the students by the vendors.

**1.4** Feedback and updated syllabus and proposal is collected from the vendors after demo.

**1.5** The vendors' proposals are screened based on the report.

**1.6** The vendors are invited for the discussion with Management and to finalize.

**1.7** The MOU's from the both the parties are signed.

**1.8** The students are informed about the pre placement training dates & syllabus. The same syllabus and circulars are displayed in Notice Board and sent to students' mails, as well.

**1.9** Department Faculty Placement Coordinator's will maintain the attendance of every class during the training program.

**1.10** At the end of the Pre-placement Training Programme, feedback from the students about the programme is collected and an analysed report is received from the training vendors along with invoice.

## 2 Procedure to conduct Campus Placement Drive

**2.2** Before starting Placement Drive, the Placement Team will collect the Final year students' Database in the prescribed format and based on the eligibility criteria, will send invitation mails to various companies for campus drive and will follow up on the same.

**2.3** Requirement details from companies will be collected by contacting them by mails/phone.

**2.4** A requisition/proposal letter is submitted to the Principal for the approval of the campus drive. The campus drive is scheduled based on the eligibility criteria. Circular regarding the drive is sent to the respective department, with a copy to the HODs and Faculty placement coordinators.

**2.5** The circular is displayed in the Placement Department's Notice Board and other visible notice boards. A seminar hall is scheduled for the presentation and other class rooms are

identified to conduct tests and other processes depending upon company's interview process. Support is taken from student coordinators and faculty coordinators during the placement drive.

2.6 On the day of the drive, the HR's or the concerned representatives of company are received with due formalities

2.7 The respective Department's Faculty Placement coordinator will collect the students' attendance and arrange for taking photos of interview process.

2.8 At the end of the interview process, on the same day, few companies issue offer letter on the spot or they will send confirmation mail from their mail ID's and within few days offer letters will be received by the students directly.

2.9 Report of the placement drive is prepared and submitted to the Principal.

## 3 Procedure to conduct Job Fair.

3.1 A meeting is conducted with all Principals headed by the Management to arrive at a date for conductinga job fair. The proposal is sent to the Management for approval. This is to be done at least one month before the proposed date.

3.2 Lead by the respective Principals, various committees are formed for smooth work process.MoM is sent to all Principals.

3.3 Invitations are sent to various companies and various colleges for participation. The event is advertised through posters, banners, electronics and print media.

3.4 Class rooms are identified and allotted to different companies as per their requirement.On the day of job fair, various registration counters are openedto guide the students about the interview process.

3.5 The companys' details related to eligibility criteria, role and interview procedure are displayed appropriately.Inaugural function is organised in the morning on the day of job fair. Arragements are made to take photos of the event.

3.6 Few companies give offer letter on spot and few give companies conduct further rounds in the company's premises.

3.7 A report of the job fair is prepared and submitted to the Principal.

**4    Procedure to conduct Placement Committee Meeting.**

4.1 One Faculty Placement Coordinator from each department will be nominated by the HOD's as members of Placement Committee.

4.2 Circular with agenda is sent to conduct meeting. The signatures of the participating members is to be taken during the meeting.

# ORGANIZING EVENTS

## PREFACE

The objective of this manual is to assist the faculty and administration in the effective conduction of Conferences and workshops in the institute.

The manual should ensure effective working of administration and faculty by defining clearly the procedures and to define and distribute the various responsibilities involved.

## CONTENTS

## Operating Procedures to be followed before the Conduction of the Conference/Workshop

1.1 Planning to conduct an international conference should begin at least 18 months before the event. The primary step is to make a few vital decisions. If this is not the first event, preceding year's attendance data can be applied to estimate number of attendees, vendors, speakers, and size of venue.If it is the first event of its kind, apply akin event as a guide and adjust the estimate on early responses.

1.2 Compose and define theme(s) and subjects of event.

1.3 Agree and set dates.

1.4 Frame organizing working group(s) – ensure support within the organization;

1.5 Appoint conference staff/assistants.

## 2. Financial Planning

2.1 Finalisingthe budget – Enlist all the probable costsand identify the sources of funding/ income to include the following items:

2.1.1. Hire of venues

2.1.2. Catering – meals, lunches, tea and coffee breaks etc.

2.1.3. Conference stationery

2.1.4. Evaluation report and publication of results of workshop

2.1.5. Local accommodation for non-paying delegates.

2.1.6 Transport requirements – e.g. College bus to/ from venue

2.2 Contact potential funders.

2.3 Substantiate appropriate systems to control and account for all financial transactions. This must include list of confirmed registered participants showing the details of the amount paid and when this was received.

## 3. Targeting the Right Audience

3.1 Write-up in brief a person specification – the type of people you think will benefit most from attending.

3.2 Recruit chairpersons.

3.3 Invite VIPs and other officials.

3.4 Invite speaker for opening address.

3.5 Invite keynote speakers.

3.6  Determine who is receiving VIPs and other officials.

3.7 Recruit opening address and keynote speakers, and panellists.


## 4. Registration and Mailing

4.1 Workshop registration – set deadline.

4.2 Corroborate method for registration – usually by email or the mailing address for registration forms.

4.3 Generate registration form, considering all essential information necessary – be critical and look at thisfrom the point of view of recipients – easy to complete? / Clear and apparent?

4.4  Withrespect to the budget, establish the registration fee , along with

i)Late registration fees.

ii) Spot registration fees.

iii) Discount fee structure for students, research scholars, etc

iv) Deposits and finalization of payments (deadline).

v) Mode(s) of payment/mention the type of currency – include bank account details andother required information for international money transfers.

v)  Cancellation and refund conditions.


## 5. Final registration

Ensure all registration forms received have been processed and resolve any queries.

5.1 Send final confirmation of registration to participants.

5.2 Collate final list of registered participants.

5.3  Report updated list of participants to convener(s).

5.4  Prepare name badges including participant's register number, first name, family name and country of origin.

5.5  Prepare name badges for staff involved inworkshop.

## 6. Final Mailing

Contents of final mailing

i) Workshop title, dates, location.

ii) Description of workshop venue (facilities).

iii) Postal address, contact details with fax numbers, e-mail address of lead contact.

iv) Reception arrangements and registration desk opening hours.

v) Hotel and other accommodation details

vi) Locations relative to workshop venue – a map is always useful.

vii) Organising local transport etc.

## 7. Communication and Promotion

7.1 Confirm all acknowledgements, including logos to be included on all material for the workshop – advertisements, hand-outs, flyers,reports, website announcements, posters, social media announcements etc.

7.2 Prepare a summary of the event and use it as the support for internal communication (within your ownorganization).

7.3 Compile mailing list of specialist/trade journals.

7.4 Contact and recruit graphic designer in order to produce promotional material.

7.5 Create first announcement/workshop flyer, including challenge, outcome, venue, date and pre-registration deadline.

7.6  Print first announcement circular and pre-registration form.

7.7  Mail soft copy of first announcement circular and pre-registration form.

7.8 Ensure links installed on contacted websites to advertise about the workshop.

## 8. Logistics

8.1 Identify right place for workshop and venue – considering remoteness of venue and further arrange travel to and from venue for participants.

8.2 Determine the need for break-out rooms and their capacities.

8.3 Consider choices on preferred workshop venues – make spot bookings wherever possible.

8.4 Organise working group(s) and/or committee(s).

8.5Check the schedule for bus/ train times etc to and from the venue to attend workshop conveniently. Describe how to get to venue of workshop from main points of arrival in prospectus.

8.6 Enquire and arrange special transport facility for officials and/ or delegates.

8.7 Arrange catering facilities (like coffee, tea, drinks, snacks, lunches, dinners, conference dinner) and likely requirements.

8.8 Hire caterer - Check special meal requirements (dietary, vegetarian etc. extra costs).

8.9 Contact the suppliers of appropriate promotional items – bags, pens etc.

## 9. Planning and Preparing the Programme

During the development of programme and its content, include the following elements.

9.1 Confirm who will make the opening address and welcome.

9.2 Complete sessions.

9.3 Parallel working sessions/ break-out groups.

9.4 Poster and display arrangement.

9.5 Specified time for inter-transmission from one place to another within venueetc.

9.6 Transportation facility to get to the conference site: by train, local public transport, car.

- Provide clear, concise route descriptions.

9.7 Schedule for the call for papers, posters and abstracts.

• Time limit for submission of abstracts/ speaker biographies etc for inclusion in pre-workshop information.

• Availability of or need for guidelines for presenters/ speakers – amongst other things this should confirm.

i) Length and duration of presentations.

ii) Responsibilities of the speakers before and after the presentation.

iii) Suggestion on audience numbers, description of venue and technical facilities.

9.8 Post workshop reporting:

i) Give clear advice on editorial requirements.

ii) Confirm a deadline for submission of reports.

9.9 Consider the need for receptions, depending on when any officials, special invitees or dignitaries.

9.10 Preparations, venue, style, format and timing etc of a conference dinner.

• Appropriate entertainment.

• Parking facilities (parking lot, tickets).

• Transport to and from conference venue and hotels.

## 10. Convention Stationary

Excluding the contents of the workshop pack, only badges are essential in the following list. The other items listed below are subject to available budget.

• Badges with clip/pin combination.

• Pens (or other promotional materials).

• Folders.

• Clip boards.

• Event (conference) bags.

• Book pads

## 11. Workshop Pack Contents

• Note paper.

• Programme schedule.

• Speaker biographies.

• List of participants.

• Up-to-date logistical information.

• Copy of evaluation form.

## 12. Venue Associated Activities

• Sign boards to meeting rooms and other areas.

• Prepare display area for promotional stands etc.

• Establish registration/help desk and ensure access to telephone, photocopiers, printers, first-aid supplies etc.

• Take stationery box – pens, marker pens, scissors, tape, blue-tac, paper, post-its etc. – as well as lastminute registration forms, public transport time tables, city map and a list of all staff and their mobile phone numbers.

• Ensure workshop staffs are familiar with emergency evacuation procedures, toilets and other services;

• Co-ordinate the timing of coffee/tee breaks and meal services.

• Assistance by staffat registration desk.

• Co-ordinate assistance in the meeting rooms.

• Briefing with workshop venue staff.

## 13. Equipments

Communications are heart of the workshop. Presentations must be as clear and audible in the back row as they are in the front, and guests must have the ability to stay in contact throughout the session.

Most conferences will require the following items:

- Audio and visual equipment
- Lighting,
- Computer stations,
- LEDscreens and many other essential electronics.

## 14. Photograph(s)

• Keen observation on the entire programme and consider when and where it would be useful to havePhotographs.

• Enquire and make contact and contract agreement with a skilled photographer –he/she may be a local staff memberratherthan an official photographer to keep costs as low as possible, but for formal events, especially involvingofficials and dignitaries, a professional photographer is worth considering.

• If contracted-out, this should be a written confirmation, including:

1. Acceptance of offer

2. Conference site

3. Shooting date and time

4. Estimated group size

5. Size and number of photographs required

6. Black and white or coloured

7. Delivery date

## 15. Press Releases/ Press Conference

• Draft press releases and consider means of dissemination – via participants, personal media contacts, thoseof others participating. This can be a very formal expectation and requirements, especially for visiting dignitaries and officials.

• Compile mailing list for press release.

• Consider the need for a press conference - site, date and time.

- Determine a lead contact (official) spokesperson.

- Make arrangements for press to interview VIPs, officials, speakers, etc.

## 16. Feedback

At the end of Program feedback is collected from Participants.

# PURCHASE PROCEDURE

### PREFACE
This manual laid down a procedure for purchases in the institution.

### CONTENTS
1. Procedure to be followed before purchasing

2. Procedure to be followed during purchasing

3. Procedure to be followed after purchasing

**1. Procedure to be followed before purchasing**

1.1. The user department's HOD or Faculty have to give purchaserequisitions in a specified form (indent form).

1.2. Sometimes, the storekeeper may inform to Administrative officer to buy the items, which have reached in the minimum level from the each department.

1.3. The Administrative officer may place the order by considering the rateof use of the item in the departments and the balance of stock in store room.

1.4. The Administrative officer has to consider offer, durability, performance, discount, price, after sales service, quality, design and the like to place an order to the same suppliers..

1.5. The Administrative officer makes enquiries from the suppliers about the terms and conditions of supply and asks for price lists, quotationsetc after deciding the type of (consumable or non-consumable) stationary idem required.

1.6. The Administrative officer has to prepare the comparative statementbased on price lists, quotations and samples sent by the different suppliers to clarify to the management

1.7. The Administrative officer and Management commence the negotiations with suppliers based on lowest price quoted by thesupplier.

1.8. Administrative officer places an order with the selected supplier in a prescribed form.

**2. Procedure to be followed during purchasing**

2.1 The purchase order contains the details like quantity, quality, services, replacement of the items with manufacturing defects, rate,time of delivery, terms of payment etc.

2.2 The Administrative officer or the office manager/store keeper may sign the order.

2.3 The Administrative officer also takes the follow up action if there isany delay in the delivery of stationery items and when the items will come.

**3 Procedure to be followed after purchasing**

3.1 The administrative officer has to check the items received and ascertain that they have been supplied according to the order, in terms of quality and quantity.

3.2 After receiving the items, entries are made in the Stock register under appropriate heads by the department/store keeper.

3.3 Then, the administrative officer has to inform to the department HODor faculty, which have requested the item, regarding receipt of theitem anddispatch the same from the store in the Institute/College.

# PURCHASE PROCEDURE/ POLICY

## Purchase Committee

The member of the purchase committees is as follows

1. Management Representative
2. Principal
3. Concerned Department HOD
4. Advisor

The all the concerned have to follow the defined purchase procedure as below

1. Requisition (indent) for the required item/consumables/material should be raised by the staff/lab in charge and submitted to the Purchase committee for scrutiny and approval from the Principal.

2. Purchase committee shall scrutinize the requirement and accord the sanction for the purchase taking into consideration the allocated budget for the same within two working days of receipt of the recruitment.

3. The approval shall be sent to Head of the Department for calling quotations from various vendors.

4. The indenter will select three or more quotations which suits the specification of the requirement with the help of stores Department and will prepare comparison statement and forward the same to the purchase committee for approval. The committee may invite the vendors for discussion/ negotiations.

5. On approval the purchase order shall be prepared. The purchase order, indent, 3 quotations and comparison statement have to be forwarded to the Principal for signature

6. Once the material is received, the same will be forwarded to the concerned department for installation and testing. The department will check the material and certify. The concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier, then the same will be entered in the Stock Register.

7. The invoice from the supplier will be submitted to the Stores for passing and forwarded to Accounts Dept. for payment. Without passing remarks by HOD, lab In charge and Stores Department, Account Department will not process for payment.

8. In case of emergency requirement of consumables/ small items, the same may be procured verbally in consultation with Principal, Head of the Department and then follow all the above procedures.

9. While passing Invoice, following documents in original are compulsory:
   a. Purchase Order
   b. Invoice
   c. Delivery Challan
   d. Comparative Report
   e. Quotation
   f. Goods Received Note

# WEBSITE MAINTAINENECE

## PREFACE

The major objective of this manual is to set a standard procedure to design, update and maintain the Institution official website. It will also give a guidance on the design and utilize the website for the use of Institutional Information and student community at large.

The general objectives of the PBRVITS website are:
1. To present an attractive, professional image of PBRVITS to a wider community (including prospective parents)
2. To promote PBRVITS and its activities within the technical community and also to engage the students and parents, helping them to take interest and pride in their PBRVITS and its achievements

## CONTENTS

## 1. INTRODUCTION

The **PBRVITS** website will be hosted at https://www.pbrvits.com/with the provisions that the updating and management of the website will be in the hands of the Director, Principal and Website Manager of **PBRVITS**. This is the Website Policy Document of **PBRVITS**. The website will be reviewed regularly for development, in addition to updating the website content. This policy outlines the procedures and rules in place to set out the type of information that is to be included /excluded and the procedure for approving updates.

### 1.1 Vision

To Update and Maintain **PBRVITS** Website to be visually aesthetic and informative at the same time

### 1.2 Mission

1. To Upgrade college website
2. To do content management

### 1.3 Core Values

1. Professionalism and integrity
2. Quality Customer Service
3. Update and Up-to-the-minute
4. Team spirit and team work
5. Integrity

# 2. GENERAL POLICIES

1.  The website and its components, including design, images, written content, and all other contents, are copyrighted by **PBRVITS**and may not be copied, modified, used on other sites or re-purposed without express, written permission from the college.

2.  It is the responsibility of each department or office to bring the required corrections/changes, if any, to the Website Manager.

3.  It is the responsibility of the department website editorial team member to ensure that all information in their section of the site is accurate, current and adheres to college policies. HOD/TPO/AO of respective department/Office will be the content owner for their page.

4.  Web initiatives, which exceed the scope of simple maintenance or effect navigation, should be sent to the Website Manager to be prioritized in accordance with policies set by the Web Advisory Committee.

5.  Student information or student work may not be published on a web page without the student's prior permission.

6.  Information created and posted on the **PBRVITS** Website is the intellectual property of the institution. Content providers must comply with copyright and fair use laws and all relevant College policies, including those governing use of computing resources, non-discrimination, harassment, use of College facilities and services for commercial purposes, and student and employee conduct.

7.  Illegal or inappropriate activities and harassment is prohibited. Illegal activities shall be defined as a violation of local, state, and/or central laws. Inappropriate use shall be defined as a violation of the intended goals of the **PBRVITS** Web site. Harassment is defined and addressed in the **PBRVITS**Harassment/Discrimination Committee.

8.  Unauthorized use of **PBRVITS** Web sites for commercial purposes is prohibited. Personal or institutional Web pages may not be used for direct advertising for personal profit or gain.

## 3. ROLES AND RESPONSIBILITIES

Website Manager has overall responsibility for the implementation and monitoring of the **PBRVITS** policy on the **PBRVITS** Website. The Website Manager is the day-to-day manager of routines contained in the policy with the assistance of all staff members. Maintenance and updating the website is carried out by the appointed website administrator.

### 3.1 Website Advisory Committee

The Management, Principal, experts from Industries and HODs will be the members of this committee.

### 3.2 Website Manager

The Management / Principal will appoint the Website Manager who is HOD or Senior Professor on annual basis.

### 3.3 Website Editorial Team

The Website Manager will appoint the website Editorial team. The team consists of Faculty from each department and students (preferably from pre-final year).

### 3.4 Website Technical Team

The Website Manager will appoint the website Technical team. The team consists of Faculty from each department and students (preferably from pre-final year) with programming knowledge.

### 3.5 Website Data Collection Team

The Website Manager will appoint the website Data Collection team. The team consists of Faculty from each department and students (preferably from pre-final year) with good communication skills

### 3.6 Website Administrator

The Management/ Principalwill appoint a website administrator. He/She will be responsible for uploading the content items for the **PBRVITS** website. This will be completed at the request of and in consultation with the Management/Principal.

## 4. GENERAL PROCEDURES

The website will be regularly checked by the Website Team, website administrator and principal to ensure that there is no content that compromises the safety of the students, members of staff or members of the PBRVITS community. Website content will be subject to the following rules:

1. Information on and updates to the website will be approved by the Website Manager and then by Management, before being uploaded. All faculty data and student data published in the website is the approved and allowed data. Newsletters/Event Information will be adapted for uploading to the website.

2. Students will be given the opportunity to publish projects, artwork or technical work on the PBRVITS website in accordance with the following rules:
   a. Publication of PBRVITS work will be co-ordinated by the class teachers and uploaded for approval by the website administrator.
   b. The PBRVITS website will publish full names alongside Students' work. Work published will be linked to subject areas. Students' work published will appear in an educational context with a copyright notice prohibiting the copying of such work without express written permission. Students continue to own the copyright of any work published.

3. Photographs: The PBRVITS anticipates using digital photographs of group activities and events. The content of the photos will focus on the activity/event in question. Photographs will be published in accordance with the following rules:
   a. The administrator and other approved contributors, in consultation with the Website Manager, have permission to publish photographs of PBRVITS related activities/events.
   b. No photographs of students from whom consent has not been received will be shown on the website. Individual student will not be named and other identifying information will not be attached to the photos. Photographs will focus on the activities and not on the individuals.

## 5. WEBSITE MAINTENANCE PROCEDURES

1. Any requests for web updates should be sent to the website contact address. The website team will assume that all content received has been through a quality check and approval process from their work unit or team.

2. The turnaround time for the website team to update information provided is 48 hours from the time content is received. For any large quantities of work, this time may increase to one week or more.

3. The department website editorial member and HOD will take responsibility for the accuracy of the information, and ensuring deadlines are met.

4. The website editorial member or HOD is to inform the web team to remove or archive any outdated information.

5. For any new page creation, an additional approval from the Website Manager is required

# REMEDIAL CLASSES

**Objective:**

Remedial classes are meant basically for slow learners, needy students and students admitted late to the institution for various reasons. The main objective is to provide minimum basics required for a student to cope up with the subject in regular classes and also to prepare them for the Class tests, Internal Assessment and Semester End Examination.

## 1. Selection/Identification of students for RemedialClasses

Students are selected

  i.   Based on their previous grades obtained(Failure in more than two subjects).

 ii.   Based on general observation made by the faculty handling Tutorialclasses.

iii.   Students admitted late.

## 2. Formation of Remedial class TimeTable

  i.   Class teacherswill identify the slow learners based on above mentioned criteria and the list must be submitted to theHoD.

 ii.   HoDs will seek permission/approval from Principal to conduct remedial classes, highlighting the justification for thesame.

iii.   Timetable is tobeframedforthesubjectsapprovedby the Principal, by identifying suitable time slots.

 iv.   Approved Time table by the Principal as per college format is to be displayed in all the prominent noticeboards.

  v.   Remedial classes outside the regular class hours may also be

planned with the permission of the Principal including the option of conducting remedial classes from 8.30 AM.

vi. Faculty handling remedial classes at 8.30 AM should report fifteen minutes before the start of the class.

vii. Remedial Classes must be conducted within a week after announcement of results.

viii. Maximum of fifteen classes for each course may be held in eachsemester.

## 3. Conduction ofclasses

i. With due approval from the Principal, HoDs have to allot faculty to handle remedial classes.

ii. A separate attendance register is to be maintained by each faculty handling the class.

iii. Classes should be more interactive than the regular classes.

iv. Faculty must solve minimum of 3 previous years universityquestion papers encompassing three modules of facultychoice.

v. HoDs have to monitor the remedial classes on regularbasis.

vi. Mentors to ensure that the students are attending the classesregularly.

## 4. Assessment

i. Faculty have to ensure good performance of students in the semester end examination.

ii. Each faculty has to submit result analysis in their subjects to theHoD.

iii. HoDs have to send consolidated result analysis to the principal for necessary action. Based on the analysis of results, action plan for the next semester is to be drafted for further improvement inresults.